



SHELL PETROLEUM DEVELOPMENT COMPANY OF NIGERIA LIMITED (SPDC)
TENDER OPPORTUNITY: Provision of Catering and Housekeeping Services – SPDC East & West
NIPEX TENDER NUMBER: SPDC 0000286
TENDER REF: CW197037

1.0 INTRODUCTION

The Shell Petroleum Development Company (SPDC) as Operators of the Joint Venture between itself and the Nigerian National Petroleum Development Corporation (NNPC), on behalf of the Joint Venture hereby invites reputable and competent registered Nigerian companies (DPR registered and licensed) with proven experience in **INDUSTRIAL CATERING, HOUSEKEEPING and HOSPITALITY SERVICES** to apply for inclusion into the bid list of the tender for the **PROVISION OF CATERING AND HOUSEKEEPING SERVICES – SPDC EAST & WEST** listed in the scope of work below. .

2.0 SCOPE OF WORK

- **Catering Services:** (24 hours/day, 7 days/week. 4 meals/day)
 - Supply and delivery of fresh and wholesome food commodities, Continental and National Meals, takeout/packed meals, coffee, tea, beverages, milk, bottled water, fruit juice, soft drinks, etc.
 - Provide special menu meals to SPDC employees, contractors and visitors for valid medical reasons.
 - Provide catering services for any special event/ function on board the location as may be required by SPDC.
 - Provide occasional supply of meals in transportable containers for staff working on field facilities remote from the assigned location as may be requested by SPDC.
 - Supply and Maintain on board a stock level of Dry and Frozen food materials including Fruits and Vegetables that will support and sustain the provision of a complete catering service at all times.
- **Housekeeping and Laundry Services**
 - Provide full housekeeping services including but not limited to daily cleaning of the rooms, Deep cleaning, change out of beddings and provision of Toiletries.
 - Portable bottled drinking waters will be provided in the rooms where required at a call off rate.
 - Beddings and towels will be provided for all rooms, sufficient to meet the demand of the Personnel on Board (POB) per location in line with contract specification and to accommodate visiting personnel. This will be changed out every six months or when the need arises and will be charged for separately from the housekeeping rate.
 - Provide cleaning materials and Consumables as well as equipment necessary for effective Housekeeping service.
 - Provide janitorial services to offices and designated work areas
 - Operate laundry and associated machinery, wash and press clothing for SPDC employees, contractors and visitors clothing as well as work coverall; wash, manage and distribute all bed linen (sheets, blankets, pillows, spreads, towels, etc.).

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 MINIMUM REQUIREMENTS

1. **A cover letter summarizing the content of the Pre-Qualification Document.**
2. **Nigerian Registration**
 - (a) Evidence of Contractor's registration in Nigeria (Certificate of Incorporation), Contractor's legal status and profile including Nigerian shareholding and details of any formal technical support agreement with foreign companies.
Failure to provide any of these requirements shall constitute a Fatal Flaw.
 - (b) In the case of joint venture, attach copy of the Joint Venture Agreement or Memorandum of Understanding (MOU), clearly stating the roles, obligations and responsibilities of each party.
 - (c) Copy of current certificate of registration of the Department of Petroleum Resources (DPR) or evidence of renewal

5.0 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 with greater than or equal to 51% Nigerian shareholding. Furnish details of company ownership and shareholding structure. Also submit clear photocopies of your CAC Forms CO2 and CO7Provide 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 Execution 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, demonstrate in line with the NCDMB Human capacity development training, a training plan to train Nigerian personnel at the back of this service.
- 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.
- Tenderer shall demonstrate membership of the Nigeria hotel and catering institute or similar affiliated hospitality professional registration body in Nigeria

6.0 CLOSING DATE:

Only Tenderers who are registered in the NJQS product/category as at **06th MAY 2019** being the advert close date shall be invited to submit Technical and Commercial bids.

6.0 ADDITIONAL INFORMATION

- Proposed contract start date is Q3 2019
- Contract Duration: 2 years + 1year 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.
- SPDC shall communicate only with authorized/responsible personnel of prequalified companies and not through unauthorized individuals or agents.
- All respondents to SPDC 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/SPDC 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/SPDC and/or any of its partners. NNPC/SPDC 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.nipex-ng.com for this advert and other information and note that this contract will be progressed through NipeX system.