



SHELL NIGERIA EXPLORATION & PRODUCTION COMPANY LIMITED (SNEPCO)
TENDER OPPORTUNITY: OPERATIONS OF SNEPCO LIGHT VEHICLES & PEAK SHAVING
PROVISION, LAGOS & ONNE; AND MAINTENANCE OF SNEPCO LIGHT VEHICLES, LAGOS & ONNE
TENDER REF: NG***/NIPEX NO 100004805**
NC CERTIFICATION: ES/NCDMB/SNEPCO-ADV/UPD/05/0121/ OPERATIONS OF SNEPCO LIGHT
VEHICLES & PEAK SHAVING PROVISION, LAGOS & ONNE

1.0 INTRODUCTION

SHELL hereby announces to interested and prequalified companies an upcoming tendering opportunity for the OPERATIONS OF SNEPCO LIGHT VEHICLES & PEAK SHAVING PROVISION, LAGOS & ONNE; AND MAINTENANCE OF SNEPCO LIGHT VEHICLES, LAGOS & ONNE. The proposed contracts (2 packages) will commence in Q4 2021 and remain active for three (3) years duration. - **Please visit the Nigerian Petroleum Exchange Portal <http://vendors.nipex-ng.com>** for further details.

2.0 SCOPE OF WORK:

1. Operation of SNEPCo Light Vehicles & Peak Shaving Provision, Lagos & Onne (Package 1)

This consist of the following elements; crewing of vehicles, journey management, operation supervision, vehicle documentation, vehicle washing, vehicle upkeep, fleet management and other ancillary services required to keep the fleet in a state of operational readiness for transportation services. These elements of scope will be bunched and tendered as driving services. Generally, the scope of work/services delivered to SNEPCo shall include but not limited to the following:

- The service work scope involves but is not limited to the provision of driving services to move company vehicles from one location to the other, safely and cost effectively while complying with the Shell HSSE & SP CF. In addition, to manage the demand peaks, the contractor would also provide peak-shaving vehicles that meet company specifications. This peak-shaving provision will be on call-off basis. All requirements to execute this contract and provide the service namely statutory fees, compliance with personnel unionisation requirements, car park fees, airport tolls, other statutory requirements e.g. Group Life Assurance etc must be considered.
- The contractor is to provide standard HMO (Personnel + 5 dependents including spouse) for all personnel deployed under this contract. The CONTRACTOR is to provide medical services via an accredited HMO from the NATIONAL HEALTH INSURANCE SCHEME (NHIS) for its staff to attend to their medical needs. The CONTRACTOR shall provide staff that are medically certified fit-to-work.
- The contractor is to provide appropriate PPE's namely Safety shoes, Uniform (4 pairs yearly) etc for its personnel who would be rendering the service.
- The contractor is required to review and comply with the Guidelines on Labour Administration Issues in Contract Staffing/Outsourcing in the Oil & Gas Sector, issued by the Honourable Minister of Labour and Productivity for Nigeria in line with the powers conferred on him by Section 88 of the Labour Act.
- Contractors to this tender package must ensure compliance to all Nigerian laws and statutory regulations and ensure that same applies to all persons/sub-contractors used in rendering this service. These include, but not limited to, Pension Reform Act, Employee Compensation Act, Labour Act, Factories Act, Money Laundering (Prohibition) Act, National Health Insurance Scheme Decree, Personal Income Tax (Amendment) Act, Insurance Decree, Trade Union (Amendment) Act, National Housing Fund Act etc. Contractor must make all statutory payments applicable to the execution of the contract and comply with all government regulations timely.
- The quantum of Nigerian Content within overall work scope is 100%. Government Intermediary (GI) element is present in work scope for vehicle licence, toll gates payment etc.

2. Maintenance of SNEPCo Light Vehicles, Lagos & Onne (Package 2)

Generally, the scope of work/services delivered to SNEPCo shall include but not limited to the following:

- The CONTRACTOR should have OEM accredited workshop in Lagos state (Lagos mainland, Lagos Island, Victoria Island, Lekki and environs) and accredited dealership with Toyota (Nigeria) Limited and for other requisite field of maintenance work (Honda, Mercedes, Isuzu, Hyundai)
- The CONTRACTOR shall perform the WORKS in accordance with the CONTRACT. The work to be performed generally consists of all WORKS necessary and incidental to the: a) Maintenance of THE COMPANY light vehicles. Number of vehicles to be maintained shall be determined by THE COMPANY and may fluctuate monthly.
- Recovery, maintaining of all THE COMPANY light vehicles in the Lagos division includes, all field locations including but not limited to Onne Port- Rives state, Ikeja area, Victoria Island, Ikoyi, Lekki, and Shell offices in Marina and Ikeja, Lagos and environs (neighbouring states) etc.
- WORK shall be executed for THE COMPANY located in Onne Port Rives state, Shell offices in Marina and Ikeja, Lagos and environs (neighbouring states) workshops and support facilities nearest to work execution locations, sufficiently resourced to support maintenance activities etc.
- Provision of workshops and support facilities nearest to work execution locations, sufficiently resourced to deliver maintenance services including other administrative/technical services, such as scheduling, dispatch and vehicle movement control in and out of the designated workshop facilities and vehicle QA/QC.
- Provision of on-site maintenance quick-fix services.
- Provision of all in-date vehicle maintenance documentation.

- Provision of mechanics, equipment; vehicles; towing vehicles; workshop tools etc. compliant with minimum COMPANY requirement, with sufficient back-up / redundancy measures required to effectively perform the services.
- Provision of clear channels of availability/access to all spare parts compliant with minimum requirement. Guarantee of minimum stocking levels and inventory management system(s) to assure sufficiency of spares for smooth maintenance process.
- In performing the service, the CONTRACTOR is expected to utilize his own workshop, facilities and equipment. All mechanics and technical staff shall be provided with appropriate PPEs that they require to safely perform their duties.
- The CONTRACTOR is also expected to provide quick-fix services at COMPANY operations base. The CONTRACTOR shall maintain all tools and equipment in good working order, certify them as and when required, and replace them due to wear and tear and/or misplacement. All equipment and tools required for the service shall be provided by the CONTRACTOR at own cost.
- In performing the service, the CONTRACTOR shall, at all times, comply with applicable Nigerian Law, THE COMPANY Regulations and manufacturers requirements for the maintenance of the vehicles.
- The CONTRACTOR shall, at all times, comply with all applicable statutory and THE COMPANY laws/regulations and particularly THE COMPANY's HSSE & SP CF Transport Manual, Manage logistics Road Transport HSE and SNEPCO addendum for use with HSSE & SP CF Transport Manual.

SCHEDULED PREVENTIVE, ROUTINE MAINTENANCE AND SERVICING

- Scheduled Preventive maintenance and servicing and cleaning of SHELL Owned Vehicles strictly in accordance with manufacturer's recommendations and to SHELL standards and specifications as detailed in the LT-MS, including but not limited to:
 - Provision of all original spare parts, consumables, lube oils and other such materials and tools necessary for the maintenance and servicing works.
 - Provision of management information on routine maintenance.
 - Contractors shall ensure that the interior of each vehicle is always protected by plastic seat covers, steering wheel covers and floor covers whilst undergoing maintenance, service or repairs in the workshop.
 - Contractor shall maintain and make available to SHELL history cards showing dates of all repairs carried out, spare parts used, mileage and time taken to effect the work.
 - Provision of quick fix services within SNEPCo Park (FMCP) on call-off basis.

NON-ROUTINE (ACCIDENT AND BREAKDOWN) REPAIRS

- All repair work shall be executed in strict accordance with the specifications as set by the original equipment manufacturers or its authorized representative in Nigeria.
- Provision of all original spare parts, consumables, lube-oils, etc. in support of the repair activities.
- Provision of tyre repair/replacement, body panel beating, aligning of chassis, etc. all in accordance with the manufacturer's recommendation.

3.1 MANDATORY REQUIREMENTS

1. To be eligible for this tender exercise, interested contractors are required to be pre-qualified and live as essential service vendors in the NJQS category reference - 2.05.02 (Light Vehicles (Passenger Cars and Associated Equipment), 3.05.20 (Vehicle Maintenance and Repair Services), & 2.05.04 (Automobile Accessories (Tyres / Batteries / Car Accessories / Spare parts) - in NipeX Joint Qualification System (NJQS) data base. **Only successfully pre-qualified and live suppliers in this category will receive Invitation to Tender documents (ITT – Technical/commercial).**
2. To determine if you are pre-qualified and view product/service category you are listed for, open <http://vendors.nipex-ng.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 and 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 necessary update.
4. To initiate the JQS prequalification process, access <http://vendors.nipex-ng.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.

3.2 ADDITIONAL REQUIREMENTS

1. MANDATORY LICENSES AND PERMITS FOR OIL AND GAS OPERATIONS
2. CORPORATE STRUCTURE AND ORGANISATION
3. FINANCIAL STATUS – CDERIFIED ACCOUNTS (2018 – 2020)
4. EVIDENCE OF TECHNICAL CAPABILITIES
5. EVIDENCE OF REQUISITE HSSE MANAGEMENT SYSTEM

4.0 NIGERIAN CONTENT REQUIREMENTS

- Demonstrate that the entity is a Nigerian Registered Company with greater than 51% Nigerian shareholding. Furnish details of company ownership and shareholding structure. Also submit clear photocopies of your CAC Forms CO2 and CO7
- Provide evidence of what percentage of your key management positions is held by Nigerians and what percentage of the total work force are Nigerians. Also, show overall percentage of work to be performed in Nigeria and those by Nigerian resources relative to total work volume.
- State proposed total scope of work to be conducted by Nigerian personnel (whether contracted directly or under subcontract agreements) with names and addresses including evidences of well-equipped offices and workshop;
- Location of in-country facilities (Storage, workshops, repair & maintenance facilities).
- 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).

5.0 CLOSING DATE:

Only Tenderers who are registered in the NJQS product/category 2.05.02 (Light Vehicles (Passenger Cars and Associated Equipment), 3.05.20 (Vehicle Maintenance and Repair Services), & 2.05.04 (Automobile Accessories (Tyres / Batteries / Car Accessories / Spare parts) as at the advert closing date (1st June, 2021), shall be invited to submit Technical bids and commercial bids in NipeX.

6.1 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 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 and or any of its partners by virtue of such companies having been prequalified in NJQS.
- SNEPCo will communicate only with authorized officers of the pre-qualifying companies and NOT through individuals or Agents.

Please visit NipeX portal at <http://vendors.nipex-ng.com> for this advert and other information. Also note that this contract will be progressed through NipeX system.