

The Shell Petroleum Development Company of Nigeria Limited

Operator of the NNPC/Shell/TEPNG/Agip Joint Venture



TENDER OPPORTUNITY: PROVISION OF HOTEL AND CATERING SERVICES FOR SEA EAGLE FPSO

TENDER REF: NG01020456; NipeX REF 0200381

1.0 INTRODUCTION

SPDC hereby announces to interested and prequalified companies of an upcoming tendering opportunity for the **Provision of Hotel and Catering Services for Sea Eagle FPSO**. The proposed contract is estimated to commence in Q3 2016 and remain active for two (2) years duration, followed by a one (1) year extension option.

2.0 SCOPE OF WORK

The scope of work to be covered under the contract shall include but not limited to:

- **Hotel Services:**
 - Provide services for accommodation units; establish and continuously manage accommodation fixture and fitting inventory.
- **Catering Services:**
 - Supply and delivery of fresh and wholesome food commodities, Continental and National Meals; canteen meals, takeout/packed meals, supplement food; coffee, tea, beverages, milk, bottled water, fruit juice, etc.
 - Provision of off- menu meals to SPDC employees, contractors and visitors due to valid medical reasons.
 - Provision of catering services for any special event function on Sea Eagle FPSO as may be required by SPDC.
 - Provide occasional supply of meals in transportable containers for staff working on field facilities remote from the FPSO.
 - Maintain on the FPSO a stock of food and materials to be able to provide a complete catering service at all times.
 - Provide movable containers, freezers and chillers meeting the specifications of BS EN 12079 for the transportation of dry and frozen items.
- **Janitorial & Laundry Services:**
 - Provide cleaning materials, supplies and equipment.
 - 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, including windows, curtains, walls, floors and ceilings, light fixtures, etc.
 - Operate laundry and associated machinery, wash and press SPDC 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.
- **Inventory Management:**
 - Provide purchasing and warehouse management for consumables, spare parts, and Contractor supplied materials/equipment to do the work.
 - Provide warehouse management for beddings, cooking wares and any equipment supplies provided by SPDC.
 - Maintain at contractor's cost, the inventory of all kitchen tools 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 contractor are required to be pre-qualified in **Catering Services Product Group 3.99.03 & Hotel and Conference Product Group 3.99.15** (Cat A-D) in NipeX Joint Qualification System (NJQS) data base. Only successfully pre-qualified suppliers in this category on the Advert Closing date 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.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:

- 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
- Furnish details of company ownership and shareholding structure. Also submit clear photocopies of your CAC Forms CO2 and CO7
- Only Nigerian indigenous service company having 51% and above Nigerian equity shareholding in the ownership structure of the legal registered entity of tenderer in Nigeria and duly registered on the NCDMB NOGIC JQS as service providers under the applicable and relevant product category shall be allowed to bid for this work.
- Nigerian Indigenous company executing the work scope in alliance with foreign companies and multinational should ensure that:
 - the foreign company or multinational is duly registered in Nigeria
 - submit CAC forms CO2 and CO7 of the both companies
 - submit binding memorandum of agreement (MOA) stating the following:
 - o The Nigerian Indigenous company will be the lead of the partnership
 - o The detailed scope of work to be performed by each party
 - o Detailed personnel and equipment that each party will deploy to execute the work scope
 - o The MOA will be governed by the laws of the Federal Republic of Nigeria
 - o The MOA to be signed by the Managing Directors of both companies.
- International or multinational company working through a Nigerian subsidiary must:
 - Demonstrate that the Nigerian subsidiary has 51% and above Nigerian equity shareholding in the ownership structure of the legal registered entity of tenderer in Nigeria and duly registered on the NCDMB NOGIC JQS as service providers under the applicable and relevant product category and
 - 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.
- 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.
- Provide evidence of Nigerian Content Equipment Certificate (NCEC) from Nigerian Content Development & Monitoring Board (NCDMB) or evidence of the application of the certificates.
- All service companies are required to sign a MOA with any of the research clusters. The MOA shall indicate how the service company intends to use the relevant research clusters during project execution to the satisfaction of the Board.
- Researchers that meet the technical requirements of the Board shall be notified on the Research Cluster they belong to: and they will be required to upload research proposals relevant to their cluster unto the NOGIC JQS portal (<http://www.nogicjqs.com>) on request.
- Provide evidence of registration with Nigerian Banks, Insurance companies and Legal system in Nigeria and show evidence of operation for the pass years.
- Tenderer should submit corporate organisational and contract specific organogram, the project organogram should include not limited to names and nationality of these personnel, CV's of all personnel listed in the project organogram should be submitted.
- For any position to be occupied by expatriate, submit verifiable evidence of expatriate quota approval or NOGIC expatriate biometric system card approved by NCDMB.
- For any position occupied by subcontractor or supplier, tenderer shall submit CAC form CO2/CO7 of the subcontractor, a binding memorandum of agreement governs by Nigerian Law and stating the personnel to be supplied.
- Tenderer must be registered with NAFDAC (National Agency for Food and Drugs Administrative Control)

5.0 CLOSING DATE:

Only Tenderers who are registered in the NJQS Product/Categories **Catering Services Product Group 3.99.03 & Hotel and Conference Product Group 3.99.15 (Cat A-D)** as at **15th July 2016**, being the advert close date, shall be invited to submit Technical bids.

6.0 ADDITIONAL INFORMATION

- All cost incurred in preparing, 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 authorized/responsible personnel is up-to-date in their company profile in the NJQS database.
- SPDC will communicate only with authorized/responsible personnel of prequalified companies and NOT through unauthorized individuals or agents.
- This advertisement of “Invitation to tender” shall neither 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 prequalified companies to make any claims whatsoever, and/or seek any indemnity from NNPC/SPDC and or any of its partners by virtue of such companies having been prequalified in NJQS.
- 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. Also note that this contract will be progressed through NipeX system.