



Operator of the NNPC/TOTAL Joint Venture
TENDER OPPORTUNITY: PROVISION OF JV TECHNICAL ASSISTANCE SERVICES (TAS)
NipeX Tender Number: 100004897

1. INTRODUCTION

Total E&P Nigeria Limited, TEPNG (COMPANY) operator of the NNPC/TOTAL Joint Venture invites interested and pre-qualified companies for this tender opportunity for the Provision of JV Technical Assistance Services (TAS) in Nigeria. The commencement date is 9th November, 2020

2. SCOPE OF WORK AND SPECIFICATIONS OF THE TECHNICAL ASSISTANCE SERVICES (TAS)

The scope of work for the Provision of JV Technical Assistance Services includes, but not limited to:

- a) Provision of Delegates to fill new or existing TAS Positions.
- b) Mobilising selected delegates to work on TEPNG sites and locations
- c) Ensuring that the delegates are covered by TEPNG-approved HMO providers
- d) Ensure the timely deductions and remittance of PIT, Pensions, etc

3. MANDATORY REQUIREMENTS

- a.) To be eligible for this tender exercise, interested contractors are required to be pre-qualified in the **Product/Service Category 3.18.18 (Manpower Supply, Temporary Staff Hiring Technical-Employment Agency, Long/Medium/Short term, Recruitment agency)** 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 <http://vendors.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 the product/service category and you are registered with DPR to do business, contact NipeX office at 8, Bayo Kuku Road, Ikoyi Lagos with your DPR certificate as evidence for verification and necessary update.
- d.) To initiate the NJQS pre-qualification process, access <http://vendors.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 REQUIREMENTS

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 % 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. Provide evidence of company Ownership Structure form CO2 and CO7,

5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. Submit Tenderer's corporate organization's overall human resources structure (mgt, supervisors, senior & junior skilled officers, etc) identifying positions manned/occupied.
12. 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.
13. Provide details on any other Nigerian Content initiative your company is involved in.

5. CLOSING DATE

Only tenderers who are registered with NJQS for **3.18.18 (Manpower Supply, Temporary Staff Hiring Technical- Employment Agency, Long/Medium/Short term, Recruitment agency) Category** as on 27th November, 2020, 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.) All costs incurred in registering and prequalifying for this and other service categories in NJQS shall be borne solely by the Contractors/suppliers.
- c.) 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

registration on NOGIC IQS and DPR certificate/permit for manpower supply services.

2. Detailed description of the location of in-country committed facilities & infrastructure (Administrative/Technical office) in Nigeria to support this contract.
3. In line with the NCD Human Capacity Development Initiative, Bidder shall commit to providing Project-Specific training, man-hour, budget, skill development and understudy plan for Nigerian personnel utilizing OGTAN registered trainer(s) or other approved NCDMB training institution(s).
4. Submit Tenderer's corporate organizational and project/contract specific organogram. CV's of all personnel (as required by the Client and the service) listed in the project organogram should be submitted. For any position to be occupied by Experts must have evidence of being positions advertised locally by contract holder as well as NCDMB expatriate quota approval to Operator prior to declaring position for non-National.

and/or associated companies, subcontractors or agents.

- d) 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.
- e) 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.
- f) Man hour figures for Capital Project Portfolios are estimates to provide definition to the scope and do not constitute guaranteed quantities.
- g) 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.
- h) 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: <http://www.nipex-ng.com> for this advert and other information