

**TENDER OPPORTUNITY****HHOG-LAG-HR-2022-001 PROVISION OF MANPOWER SERVICES****SHOPPING CART NUMBER 100006159****1. INTRODUCTION:**

HEIRSHOLDINGS OIL & GAS LIMITED (hereinafter referred to as "HHOG") seeks interested and pre-qualified Contractors for Provision of Manpower Services as detailed in item 2 below. The contract is proposed to commence in Q4 2022 and continue for a duration of Two (2) years with an option to extend for an additional period of one (1) year.

2. SCOPE OF SERVICES:

Provision of Manpower Services, which includes but not limited to the following:

A. RESOURCING**B. CONTRACT EMPLOYEE MANAGEMENT****A. MANAGEMENT OF INTERFACE WITH RELEVANT REGULATORY AGENCIES****3. MANDATORY REQUIREMENTS:**

3.1. To be eligible for this tender exercise, interested Tenderers are required to be pre-qualified in the **3.18.18** and **3.18.19** (Product/Service) category in NipeX Joint Qualification System (NJQS) database. **All successfully pre-qualified Contractors in this category will receive invitations to Tender.**

3.2 To determine if you are prequalified and 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.

3.3 If you are not listed in this product/service category and you are registered with NUPRC, please contact NipeX office at No.8 Bayo Kuku Street, Ikoyi Lagos with your NUPRC certificate as evidence for verification

and necessary update.

3.4 To initiate the JQS pre-qualification process, access www.nipex-ng.com to download an application form, make necessary payments and contact NipeX office for further action

3.5 In addition, Tenderers shall also be required to comply with the Nigerian Content requirements in the Nigerian Oil & Gas Industry Content Development Act 2010.

4. NIGERIAN CONTENT REQUIREMENTS:

Tenderers are to note that they will be requested during the technical tender to provide details of their relevant strategy to ensure that they fully comply with the Nigerian Oil & Gas Industry Content Act, 2010 as provided at www.nnpcgroup.com and www.nigcontent.com, in view of the fact that non-compliance will constitute a fatal flaw in all contract evaluations.

The Nigerian Content Development Monitoring Board (NCDMB) will require each Tenderer to:

- Demonstrate that the entity proposed for execution of the service, 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. With photocopies of its CAC Forms CO2 and CO7
- Bidders to provide a valid NCEC Category "CS" Group for Consultancy Services (Manpower Supply)

- Provide evidence of what percentage of its key management positions are held by Nigerians and what percentage of the total work force are Nigerians. And show overall percentage of work to be performed by Nigerian resources relative to total work volume.
- Provide a Nigerian Content Plan with detailed description of the role, work scope, man-hours and responsibilities of all the Nigerian companies and personnel that will be involved in executing the work.
- State proposed total scope of work to be conducted by Nigerian personnel (whether contracted directly or under subcontract agreements) with names and addresses including evidence of well-equipped offices.
- 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).
- Provide detailed statement with evidence of how it intends to maximize the use of Nigerian made goods and services.
- Provide details on any other Nigerian Content initiative the company is involved in.

5. CLOSING DATE

Only Tenderers who are registered with NJQS **Product Group/Services 3.18.18 and 3.18.19** as at **12th day of January 2023** being the advert closing time/date shall be invited to submit Technical and Commercial Bids.

6. GENERAL CONDITIONS

- Please note that all interested Contractors are required to strictly adhere to the following conditions in relation to their response to this Advert.
 - All costs incurred in preparing and processing NJQS pre-qualification and responding to this Tender Opportunity shall be to the Contractor's own account.
 - This Advert shall neither be construed as any form of commitment on the part of HHOG to award any contract to any Contractor and/or associated contractors, sub-contractors or agents, nor shall it entitle pre-qualified Contractors to make any claims whatsoever, and/or seek any indemnity from HHOG and/or any of its partners by virtue of such Contractors having been pre-qualified in NJQS.
 - The tendering process shall be undertaken in accordance with the NNPC contracting process which requires pre-qualified Contractors to submit their documentation in the following manner.
 - Pre-Qualified contractors in the relevant Services category in NJQS will be requested to submit their Technical and Commercial Tenders at the same time, Double Envelope Tender (DET).
 - Following the Technical evaluation process, only technically acceptable and financially qualified contractors will have their Commercial Tenders opened and evaluated.
- HHOG will communicate only with authorised officers of the qualifying Contractors at each stage of the Tender process, as necessary, and will NOT communicate through individuals or appointed Agents.

Please visit the NipeX portal at www.nipex-ng.com for this Advert and other relevant information.

ES/NCDMB/HHOG/ADV/IPPG/061222/ PROVISION OF MANPOWER SERVICES