



SHELL NIGERIA EXPLORATION AND PRODUCTION COMPANY LIMITED (SNEPCo)
TENDER OPPORTUNITY: CONSOLIDATED GROUP PERSONAL ACCIDENT/GROUP LIFE
INSURANCE & MOTOR VEHICLE INSURANCE POLICY FOR SPDC & SNEPCo
TENDER REF: NG02003522 & NG02003538
NIPEX REF: SNEPCO.00000049 & SNEPCO.00000050

1.0 INTRODUCTION

Shell Nigeria Exploration and Production Company Limited (SNEPCo) and The Shell Petroleum Development Company of Nigeria Limited (SPDC) are seeking qualified Insurers for the Provision of Operational Insurance Coverage for its Employees, Assets and Third party Liabilities which include the following: **GROUP PERSONAL ACCIDENT/GROUP LIFE ASSURANCE and MOTOR VEHICLE INSURANCE**. SNEPCO & SPDC invite submissions from reputable Nigerian registered Insurance Companies having 'world class' experience in the provision of insurance services for major Oil and Gas companies.

2.0 SCOPE OF WORK

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

The Insurance will cover death and fatality to staff, physical loss and, or damage to the Assets, including third party liability risks. 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 e.t.c.

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 General Insurance Business.
2. Have a net asset of not less than N3billion as per its last published Accounts for its general 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 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
2. A certified true copy by NAICOM of the Company's License as an Insurer to transact Life and/or general insurance business.
3. Current registration with the Department of Petroleum Resources (DPR) in the category
4. Documentation/evidence demonstrating experience in similar Oil and Gas insurance cover that Insurer has provided in the last 3 years (2013 to 2015), including clients' name and dates of cover (please attach copies of participation slips).
5. Company profile indicating Nigerian Shareholding, Company's financial details, and published annual Report and Accounts for the past 3 years (2013 to 2015)
6. Evidence of NAICOM's approval of Annual Returns and Accounts for previous underwriting year.
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. Evidence of qualified professional staff and training plans
9. In case of Joint venture, an attached copy of the joint venture agreement and details of the Interest of each of the Joint venture partner, the role of each party clearly indicated.
10. A signed Declaration by the Chief Executive Officer that the Company has settled all discharged claims.
11. Company's Tax Clearance certificates for the past three (3) years (2013 to 2015) and evidence of VAT remission.
12. Certificate of compliance from the Pension Commission (PENCOM)
13. Certificate of compliance from the Industrial Training Fund (ITF)
14. Group Life Insurance Certificate for employees
15. Brief description of re-insurance strategy and provide names of foreign Re-Insurers and principal Brokers
16. Relevant information of two (2) contact persons: name, telephone, fax numbers and e-mail address.
17. Certified true copy of NAICOM approval of Recapitalization and Consolidation to continue to transact Insurance business within the Federal Republic of Nigeria.
18. Evidence of statutory deposit with CBN.
19. Evidence of proceeds of sale of shares lodged with CBN/NAICOM ESCROW account.
20. Documentary evidence showing clearly the pre-capitalization status and the additional capital raised.

3.0 MANDATORY REQUIREMENTS

1. To be eligible for this tender exercise, interested contractors are required to be pre-qualified as essential service vendor in **3.14.30_Life Insurance or 3.14.32_Non-Life Insurance** product/services categories 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.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 you are registered with DPR to do business, contact NipeX office at 30, Oyinkan Abayomi Street, Ikoyi, Lagos with your DPR certificate as evidence for verification and necessary update.
4. To initiate the JQS prequalification process, access www.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.

4.0 NIGERIAN CONTENT REQUIREMENTS

Vendors are to demonstrate strict compliance with the provisions of Nigerian Oil & Gas Industry Content Development Act and also provide the following requirements:

- Nigerian Indigenous Insurance Company with not less than 51% equity shares by Nigerians. Company Ownership Structure form CO2 and CO7 and registration on NOGIC JQS.
- Where a company is in joint venture partnership or consortium, evidence of such a relationship in form of MOA or pre-bid agreement signed by the chief executives of both companies and partners must be submitted
- 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.
- Detailed Nigerian Content on how it intends to achieve the target (100% for Life and 70% for Non- Life and justify by verifiable proof of evidence with NAICOM approval certification, that all in-country capacity for the risk have been utilized before it can reinsure the excess capacity with international underwriters) for this service using Nigerian resources (Labour, Material & Services).
- 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; attach past experience of such patronage.
- Specific to this work, provide detailed plan for staff training and development (including all software to be used, number of personnel, name of organization providing such training and evidence of past training record) for Nigerian personnel including description of any specific programs in place for transfer of technology and skills to indigenous businesses and Nigerians over the next five (5) years.
- Location of in-country facilities (Administrative offices and any other related office)
- Contractor must be willing and able to provide evidence of maximization of made in Nigeria goods and services.
- Provide details on any other Nigerian Content initiative your company is involved in.
- Provide evidence of NAICOM certificate.
- Tenderers are expected to have obtained their Nigerian Content Equipment Certification (NCEC) from the NCDMB or demonstrate that it is in the process of obtaining the certificate from NCDMB.

5.0 CLOSING DATE

Only Tenderers who are registered in the NJQS product/category; **3.14.30_Life Insurance or 3.14.32_Non-Life Insurance** product/services categories as at **30th September, 2016**, being the advert 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.nipex-ng.com for this advert and other information. Also note that this contract will be progressed through NipeX system.