



THE SHELL PETROLEUM DEVELOPMENT COMPANY OF NIGERIA LIMITED (SPDC)
TENDER OPPORTUNITY: CORPORATE PRINTING OF CALENDARS & DIARIES – 2021 to 2024
NIPEX TENDER NUMBER: SPDC.00000364
TENDER REF: CW251914

1.0 INTRODUCTION

The Shell Petroleum Development Company OF Nigeria Limited (SPDC) as Operators of the Joint Venture between itself and the Nigerian National Petroleum Development Corporation (NNPC), on behalf of the Joint Venture is seeking for interested and qualified Printing Services providers. This contract is for the production and distribution of calendars and diaries to internal and external stakeholders.

The proposed contract will commence in July 2021 tentatively and remain active for three (3) years duration, with an option to extend for one (1) year.

Please visit the Nigerian Petroleum Exchange Portal www.nipex-ng.com for further details.

2.0 Scope of Work

The scope of work for the services shall include but not limited to **Corporate Printing of Calendars & Diaries.**

- Conceptualisation and design of a 14-page calendar.
- High Definition pictures, travelling to locations for photoshoot.
- Themes to be determined by Contract Owner and in collaboration with the vendor.
- Procurement non-business images/ Copyright (The image will be used by both SPDC and SNEPCo).
- Printing of 14-page 170-gram matte SPDC & SNEPCo Calendar (front and back) full colour processing. Size: 24 x 16 inches. Direct Imaging Technology, 300-400 grams chipboard backing wire O and metal handle for calendar. Packaging in packets (25 copies each). Delivery to Lagos, Abuja and Port Harcourt.
- Printing of Shell A5 diary with Shell Pecten and the CoVs logo. Spiral bound desk diary with magnetic flap, leather bound or as agreed with the samples shown to the Contract Holder. Executive diary, two days per page. Specimen copy to be advised. Delivery to Lagos, Abuja and Port Harcourt.
- Printing of Shell A4 diary with Shell Pecten and the CoVs logo. Spiral bond desk diary with magnetic flap leather bound, leather bound or as agreed with the samples shown to the Contract Holder. Executive diary, two days per page. Specimen copy to be advised. Delivery to Lagos, Abuja and Port Harcourt.

3.0 Mandatory Requirements

1. To be eligible for this tender exercise, interested contractors are required to be pre-qualified as essential service vendors in the **product category 3.18.07 (Printing and Copying Services)** NipeX Joint Qualification System (NJQS) data base. **Only successfully pre-qualified suppliers in this category will receive Invitation to Technical & Commercial Tender (ITT).**
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 you are registered with DPR to do business, contact NipeX office at 8 Bayo Kuku Road, Ikoyi, Lagos, with your DPR certificate as evidence for necessary update.
4. To initiate the NJQS 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:

- Demonstrate that the entity is a Nigerian Registered Company, or Nigerian Registered Company as the contracting entity in genuine alliance or joint venture with foreign company with details on scope and responsibilities of parties for this work. Such companies must show evidence of joint venture binding agreement duly signed by the CEO of both companies including evidence or plans of physical operational presence and set-up in Nigeria
- International or multinational company working through a Nigerian subsidiary must demonstrate that a minimum of 50% of equipment to be deployed for execution of work shall be owned by the Nigerian subsidiary by providing a list of equipment for this tender and indicating those that will be owned by the Nigerian subsidiary
- 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.
- Provide a Nigerian Content Plan providing a detailed description of the role, work scope, man-hours and responsibilities of all Nigerian companies and personnel that would be involved in executing the work. Also provide details of Nigerian Content focal point or manager.
- 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; attach past experience of such patronage.

- Specific to this work, provide detailed plan for staff training and development on equipment repairs & maintenance and procurement (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 (Storage, workshops, repair & maintenance facilities and testing facilities)
- 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.

5.0 Closing Date: Only Tenderers who are registered in the product category 3.18.07 (Printing and Copying Services) NJQS product/category as at **07/01/2021** being the advert close date shall be invited to submit Technical & Commercial 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 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 SPDC and or any of its partners by virtue of such companies having been prequalified in NJQS.
- 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.