



# TOTAL E&P NIGERIA LIMITED

Operator of the NNPC/TOTAL Joint Venture

TENDER OPPORTUNITY: PROVISION OF CATERING AND HOUSEKEEPING SERVICES FOR TEPNG BASE (PORT HARCOURT).

NipeX Tender Ref. No: 100000283



**TOTAL**  
COMMITTED TO BETTER ENERGY

## 1. INTRODUCTION

Total Exploration & Production (TEPNG) Nigeria Limited, operator of the NNPC/TEPNG Joint Venture invites interested and reputable Contractors with suitable equipment, technical capacity and relevant experience to tender for the technical bidding phase for the provision of Catering Services in her Port Harcourt Office.

## 2. SCOPE OF WORK FOR ONSHORE CATERING

### (a) Service Overview

Contractor shall provide all necessary services and activities related to catering, equipment maintenance and general cleaning at the staff canteen located in the above referenced address.

The services will consist of:

- Catering
- Equipment maintenance
- Housekeeping of the restaurant
- Waste management services

### (b) Catering Services

Three (3) categories of services will be provided by contractor:

- Provision of daily lunch to TEPNG personnel and authorized visitors to the Main Office (estimated daily minimum projection is 1,200 meals).
  - Tea/coffee services to TEPNG personnel and authorized visitors in the offices twice daily (estimated daily minimum projection is 3,000 cups).
- Provision of catering services to TEPNG departments and personnel on request (events).

The Contractor shall provide all fresh foodstuffs and shall ensure that only raw materials of good quality, free from contamination are used in the provision of the services.

(c) Equipment Maintenance/ Housekeeping Services: Contractor shall perform monthly preventive maintenance as well as corrective maintenance whenever needed for all light and heavy equipment being his property or left under his custody by COMPANY for the performance of the Services.

Apart from the routine maintenance, the Contractor shall supply spare parts agreed to be necessary for replacement in the heavy kitchen equipment owned by COMPANY.

Contractor shall carry out daily cleaning of the Kitchen, Stores, VIP room, Restaurant, Dining tables and Chairs before and after Lunch, Conveniences and the Canteen environment.

CONTRACTOR shall also provide daily toiletries for all conveniences in the areas mentioned.

### (d) Waste Management

The Contractor shall comply with the Waste Management System on site and be responsible for the control and segregation of all waste, generated from all the operations, which are covered by the scope of the Contract.

## 3. MANDATORY REQUIREMENTS

- (a) To be eligible for this tender exercise, interested contractors are required to be pre-qualified in the Product/Service **(3.99.03) Catering Services (Canteen/restaurant, Facilities management, Steward, Vending** in NipeX joint Qualification system (NJQS) database. All successfully pre-qualified suppliers in these categories will receive an Invitation to Technical Tender (ITT).
- (b) To determine if you are pre-qualified and can view the product/service category you are listed for; Open [www.nipex-ng.com](http://www.nipex-ng.com) and access NJQS with your log in details, click on continue Joint Qualification Scheme tool, click check my supplier status and then click supplier product group.
- (c) 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.
- (d) To initiate the NJQS pre-qualification process, access [www.nipex-ng.com](http://www.nipex-ng.com) to download application form, make necessary payments and contact NipeX office for further action.
- (e) To be eligible, all tenders must comply with the Nigerian content requirements in the NipeX system.

## 4. NIGERIAN CONTENT

COMPANY is committed to the development of the Nigerian Oil and Gas business in compliance with the Nigerian Content Act 2010 for Nigerian Content Development.

As from the commencement of this Act, the minimum Nigerian Content in any project, service or product specification to be executed in the Nigerian Oil and Gas industry shall be consistent with the level set in the Schedule of the Act and any other targets as may be directed by the Nigerian Content Development and Monitoring Board (The Board). Tenderer shall comply with all the provisions of the Nigerian Content Act that relate to this contract but in particular comply with the minimum Nigerian Content 98.2% for the scopes which are covered in the Schedule of the Act and any other requirement that may arise from time to time not explicitly stated in this contract but which apply to the contract in fulfillment of the Nigerian Content Act, in the submission of their Tender.

Failure to fully comply with the Nigerian Content Act or demonstrate commitment to Nigerian Content Development Policy of the Nigerian government shall result to disqualification from bidding this contract.

As part of their submissions, Tenderer shall:

1. Develop a Nigerian Content Plan (NCP), which shall explain the methodology of how it intends to comply with the requirements of the Act and how to achieve the set target(s) in the Schedule of Nigerian Oil & Gas Industry Content Development Act and any targets set by The Board.

2. Demonstrate that entity is a Nigerian-registered company. Submit certified true copies of CAC forms 10, 02 & 07 (or its equivalent; CAC 2.3, 2.4, 2.5, etc) including company memorandum & article of association and other evidence of entity's incorporation, shareholding & ownership structure in Nigeria. Maximizing Nigerian Content is a key contract priority, therefore for foreign companies and multinationals in alliance with a local company, submit evidence that the local company is an indigenous company and the binding Agreement of the alliance duly signed Agreement by the CEO of both parties and stating the specific work scope to be performed by each member of the alliance.
3. Provide detailed description of the location of in-country committed facilities & infrastructure (assets, equipment, technical office, and administrative space, storage, workshop, assembly area, repair & maintenance, testing, laboratory, etc) in Nigeria to support this contract, evidence that 50% of all equipment deployed to work by multinational and international companies are owned by the local subsidiaries.
4. Provide a project-specific training, man-hour budget, skill development and technology transfer plan for Nigerian personnel or indigenous business including evidence of past performance on training and development for Nigerians nationals & indigenous business. Plan for sponsorship of Nigerians to acquire competence and/or certification. Further development of local employees as professionals. Proposed training plan for Nigerians on the project including a brief training outline for OEM products, engineering, software & hardware, project management, procurement, construction, installation, start-up & commissioning, maintenance, testing and operations.
5. Provide evidence (personnel list and positions with organization chart to substantiate) of percentage of management that are Nigerian Nationals and the percentage of the total workforce that are Nigerians.
6. Submit Tenderer's corporate organization's overall human resources structure (mgt, supervisors, senior & junior skilled officers, etc) identifying positions manned/occupied.
7. Tenderer shall be expected to submit verifiable evidence of the OEM's Nigerian Content Equipment Certificate (NCEC) issued by NCDMB during the technical phase of bidding.
8. Tenderer shall achieve minimum Nigerian Content of 90% by spend as specified in the category of logistic management services target in the NOGICD Act
9. Provide details on any other Nigerian Content initiative your company is involved in.
10. Tenderer shall submit proof of certification from OEM AND ALSO SHOW EVIDENCE of Nigerian ownership of at least 51% of company
11. Tenderer shall submit verifiable proof of its registration with the regulatory agency i.e. current year valid certificate..
12. Tenderer should be registered with the NOGICD JQS and also categorized under the NCDMB Energy / Electrical power supply categorization.
13. Develop a Research & Development Plan which shall explain the methodology of how it intends to promote education, attachments, training, research and development in Nigeria in relation to the contract.
14. Develop a Technology Transfer Plan which shall explain the methodology of how it intends to promote the effective transfer of technologies from alliance partners to Nigerian individuals and companies.
15. Develop an employment and training plan which shall explain how first considerations shall be given to employment and training of Nigerians in work programme on the contract, hiring and training needs with a breakdown of the skills needed and anticipated skill shortage in the Nigerian labor force including the training and under study program for succession planning.
16. Submit a plan for how you intend to give first consideration to services provided from within Nigeria with a list of work packages, 3rd party services and subcontracts that should be reserved for Nigerian indigenous contractors and those for Community Contractors including the list of services that will be provided by companies of Nigerian origin.
17. Submit a plan for how you intend to give first consideration to raw materials and manufactured & assembled goods of Nigerian origin which shall include a breakdown of all raw materials to be utilized and identifying those that are found locally, finished products and materials that will be procured from Nigerian Manufacturing & assembly plants, finished goods that order can be placed from outside Nigeria through Nigerian authorized vendors and accredited agents and those that would be directly imported.

### NOTE:

Failure to comply with the provision of the Nigerian Content Act 2010 or to demonstrate commitment to the development of the Nigerian Content Policy shall result in disqualification from this bidding process.

## 5. CLOSING DATE

Only Tenderers who are registered with NJQS for **(3.99.03) Catering Services (Canteen/restaurant, Facilities management, Steward, Vending - NJQS Bidder** (Product/Services) Category A-D as at August 30, 2016, being the advert closing date shall be invited to submit Technical Bids.

## 6. ADDITIONAL INFORMATION

- (a) Failure to provide any of the listed documents or information may automatically disqualify the Supplier.
- (b) This notice and the ensuing qualification process neither creates any commitment by TEPNG nor establish any legal relationship with TEPNG.
- (c) All costs incurred in registering and prequalifying for this and other service categories in NJQS shall be borne solely by the Contractors/suppliers.
- (d) This advertisement shall neither be construed as an invitation to Tender (ITT) nor a commitment on the part of TEPNG to award a contract to any supplier and /or associated companies, subcontractors or agents.
- (e) The ITT and any further progression of this tender shall be via NipeX. Interested bidders are therefore advised to ensure that their profiles in NipeX are active with a valid official email address accessible by their organization as this shall be the only means to transmit the ITT.
- (f) Tendering process will be the NNPC contracting process requiring pre-qualified companies to submit technical tender first. Following a technical review, only technically and financially qualified contractors will be requested to submit commercial tenders.
- (g) Man hour figures for Capital Project Portfolios are estimates to provide definition to the scope and do not constitute guaranteed quantities.
- (h) COMPANY will only recognize and correspond with duly authorized officers of the pre-qualified bidders and NOT through individuals or agents acting on their behalf.
- (i) Interested contractors should note that TEPNG has very cordial relationship with the host communities of the sites where these services will be performed based on existing Memorandum of Understanding (MOU). Prospective contractors will be required to implement the obligations of the MOU as part of their contract.

Please visit NipeX portal at: [www.nipex-ng.com](http://www.nipex-ng.com) for this advert and other information