



SEPLAT PETROLEUM DEVELOPMENT COMPANY PLC  
(ON BEHALF OF THE NPDC/SEPLAT JOINT VENTURE)

seplat

TENDER OPPORTUNITY: THE PROVISION OF CORPORATE INTEGRATED  
TRAVELS MANAGEMENT SERVICES

## 1.0 INTRODUCTION:

The SEPLAT, Operator of the NPDC/SEPLAT JV is seeking qualified Contractors for the Provision of Corporate Integrated Travels Management Services.

In line with SEPLAT's policy to ensure employees, partners and external parties working with the company are given a conducive environment when working and traveling on business trips. There is need to ensure we continually receive world class and quality travel services which this contract will address.

The contract for Provision of Corporate Integrated Travels Management Services is required for our day to day operations in Nigeria and across various locations around the world. To achieve this, SEPLAT intends to run a competitive travel services bid for all her assets.

SEPLAT invites submission from reputable Nigerian registered companies having 'world class' experience in Integrated Travels Management Services for major Oil and Gas companies.

The contract duration is Two (2) years plus One (1).

## 2.0 SERVICES REQUIRED/SCOPE OF WORK:

As a minimum requirement, the selected Vendors shall have the necessary experience, capability and shall be fully responsible for the provision of service as detailed in the table below:

S/N	SERVICE CODE	Tender Ref. Number	SERVICES	BRIEF DESCRIPTION OF SCOPE OF WORK (INCLUDE BUT NOT LIMITED TO THE UNDERSTATED)
1	3.18.10 and 3.08.17	SEPLAT/LAG/CAAF/2020/HR/136136	The Provision of Corporate Integrated Travels Management Services	Scope of Work shall include: <ol style="list-style-type: none"><li>I. Reserve, book and confirm international and local tickets for operational activities and trainings using the Amadeus or Galileo. Service provider shall possess a strong business relationship with airlines and affiliate bodies worldwide to manage international travels.</li><li>II. Use network connection to negotiate and obtain competitive rates and/or special deals from the approved airlines for the benefit of the company. Where SEPLAT has already secured better deals with the Airlines, the Contractor would be expected to manage the deals on behalf of SEPLAT or seek to negotiate further.</li></ol>

				<ul style="list-style-type: none"> <li>III. Issue tickets for all SEPLAT local travels to Lagos, Port Harcourt, Abuja, Benin, Warri, and any other designated routes within Nigeria using only SEPLAT approved Airlines.</li> <li>IV. Issue tickets for all SEPLAT International travels to Europe, USA, UAE, etc. to make reservations on all IATA airlines, assign seat numbers on most of the airlines worldwide, making special request, e.g. Special meals, wheelchairs, meet &amp; greet etc. on most airlines worldwide, inserting Frequent Flyer numbers on almost all airlines, reconfirmation on most airlines booked on the system, effect changes to reservations on all bookings made from the system, looking at fares to destinations on various airlines for comparison and providing SEPLAT with any special travel market intelligence that comes to their knowledge by virtue of their close relationship with most airlines.</li> <li>V. Make recommendations to the company for the best economic network routes to use without compromising comfort, safety, security and convenience of the traveler. This would be used by the company for comparison and decision making.</li> <li>VI. Find better solutions on complex routings by using their special expertise on fare construction and in-depth knowledge of the trade and to develop and deploy a self-booking tool.</li> <li>VII. To provide the Company with comprehensive management information reports daily and on request, covering all services (local and international travel, hotel, visa, travel insurance, protocol services, etc) booked by the Company through the Contractor.</li> <li>VIII. Maintain a cordial relationship with service providers in making sure Company's personnel are treated with utmost courtesy.</li> <li>IX. Issuance of tickets in a timely manner for all International and local routes.</li> <li>X. Identify a chain of hotels at Company's specified locations (e.g. Europe, USA, UAE) and negotiate competitive corporate rates for the benefit of Company considering service volume. Where company has already secured corporate rates, the contractor shall be advised to note and apply the rates on all company official reservations in the hotels.</li> </ul>
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				<p>XI. Make hotel reservations and follow up with confirmations in Company's approved Hotels at specified locations of SEPLAT business.</p> <p>XII. Provide Corporate Gold and Platinum cards for travellers' use at hotels abroad if the need arises.</p> <p>XIII. Provide protocol services and airport assistance at designated Domestic and International Airports as required; obtaining boarding passes for company passengers in advance whenever the airline allows such and also providing and rendering associated services such as Yellow card, Travel Insurance, Transit visas, expatriate visas, hotel accommodation, transportation etc.</p> <p>XIV. Provide two (2) on site personnel and Protocol Staff whose qualifications/sense of responsibility and integrity meet company standards</p> <p>XV. Coordinate the arrangement and provision of ground transportation service in all specified locations requested. They are to work with SEPLAT vehicles (when available) for the provision of efficient ground transportation services as at when required.</p> <p>XVI. Ensure timely pick up and drop off from point of origin to destination of all company staff on business trips to and from the airport, hotels, company's guest houses, office locations and other approved designated locations.</p> <p>XVII. Ensure that all vehicles provided for pick up services are clean, secure and meet the minimum safety and security requirements of SEPLAT</p> <p>XVIII. Provide company staff on business trips with dedicated 24 hrs toll free network in Nigeria to contact whenever the need arises.</p>

**SPECIAL REQUIREMENTS:**

The Vendor shall be responsible to meet SEPLAT vendor registration requirements, corporate governance and policy standards upon successful completion of tendering process.

The Vendor shall be responsible to meet any FAAN and International Immigration Travels obligations relating to the provision of services to SEPLAT.

**3.0 MANDATORY REQUIREMENTS:**

1. To be eligible for this tender exercise, interested Companies are required to be pre-qualified in the relevant Product/Services categories of NipeX Joint Qualification System (NJQS) database as indicated

in 2.0 above. All Successfully prequalified Contractors in this category will receive invitation to Technical Tender (ITT).

2. To determine if you are pre-qualified and view the product/service category you are listed for: Open <http://vendors.nipexjqs.com> and access NJQS with your log in details. Click on Products/Services Status tab to view your status and product codes.
3. If you are not listed in a Product/Service category and you are registered with DPR to do business, contact NipeX office at 8, Bayo kuku Street, Ikoyi, Lagos with your DPR certificate as evidence for verification and necessary update.
4. To initiate the JQS pre-qualification process, access [www.nipex-ng.com](http://www.nipex-ng.com), click on services tab followed by NJQS registration.
5. To be eligible, all tenders must comply with the Nigerian Content requirements in the NipeX system.

#### **4.0 NIGERIAN CONTENT DEVELOPMENT:**

Seplat as an indigenous Exploration and Production Company in Nigeria is committed to the development of the capabilities of Nigerian companies in compliance with the provisions of the Nigerian Oil and Gas Industry Content Development (NOGICD) Act 2010 for Nigerian Content Development.

Tenderers are to note that they will be requested in the technical tender to provide details of their relevant strategy to ensure that they fully comply with the Nigerian Oil & Gas Industry Content Act, 2010 as provided at <http://www.ncdmb.gov.ng/images/GUIDELINES/NCACT.pdf>, in view of the fact that non-compliance will constitute a fatal flaw in all contract evaluations.

In light of the above, Tenderers shall be expected by the Nigerian Content Development Monitoring Board (NCDMB) to:

1. Develop a Nigerian Content Execution Plan (NCEP), which shall explain the methodology of how contractor intends to comply with the requirements of The Act. How it intends to give first consideration to services provided from within Nigeria. How bidder would maximize the utilization of Nigerian resources (labour, materials and services) in the execution of this contract. Maximizing Nigerian Content is a key Project priority.
2. Demonstrate that entity is a Nigerian indigenous company having more than 51% Nigerian equity shareholding in the registered entity. Tenderer shall submit certified true copies of CAC forms 10, 02 & 07.
3. Submit Tenderer's corporate organizational and project/contract specific organogram. The project organogram should include but not limited to the names and nationality of the key personnel that would be involved in the execution of the work scope.
4. Provide detailed description of the location of in-country committed facilities & infrastructure (assets, equipment, technical office, and administrative space, storage, workshop, assembly).
5. In line with the NCD Human Capacity Development Initiative, Bidder shall commit to providing Project-Specific training, man-hour, budget, skill development and understudy plan for Nigerian personnel utilizing OGTAN registered trainer(s) or other approved NCDMB training institution(s).
6. Tenderer shall provide evidence of registration on the NCDMB NOGIC JQS.

#### **5.0 CLOSING DATE:**

SEPLAT shall download Bidders' List from NIPEX PORTAL for Companies who are pre-qualified and LIVE in relevant NJQS Product/Services Codes indicated in 2.0 above as at **15:00 hours on 29th October 2021**.

Thereafter, a competitive bidding process shall be adopted. Invitation To Tender (ITT) shall be issued for both Technical and Commercial tenders to the approved bidders. Bidders shall revert with 2copies each of bid packages (hard & soft copies).

#### 6.0 **ADDITIONAL INFORMATION:**

1. All costs incurred in preparing and processing NJQS prequalification and responding to this Tender Opportunity shall be to the Contractor's own account.
2. This "Invitation To Tender" shall neither be construed as any form of commitment on the part of SEPLAT to award any contract to any Contractor and or associated contractors, sub-contractors or agents, nor shall it entitle Prequalified Contractors to make any claims whatsoever, and/or seek any indemnity from SEPLAT and/or any of its partners by virtue of such Contractors having been pre-qualified in NJQS.
3. The tendering process shall be undertaken in accordance with the NNPC contracting process in compliance with Public Procurement Act 2007
4. SEPLAT will communicate only with authorized officers of the qualifying Companies at each stage of the Tender process, as necessary, and will NOT communicate through individuals or appointed Agents.
5. This tender and any related process neither creates any commitment by SEPLAT nor establish any legal relationship.
6. All information must be provided in English Language.
7. Notwithstanding the pre-qualification in NJQS, SEPLAT is neither committed nor obliged to include your company on any bid list or to award any form of contract to your company and/or associated companies, sub-contractors or agents.
8. SEPLAT will not enter any form of communication with interested bidder(s) from the commencement date of this "Invitation To tender".
9. Willful submission of any fictitious document will attract suspension from participation in future bids.
10. Only pre-qualified companies in the appropriate registered NipeX Categorization as at the last date of this advertisement will be eligible and shall be invited for tendering.
11. SEPLAT will not enter correspondence with any company or individual on why a company was short-listed or not short-listed.
12. Evaluation of tenders and selection of successful bidders will be based on proven capability of a bidder to offer the service and submission of the lowest evaluated responsive tender.

13. Full tendering procedure will be provided only to contractors that have been successfully prequalified in NJQS.
14. Contractors that are prequalified for this product/service category in NJQS must ensure that the name and contact details (physical address, email address and telephone number) of their company and authorized/responsible personnel is up-to-date in their company profile in the NJQS database.
15. The tendering process shall be the NIPeX contracting process requiring pre-qualified companies to submit technical tenders first. Following a technical review, which will focus on the disqualification criteria, only technically and financially qualified contractors will be requested to submit commercial tenders.

Please visit NipeX portal at [www.nipex-ng.com](http://www.nipex-ng.com) for this advert and other information and note that this tender will be processed through NipeX system.

**Disclaimer:**

This "Invitation To Tender" shall not be construed to be a commitment on the part of NPDC/SEPLAT to award any form of contract to any company and/or associated companies, sub-contractors or agents; nor shall it entitle any company submitting documents to claim any indemnity from NPDC/SEPLAT and/or any of its partners by virtue of such companies having responded to this advertisement.