



TOTAL E&P NIGERIA LIMITED

Operator of the NNPC/TOTAL Joint Venture



TOTAL
COMMITTED TO BETTER ENERGY

TENDER OPPORTUNITY: PROVISION OF TRANSPORT SERVICES IN PORT HARCOURT DISTRICT

NipeX Tender Ref. No: 1000001832

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 transport services on a wet lease basis for Port Harcourt offices and residences aimed at facilitating safe and convenient movement of personnel and goods to places where they're required for COMPANY operations.

2. SCOPE OF WORK

Services to be provided shall include as a minimum the following:

VEHICLE LEASING SERVICES:

CONTRACTOR shall supply brand new vehicles which must be of current model, air conditioned with functional seat belts on all seats on a wet lease period specified in the contract. Such vehicles must comply with the following specific standards:

- All vehicles must be fitted with functional driving improvement monitors to regulate driving habits.
- All Trucks, Mini-buses and buses must be installed with functional reverse alarm.
- All vehicles must carry a comprehensive insurance cover from a reputable and COMPANY approved insurance firm.
- Throughout the duration of the wet lease, the CONTRACTOR shall obtain the necessary operating license, stickers, latest haulage tax by the state government, etc as and when due.
- CONTRACTOR to note that upon expiration of the wet lease period, ownership of the vehicles shall be transferred to COMPANY at no extra cost.
- CONTRACTOR shall be responsible for timely maintenance of lease vehicles and ensure minimum down time.
- CONTRACTOR shall ensure availability of the vehicles every day of the month.
- CONTRACTOR shall prepare maintenance schedule and ensure timely maintenance of their vehicles.
- In the event of any major breakdown, the CONTRACTOR shall provide immediate replacement vehicle to ensure smooth operation.

DRIVING SERVICES:

CONTRACTOR shall provide professional drivers required to operate either leased vehicles or COMPANY owned vehicles.

- All drivers must possess a minimum of first school leaving certificate (FSLC)
- They must pass basic literacy test (reading/writing/comprehension) to be conducted by COMPANY.
- All drivers must possess valid Nigeria National Drivers' License required for the type of vehicle.
- All drivers must possess a valid Defensive Driving Certificate before commencing driving with the COMPANY.
- All drivers must have a minimum of five (5) years driving experience.
- All drivers in the COMPANY must possess a current Medical Certificate of Fitness from a Clinic/Hospital duly approved by the COMPANY including eye test.
- All drivers in the COMPANY must submit their birth certificate on commencement of service.
- CONTRACTOR shall conduct yearly medical fitness test from COMPANY approved Hospital for all drivers involved in this Service including proper eye examination.
- CONTRACTOR shall provide Uniforms with tie, safety shoe and other relevant PPE for their personnel annually.
- CONTRACTOR shall be responsible for managing the drivers leave and absences and provide necessary replacements.
- CONTRACTOR shall be responsible for the actions of Driver(s) in his employment while providing service for COMPANY.
- All drivers must comply with any other specific requirements including HSE requirements as may be specified in 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 Category **2.05.02 - (Light Vehicles)** A-D 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 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 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. Ensure Only Nigerian Indigenous companies having 51% and above Nigerian equity shareholding shall bid for this scope of work.
2. Submit valid proof of a Nigerian Automotive Council Manufacturers Association of Nigeria Ministry of Commerce and Industry.
3. Provide evidence of memorandum of agreement with OEM accredited assembly plants in-country for procurement of vehicles, spare parts and components.
4. Provide evidence of a valid category C or D Nigerian Content Equipment Certificate (NCEC) issued by the Nigerian Content Development & Monitoring Board in respect of any components, spares, equipment, systems and packages to be used on the project.
5. Demonstrate that 50% of the vehicles will be sourced from Nigerian vehicle assembly plants or local automobile manufacturers.
6. 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. Tenderer shall provide evidence of registration on the NCDMB NOGIC JQS.
7. Provide verifiable evidence of detailed location of in-country facility of warehouse, office, yard workshop, laboratory and camp (certificate of ownership, lease agreement, layout drawings and photographs) or a Binding Memorandum of Agreement, duly signed by the chief executive of both parties, supporting an alliance with any existing in-country facilities' owner(s).
8. 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.
9. 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.

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.

6. CLOSING DATE

Only Tenderers who are registered with NJQS for **2.05.02 - (Light Vehicles)** (Product/Services) Category A-D as at **April 28, 2017**, being the advert closing date shall be invited to submit Technical Bids.

7. 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 for this advert and other information