



Shell Nigeria Exploration And Production Company Limited (SNEPCo)
Tender Opportunity: Provision of Hotel and Catering Services for BONGA FPSO
NipeX Number: SNEPCo 00000124
Tender Ref: NG02003843

1.0 INTRODUCTION

Shell Nigeria Exploration and Production Company Limited (SNEPCO) in its role as operator of the NNPC/SHELL/TEPN/AGIP Joint Venture, in its capacity as Operator of Oil Mining Lease 118 (OML 118) on behalf of itself and other Co-Ventures consisting of Nigerian Agip Oil Company Limited, Total E&P Nigeria and Esso Exploration and Production Nigeria (Deepwater) Limited under a Production Sharing Contract (PSC) with Nigerian National Petroleum Corporation (NNPC) hereby invites reputable and competent registered Nigerian companies (DPR registered and licensed) with proven experience in the provision of **Provision of Hotel and Catering Services for BONGA FPSO** for SNEPCo listed in the scope of work below to apply for inclusion into the bid list of the tender.

2.0 SCOPE OF WORK

- Provision of Hotel Services
 - Provide services for accommodation units; establish and continuously manage accommodation fixture and fitting inventory
- Provision Catering Services
 - Provide Catering and Hotel Services on Bonga FPSO only.
 - Supply and delivery of fresh and wholesome food commodities, continental and national Meals; canteen meals, takeout/packed meals, coffee, tea, beverages, milk, bottled water, fruit juice, etc.
 - Provision of off- menu meals to Bonga employees, contractors and visitor's due to valid medical reasons as may be required.
 - Provision of catering services for any special event function on Bonga FPSO as may be required.
 - Maintain on the FPSO a stock of food and materials to be able to provide a complete catering service for a minimum of 14 days (2 weeks' stock-level).
 - Provide at contractor's cost special movable containers, freezers and chillers meeting the specifications of BS EN 12079 for the transportation of dry and frozen items to the FPSO.
- Provision of Janitorial & Laundry Services
 - Provide cleaning materials, supplies and equipment to industry standards.
 - Provide janitorial services to offices and designated work areas.
 - Cleaning of urinals and toilets in offices and residential areas at all times.
 - Move furniture and deep clean spaces according to offshore industry standards, including windows, curtains, walls, floors and ceilings, light fixtures, etc according to schedule. Office spaces and rooms cleaned daily, deep cleaning carried out monthly.
 - Operate laundry and associated machinery, wash and press SNEPCo employees, contractors and visitors clothing and work coverall; wash, manage and distribute all bed linen (sheets, blankets, pillows, spreads, towels, etc.).
 - Provide residential and office waste management and disposal services.
 - Provide pest eradication services using the shell approved chemicals (Alpha-Cypermethrin and Lambda-Cyhalothrin).
- Provision of Inventory Management Services
 - Provide purchasing and warehouse management for consumables, spare parts, and Contractor supplied materials/equipment to do the work.
 - Provide management and administration of beddings, cooking wares and equipment supplies as provided by SNEPCo.
 - Maintain at contractor's cost, the inventory of all kitchen tools, high quality utensils (Cutleries, mugs, cups, plates), and consumable equipment as agreed in the tender document.
 - Maintain at contractor's cost, the inventory of all sheets, pillows, pillowcases, mattress, covers, duvets, and other items.
 - Deliver to cargo embarkation point all food, provisions, laundry, and materials required to execute the contract.

3.0 MANDATORY REQUIREMENTS

1. To be eligible for this tender exercise, interested tenderers are required to be pre-qualified as essential service vendor in the **Catering & Housekeeping Services in the NJQS Catering Services - Product Group 3.18.03** - categories in NipeX Joint Qualification System (NJQS) data base. **Only successfully pre-qualified suppliers in this category will receive Invitation to submit Technical and Commercial bids.**
2. To determine if you are pre-qualified and view 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 8-10 Bayo Kuku Street, Ikoyi, Lagos with your DPR certificate as evidence for 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:

- 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 NJQS product/category as at **12TH NOVEMBER 2018** being the advert close date shall be invited to submit Technical and Commercial bids.

6.0 ADDITIONAL INFORMATION

- Proposed contract start date is Q2 2019
- Contract Duration: 2 years + 1 year extension option.
- All cost incurred in registering and prequalifying for this and other product/service categories shall be borne solely by suppliers.
- Suppliers that are prequalified for this product/service category in NJQS must ensure that the name and contact details (physical address, email address and telephone number) of their company and authorised/responsible personnel are up-to-date in their company profile in the NJQS database.
- SNEPCo shall communicate only with authorized/responsible personnel of prequalified companies and not through unauthorized individuals or agents.
- All respondents to SNEPCo must ensure full compliance with the Nigerian Oil and Gas Industry Content Development Act, 2010. (NOGICD) All respondents should educate themselves on the requirements of the NOGICD and ensure full compliance. Non-Compliance is a FATAL FLAW.
- This advertisement of "Invitation to tender" shall not be construed to be a commitment on the part of NNPC/SNEPCo to award any form of contract to any company and/or associated companies, sub-contractors or agents; nor shall it entitle any company submitting documents to claim any indemnity from NNPC/SNEPCo and/or any of its partners. NNPC/SNEPCo reserves the right to take final decision on any of the documents received in the pre-qualification/ Technical package.

Please visit NipeX portal at www.nipexng.com for this advert and other information and note that this contract will be progressed through NipeX system.