

**TENDER OPPORTUNITY****HHOG-PHC-PD-2022-022 PROVISION OF CATERING AND HOUSEKEEPING SERVICES FOR OBIQBO, AGBADA FIELD OPERATING COMPLEXES (FOCs) AND ASSOCIATED REMOTE FACILITIES
SHOPPING CART NUMBER 100006571****INTRODUCTION:**

HEIRS HOLDINGS OIL & GAS LIMITED (hereinafter referred to as "HHOG") seeks interested and pre-qualified Contractors for Provision of Catering & Housekeeping Services for Obigbo and Agbada Field Operating Complexes (FOC) as detailed in item 2 below. The contract is proposed to commence in Q3 2023 and continue for a duration of Two (2) years with an option to extend for an additional period of one (1) year.

SCOPE OF SERVICES:

Provision of Catering and Housekeeping Services for HHOG Offices and Field Operating Complexes (FOC), which includes but not limited to the following:

Catering- 24 hours/day, 7 days/Week, 3 meals/day

- Remote cooking of meals at contractor's base facility,
- Provision of qualified, competent, and safety trained personnel
- Supply and trucking of fresh and wholesome food commodities, full plated three-course national and continental buffet canteen services and packed meals, coffee, tea, fruit juice, etc.
- Provision of desserts, confectionery, and seasonal fruits
- Provision of weekly and quarterly tea, coffee, milk, and edible consumables.
- Provision full outdoor catering services for any special event/function as may be required by HHOG.
- Mobilization of all resources including labour, equipment, cookware, and utensils necessary to deliver on-site plated catering meal services at the FOCs.
- Provision of occasional supply of meals in transportable airtight takeout/containers in accordance with safe food handling protocols to remote locations.
- Provision of portable bottled water, non-alcoholic beverages, and natural juices

Provide full housekeeping and laundry services including but not limited to:

- Daily cleaning of offices, rooms, urinals and toilets, change out of beddings and provision of Toiletries.
- Provide cleaning materials, reagents, supplies, and equipment to industry standards.
- Provide janitorial services to offices, Field Operating Complexes and designated work areas.
- Monthly deep clean spaces at offices, field operating complexes, including windows, curtains, walls, floors and ceilings, light fixtures, etc. according to schedule.
- Operate laundry and associated machinery, wash and iron employees, contractors and visitors clothing and work coverall.
- Wash, manage and distribute all bed linen (sheets, blankets, pillows, spread, towels etc.)
- Provide pest eradication services using the approved chemicals (Alpha-Cypermethrin and Lambda-Cyhalothrin).
- Provide beddings and towels for all rooms, sufficient to meet the demand of the Personal on Board (POB) per location and to accommodate visiting personnel.

MANDATORY REQUIREMENTS:

3.1. To be eligible for this tender exercise, interested Tenderers are required to be pre-qualified in the **Catering and Housekeeping Services Service 3.18.03** 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 pre-qualified and view the services category you are listed for: You may login to vendors.nipex-ng.com and access NJQS with your log in details, click on 'continue Joint Qualification Scheme tool, click on 'check my supplier status' and thereafter click on 'supplier product group'.

3.3 If you are not listed in a product/service category that you are registered with at DPR now **Nigerian Upstream Petroleum Regulatory Commission (NUPRC)** to do business, you may contact NipeX' office at 8 Bayo Kuku Road, Ikoyi, Lagos, with your DPR or (NUPRC) certificate as evidence for necessary update.

3.4 To initiate the JQS Pre-qualification process, you may access

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 share holding structure. With photocopies of its CAC Forms CO2 and CO7
- 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 and kitchen facility in Port Harcourt.
- Tenderer to submit a detailed training plan which shall provide sustainable training and development (including certification as applicable) for Nigerians in line with the Human Capacity Development Initiative Guideline of the Nigerian Content Development and Monitoring Board's (NCDMB). The training plan will include contract-specific training and estimated man-hours. Tenderer is required to submit MOA with Oil and Gas Trainers Association of Nigeria (OGTAN) trainers to support their training plan, which shall be 15% of the project Man-hours or 3% of the total contract sum.
- Provide evidence of completed registration on NCDMB NOGICD JQS portal.
- Tenderer shall provide valid Category "DA" Nigerian Content Equipment Certificate (NCEC) for (Non-movable Equipment) related to catering services).
- Provide evidence of domiciliation of project management and procurement centers in Nigeria with physical addresses (not P.O. Box).
- Provide detailed description of the location of in-country facilities (Equipment, storage, kitchen and associated facilities)
- 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 3.18.03 Services** as at **26th day of June 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

www.nipex-ng.com to download the requisite 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.

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/240523/ PROVISION OF CATERING AND HOUSEKEEPING SERVICES FOR OBIGBO, AGBADA FIELD OPERATING COMPLEXES (FOC) AND ASSOCIATED REMOTE FACILITIES