



**SHELL NIGERIA EXPLORATION AND PRODUCTION COMPANY LIMITED (SNEPCo)  
TENDER OPPORTUNITY: CONSOLIDATED GROUP PERSONAL ACCIDENT/GROUP LIFE  
INSURANCE POLICY**

**TENDER REF: CW547643 – (NIPEX NO: 00000423)**

**1.0 INTRODUCTION**

Shell Nigeria Exploration and Production Company Limited (SNEPCo), Operator of the NNPC/Joint Venture/Production Sharing Contract is seeking qualified Insurers for the Provision of **GROUP PERSONAL ACCIDENT/GROUP LIFE INSURANCE** coverage for her Employees (SNEPCo and SPDC). The proposed contract is estimated to commence in Q1 2022 and remain active for one (1) year duration, followed by two (2) one (1) year extension options.

SNEPCo invites submission from reputable Nigerian registered Insurance Companies having 'world class' experience in the provision of insurance services for major Oil and Gas companies.

Please visit the Nigerian Petroleum Exchange Portal [www.nipex.com.ng](http://www.nipex.com.ng) for further details.

**2.0 SCOPE OF WORK**

The scope of the works shall include, but not limited to the following:

The Insurance would cover death and fatality to staff. Insurance cover is required to be in place for SNEPCo and SPDC employees, to provide indemnity in the event of risk of accidental bodily injury/death while performing their duties anywhere in the world. The Insurer shall retain 100 percent of the risk in Nigeria. The Insurer will liaise with the appointed Broker for the purpose of good underwriting, claims administration, policy documentation, renewals, endorsement etc.

This 2022 insurance placement takes cognisance of the provision of the 2014 Pension Reform Act (PRA) which requires that the entitlements under the life insurance policy should be paid directly to the NAMED BENEFICIARY of the life assured. Hence, the Group Life insurance is now based on total emolument for each staff in compliance with the law. The Insurer will therefore receive premium payments from SNEPCo and SPDC and pay claims directly to the deceased's nominated beneficiaries.

The contract with the Insurer will include the following scope:

- a) Underwriting of the total value assured.
- b) Administration of the policy (documentation, renewals, endorsements, etc) and
- c) Prompt processing and payment of claims when they occur.

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The insurer must meet the underlisted basic requirements and provide supporting information as detailed below:

**BASIC REQUIREMENTS**

Any Insurance Company seeking to be selected must satisfy the following conditions:

1. Be a Limited Liability Company registered in Nigeria and licensed by the National Insurance Commission (NAICOM) to transact Life and General Insurance Business.
2. Have a net asset of not less than N3billion as per its last published Accounts for its insurance business.
3. Have acquired good experience in Oil and Gas insurance business.
4. Have adequate and qualified staff with experience in Oil and Gas Insurance business.
5. Must be in good standing as regards prompt settlement of all claims reported to date.
6. Must be a good corporate citizen of Nigeria that pays its taxes, NAICOM and NCD fees as and when due.

**SUPPORTING DOCUMENTATION**

The interested Insurer must have the following documents:

1. A certified true copy of the Corporate Affairs Commission (CAC) of the company's Certificate of Incorporation obtained from Corporate Affairs Commission (CAC), C02 and C07
2. A certified true copy by NAICOM of the Company's License as an Insurer to transact Life and general insurance business.
3. Current registration with the Department of Petroleum Resources (DPR).
4. A summary and Documentary evidence demonstrating insurer's experience in similar Oil and Gas insurance cover that Insurer has provided in the last 3 years (2018 to 2020), including clients' name and dates of cover (please attach copies of participation slips).
5. Provide company profile indicating Nigerian Shareholding, Company's financial details, and published annual Report and Accounts for the past 3 years (2018 to 2020).
6. Evidence of NAICOM's approval of Annual Returns and Accounts for previous underwriting year (2020).
7. A profile of six (6) top management staff of the Company with their qualifications and insurance working experience in Oil and Gas insurance business.

8. Provide evidence of qualified professional staff and training plans, and current 2021 Certificate of compliance from the Industrial Training Fund (ITF).
9. A signed declaration by the CEO that the company is in good standing with NAPIMS and Operator(s) as regards prompt settlement of all claims discharged as at 31st May 2021.
10. Company's Tax Clearance certificates for the past 3 years (2018 to 2020).
11. Copy of 2020 VAT certificate and Evidence of remittance
12. A certified true Copy of Reinsurance Cover Letter and a detailed summary clearly stating the types of reinsurance strategy, capacity, period, and documentary evidence of cover etc.
13. Provide relevant information of two (2) contact persons: name, telephone, fax numbers and e-mail address.
14. Evidence of Group Life insurance Compliance certificate for its own employees.
15. Certificate of compliance from the pensions commission (PENCOM) (2021)

### 3.0 MANDATORY REQUIREMENTS

1. To be eligible for this tender exercise, interested contractor are required to be pre-qualified as essential service vendor in **3.14.05\_Life Insurance services category** in NipeX Joint Qualification System (NJQS) data base. All successfully pre-qualified suppliers in this category will receive an Invitation to Technical Tender (ITT).
2. To determine if you are pre-qualified and view the product/service category you are listed for, open [www.nipexng.com](http://www.nipexng.com) and access NJQS with your login details, click on continue Joint Qualification Scheme tool, click check my supplier status and then click supplier product group.
3. If you are not listed in a product/service category you are registered with DPR to do business, contact NipeX office at 8/10 Bayo Kuku Street Ikoyi, Lagos with your DPR certificate as evidence for verification and necessary update.
4. To initiate the JQS prequalification process, access [www.nipexng.com](http://www.nipexng.com) to download the application form, make necessary payments and contact NipeX office for further action.
5. To be eligible, all tenders must comply with the Nigerian Content Requirements in the NipeX system.

### 4.0 NIGERIAN CONTENT REQUIREMENTS

Vendors are to demonstrate strict compliance with the provisions of Nigerian Oil & Gas Industry Content Development Act 2010 and Insurance Act 2003 amongst others:

1. Tenderer shall demonstrate that entity is a Nigerian-registered company with 51% or more Nigerian shareholding capacity. Submit certified true copies of CAC forms 10, 02 & 07 (or its equivalent; CAC 2.3, 2.4, 2.5, etc). Tenderer shall provide evidence of registration with the NCDMB NOGIC JQS and DPR.
2. Provide detailed description of the location of in-country committed facilities & infrastructure (Technical/Administrative office) in Nigeria to support this contract.
3. Provide evidence of a certified true copy of the Company's License by National Insurance Commission (NAICOM) as an Insurer to transact General Insurance business.
4. Tenderer shall comply with the latest approved version of NCDMB HCD guideline by committing (via a letter of undertaking) 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).

### 5.0 CLOSING DATE

Only Tenderers who are registered in the NJQS product/category **3.14.05\_Life Insurance Services category** as at **8th Nov 2021 by 4pm** being the adverts close date shall be invited to submit Technical bids.

### 6.0 ADDITIONAL INFORMATION

- All costs incurred in preparing and processing NJQS prequalification shall be to the contractor's accounts.
- This advertisement shall neither be construed as any form of commitment on the part of SNEPCo & SPDC to award any contract to any company and or associated companies, sub-contractors or agents, nor shall it entitle prequalified companies to make any claims whatsoever, and/or seek any indemnity from SNEPCo & SPDC and or any of its partners by virtue of such companies having been prequalified in NJQS.
- SNEPCo & SPDC will communicate only with authorized officers of the pre-qualifying companies and NOT through individuals or Agents.

Please visit NipeX portal at [www.nipexng.com](http://www.nipexng.com) for this advert and other information. Also note that this contract will be progressed through NipeX system.

NCDMB certification **Number. ES/NCDMB/-ADV/SNEPCO/UPD/111021/CONSOLIDATED GROUP PERSONAL ACCIDENT/GROUP LIFE ASSURANCE (2022-24) CW547643.**

This advertisement is not an invitation to tender for the above services. There is no commitment or obligation, implied or otherwise, for SNEPCo & SPDC to issue a tender or enter into a contract with any Respondent. Participation in the pre-qualification exercise does not constitute or imply any commitment to any party or entitle any party to any indemnity or any form of payment from SNEPCo & SPDC. For the avoidance of doubt, the costs of participating in this pre-qualification exercise shall be for the sole account of the Respondents.

