



**SHELL PETROLEUM DEVELOPMENT COMPANY OF NIGERIA LIMITED (SPDC)**  
**TENDER OPPORTUNITY: *PROVISIONS OF IN-VEHICLE MONITORING SYSTEMS & JOURNEY***  
***MANAGEMENT CERTIFICATION SERVICES***  
**TENDER REF: NIPEX NO SPDC.00000301**

### 1.0 INTRODUCTION

SPDC hereby announces to interested and prequalified companies an upcoming tendering opportunity for the ***Provision of In-Vehicle Monitoring Systems & Journey Management Certification Services for SPDC***. The proposed contract will commence tentatively in Q1 2020 and remain active for a duration of *2 years with 1-year extension option*.

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

### 2.0 Scope of Work

The scope of the contract includes:

- **In-Vehicle Monitoring System (IVMS) Data Analysis, Management Information & Performance Reporting Services**
- ✓ Installation and maintenance of Company approved In-Vehicle Monitoring System devices, the subscription for the online-real time service and the proper mapping and reporting in the IVMS online platform as required by the Shell Group IVMS implementation guidelines.
- ✓ The IVMS devices shall be capable of capturing driver behaviors, driver and vehicle performance, vehicle movements and transfer of captured driving data via GPRS (General Packet Radio System) every 15 minutes to a centralized database for transfer and reporting mechanism, as required by Shell Group AVT guidelines.
- ✓ Provide a quality service for IVMS data communication, storage, management reporting and servicing.
- ✓ Provide training and support in the use of the system and WEB portal interface in Company key locations to identified Company personnel.
- ✓ Provide and deliver Company approved training courses for nominated Company personnel in location, which will adequately train, assess trainee's competency and certify them in the use of the IVMS Web based applications.
- ✓ Configure events including speed limits, go and no-go zones, and no GPRS communication zones as required by the company using geo-fencing or geo spatial referencing.
- ✓ Remove, Re-install or Transfer IVMS device from one vehicle to another as required and specified by the Company.
- ✓ CONTRACTOR shall commit to 100% server availability per month for the life of the contract which shall be recorded, evidenced and reported monthly to the Company.
- ✓ Company and Company's contractors to be notified in advanced of any scheduled or planned database maintenance and server downtime. During this downtime, all information must be recorded from the vehicles and made available when the database/server is back on line within 2 hours.
- ✓ The installation and maintenance of IVMS units into all Company vehicles shall be conducted in any of the Shell locations which will include but not limited to the following: Bonny Terminal, Egbema, Afam, Zarama, Oguta, Obigbo, Agbada, KoloCreek, Soku, Imo River, Okoloma, Uguta, Rumuekpe, Assa-North, Warri, Forcados, Lagos, Abuja and any other locations as requested by the Company.
- ✓ The CONTRACTOR Shall Provide means of transportation to the required locations for installation or maintenance activity when needed.
- ✓ The CONTRACTOR shall ensure appropriate journey management procedure is followed for all journeys related to carrying out these activities.
- ✓ Installations to be coordinated with the Company Representative to ensure the vehicles are available per an agreed installation plan.
- ✓ CONTRACTOR shall provide driver identification tags, held in country by Contractor and issued out to driver managers on demand.
- ✓ On an ongoing basis CONTRACTOR shall hold stock of driver keys so that any new request by the COMPANY shall be met within 48 hours of formal request.
- ✓ The CONTRACTOR shall hold stock of maintenance spares in country to ensure response to any maintenance request within agreed service level agreement.
- ✓ CONTRACTOR shall appoint a competent Programmer to manage all technical aspects of this contract including quality control for the system and installations.
- ✓ CONTRACTOR shall provide competent Technicians to cover all Installation/Maintenance activities at Shell locations.
- ✓ CONTRACTOR shall provide data support to Journey Management Monitoring and the Security Control Centres.
- ✓ Daily Monitoring of Fleet Events of Vehicles in Shell Operations both Primary and Secondary Logistics (Such as Panic activation, Excessive Idling, High report rate / High resolution buffer, Tampering of IVMS devices, Buzzer alert) amongst others.
- ✓ Certify Vehicles (both Shell-owned and hired vehicles) for Pre-mobilization process and ensure that, Vehicle is reporting, and driver details are properly registered in the IVMS database.
- ✓ Ensure accurate geo-fencing of routes and operational areas
- ✓ Ensure that all vehicles are mapped in the correct asset group
- ✓ Ensure that all drivers are registered under the correct driver teams.
- ✓ Prepare daily, weekly, monthly and/or quarterly report of drivers and various logistics fleet performance as required and analyse the report for continuous improvement.

- ✓ Publish weekly and monthly Corporate Harsh Acceleration and Harsh brake, Seat belt and Speed Violations report for operation vehicles (both Shell-owned and hired vehicles) and provide analysis for management decision.
- ✓ Use IVMS performance report to analyse and identify drivers that needs coaching, engagement and recertification for sustenance of land transport improvement journey on weekly basis.
- ✓ Produce accident/incident reports and partake in accident investigation whenever required.
- ✓ Effective registration/configuration of Driver Tags and details in IVMS database to ensure that Unknown drivers are eliminated in the system.
- ✓ Monitor Shell Insight Browser system prompts and ensure timely closure of issues arising from it.
- ✓ Publish Drivers' Goal Zero Performance report across the divisions on Monthly basis.
- ✓ Publish Journey Managers Performance report trend for various fleet and Asset group based on agreed frequency.
- ✓ Schedule a daily report of non-communicating vehicles and follow up for timely closure.
- ✓ Raise Query to respective Journey Manager's on recordable Fleets Events monitored.
- ✓ Follow up with upload of maps as required and any required formatting with IVMS-AVT Team/Administrator.

- **Journey Management Training/Certification and Compliance verification services**

- ✓ Design and update journey management training materials, conduct training and post training assessment.
- ✓ Conduct Journey management certification and recertification trainings in line with COMPANY's Journey Management Procedure, as per COMPANY's schedule.
- ✓ Prepare monthly and/or quarterly report of Journey certification activities as required and analyse feedback from participants for improvement.
- ✓ Maintain high quality database of activities and reports online kept in SPDC repository
- ✓ Carry out a local risk assessment that should provide functional guide to journey managers associated with THE COMPANY operations and inform effective gap closures to be incorporated in the Journey management course module development and delivery.
- ✓ Issue e-certificates to Journey managers within TWO months after success in written tests and after confirmation that they are doing the journey management task properly.
- ✓ Conduct routine compliance checks on the journey managers.
- ✓ Provision of training aids and tools to carry out the training.
- ✓ Manage data and generate performance reports.

- **Provision Journey Management Assurance/Compliance Services**

- ✓ Maintain an annual risk-based Program for the survey of land routes frequently used in Shell Operations
- ✓ Plan and execute survey of land routes based on operational demand
- ✓ Create checklist for the assessment of land route conditions focusing on traffic situations, environmental conditions, location of built up areas and hazards along the route
- ✓ Prepare route survey reports that includes among other information, a detailed risk assessment outlining the major road transport hazards identified and mitigations/controls for such hazards and make recommendation on the use of the surveyed route based on the results of the risk assessment.
- ✓ Communicate significant findings from route surveys to land transport journey managers and operations supervisors via the Journey management coordinator.
- ✓ Maintain a repository of survey reports and other important documentation in accordance with the SPDC document retention policy.
- ✓ Provide services to implement Global Road Transport standards, HSSE-SP Control framework and other HSSE Road transport manuals across SEPCiN.
- ✓ Conduct research and regularly explore HSSE-SP Control Framework and Road Safety Excellence Centre websites for new documents, reports, guides and models in Road Transport operations. Determine impacts on local documents and implementation.
- ✓ Make recommendations for updates to align SEPCiN documents, training manuals and implementation with Shell Global practices.
- ✓ Develop and maintain procedures, specifications and work instructions to enable effective implementation of HSSE-SP Control Framework Land/Road transport requirements in SEPCiN (both primary and secondary logistics).
- ✓ Support and drive the cascade of best practices to primary and secondary logistics to achieve Goal Zero objectives.
- ✓ Initiate and carry out internal HSSE-SP Control Framework assurance activities and close out actions from reviews
- ✓ Enforcement of Land Transport standards, procedures, specifications and work instructions to achieve Goal Zero objectives in Land Transport operations
- ✓ Generate and analyse data on compliance levels for SPDC and contractor to ensure compliance to Road Transport standards, procedures and support gaps closure

- ✓ Provide continuous benchmark with global best practices and cascade/implement best approaches to Road Transport operations.

### 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 NipeX product service code 3.11.01; 3.11.05; 3.11.07; 3.11.08 and 3.18.13; Freight Forwarding/Logistics Management Services, *Category A-D* in NipeX Joint Qualification System (NJQS) data base. **Only successful pre-qualified suppliers in this category will receive Invitation to Technical Tender (ITT).**
2. To determine if you are pre-qualified and view 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 30, Oyinkan Abayomi Street, Ikoyi, Lagos with your DPR certificate as evidence for 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 and also provide the following requirements:

- Demonstrate that the bidding entity is a Nigerian registered company with more than 51% Nigerian Shareholding structure. Also provide form CO2 and CO7, evidence of registration on NOGICD JQS and DPR certificate.
- 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 experience of such patronage.
- 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).
- personnel including description of any specific programs in place.
- Location of in-country facilities (Storage, workshops, repair & maintenance facilities).
- Contractor must be willing and able to provide evidence of maximization of made in Nigeria goods and services.

**5.0 Closing Date:** Only Tenderers who are registered in the NJQS product/category **3.11.01; 3.11.05; 3.11.07; 3.11.08 and 3.18.13 Freight Forwarding/Logistics Management Services, Category A-D** as at published bid closing date **30/10/2019** 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 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.nipexng.com](http://www.nipexng.com) for this advert and other information. Also note that this contract will be progressed through NipeX system.