



STAR DEEP WATER PETROLEUM LIMITED

A Chevron Company

OPERATOR OF THE AGBAMI UNIT (OML 127/128)

TENDER OPPORTUNITY PROVISION OF SCHOLARSHIP ADMINISTRATION MANAGEMENT SERVICES

NipeX Tender No: STARDEEP.00000073

1. INTRODUCTION:

Star Deep Water Petroleum Limited (Star), a Chevron company and operator of the Agbami field on behalf of its co-venturers (FAMFA Oil Limited, Prime 127 Nigeria Limited, Equinor Nigeria Energy Company Limited and Nigerian National Petroleum Corporation (NNPC)), invites interested and prequalified companies with relevant experience in Scholarship Administration and Management Services.

The proposed contract term is two (2) years with an option of one (1) year renewal.

2. SCOPE OF WORK:

The administration of the Star Deep Water scholarship program and the NNPC/Chevron Nigeria Limited Joint Venture scholarship program, which shall include but is not limited to the following:

- i. Call for applications and automated processing of applications. Star expects to have full visibility into the entire process from the application to award stages using the scholarship administrator's portal.
- ii. Reports for internal screening and shortlisting of applicants which will require the bidder to implement configurable dynamic screening criteria that can be adjusted as needed from the front-end by Star (no hard coding).
- iii. Results verification
- iv. Re-verification of new and existing scholarship beneficiaries
- v. Communication of scholarship awards to beneficiaries
- vi. Customer service and continuous quality interface with applicants and beneficiaries

3. MANDATORY TENDER REQUIREMENTS:

- A. To be eligible for this tender exercise, interested bidders are required to be **prequalified and 'live'** under **3.02.04 Human Resources and Development Consultancy (Personnel / Training System Consultancy, Appraisal, Staff Search / Selection Consultancy Executive)** services category in the Nigerian Petroleum Exchange (NipeX) Joint Qualification System (NJQS) database. All successfully **prequalified and 'live'** suppliers in this category by the bid close date will receive an Invitation to Technical and Commercial Tender.
- B. To determine if your company is prequalified and view the product/service category your company is listed for, open <http://vendors.nipexjqs.com> and access NJQS with your company log in details, click on Products/Services tab to view your status and product codes.
- C. If your company is not listed in this product/service category, and your company is registered with the Department of Petroleum Resources (DPR) to do business for this category, please contact NipeX office at 8-10, Bayo Kuku Street, Ikoyi, Lagos with your company's DPR certificate as evidence for verification and necessary update.
- D. To initiate and complete the NJQS prequalification process, access www.nipex-ng.com to download the application form, make necessary payments and contact NipeX office for further action.

- E. To be eligible, all interested bidders must comply with the Nigerian Content requirements in the NipeX system.

4. NIGERIAN CONTENT

Star is committed to the development of the Nigerian oil and gas industry in accordance with the Nigerian Oil and Gas Industry Content Development Act 2010 (NOGICD Act) enacted by the Federal Government of Nigeria in April 2010.

Contractors shall be required to comply with the following Nigerian Content Requirements:

- a) Demonstrate that -
 - i. the company is a Nigerian registered company; or
 - ii. the company is a Nigerian registered company in a joint venture with a foreign company. Such companies must show evidence of a valid joint venture agreement duly signed by the Chief Executive Officers of both companies including evidence or plans of physical operational presence and set-up in Nigeria.
- b) Furnish details of the company's ownership and shareholding structure and submit clear photocopies of the company's Corporate Affairs Commission (CAC) Forms CO2 and CO7.
- c) Provide evidence of the percentage of key management positions held by Nigerians and the percentage of the total work force that are Nigerians. Also, show overall percentage of work to be performed by Nigerian resources relative to total work volume.
- d) 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.
- e) Location of in-country facilities (equipment, storage, workshops, repair & maintenance facilities and testing facilities).

5. CLOSE DATE

Only bidders who are **pre-qualified and 'live'** with NJQS Product/Category **3.02.04 Human Resources and Development Consultancy (Personnel / Training System Consultancy, Appraisal, Staff Search / Selection Consultancy Executive)** Services NJQS Product/Category by **16:00 Hours, September 15, 2021** being the advert close date shall be invited to submit both technical and commercial bids.

Additional Information:

1. Suppliers eligible for this tender opportunity are expected to be **prequalified and 'live'** in NJQS under the above product/service category.
2. The ITT and any further progression of this tender shall be via NipeX. To enable the prequalified suppliers in NJQS receive and respond to the bid, your company must be trained and set-up in NipeX. If your company is not, please contact NipeX with your company's details, official email address, a name of a principal contact person and his/her phone number.
3. To enable interested prequalified suppliers use the NipeX system to progress the tender, they should contact NipeX and include in their company profile, a name of a principal personnel, his/her phone number and the company's general official email address for set-up and training
4. All costs incurred by interested bidders in preparing and processing NJQS prequalification shall be solely for the interested bidders' accounts.
5. This advertisement shall neither be construed as any form of commitment on the part of Star 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 Star and or any of its partners or affiliates by virtue of such companies having been prequalified in NJQS.
6. The tendering process shall be the NNPC contracting process requiring prequalified companies to submit both technical and commercial tenders. Following a technical review, only technically and financially qualified bidders will have their commercial tenders evaluated.
7. Star reserves the right to reject any and or all prequalified suppliers at its sole discretion and at no cost whatsoever.
8. Star will communicate only with authorized officers of the prequalified companies and NOT through individuals or agents.