

NNPC UPSTREAM INVESTMENT MANAGEMENT SERVICES (NUIMS)



(A corporate service unit of Nigerian National Petroleum Company Limited)



TENDER OPPORTUNITY: PROVISION OF ADMINISTRATIVE STAFF AND DRIVERS SERVICE FOR NipeX

TENDER NO: NIPEX.00000014

1.0 INTRODUCTION:

NNPC Upstream Investment Management Services (NUIMS) is the Investment management arm of the Nigerian National Petroleum Company Limited (NNPC), while Nigeria Petroleum Exchange (NipeX) is a division of NUIMS. NipeX's primary objective is to provide an electronic contracting platform for NNPC Limited and its operating partners in the JV and PSC arrangements.

The NipeX system consists of two (2) complementary web-based applications which facilitate Supplier selection and contract approval processes, namely the Joint Qualification System (JQS) and Electronic Marketplace (e-marketplace).

Given this strategic role NipeX is expected to play in the upstream sector of the Nigerian Oil and Gas industry, the provision of Administrative Staff and Drivers' Services being proposed herein are consistent with NipeX objectives.

2.0 SERVICES REQUIRED/SCOPE OF WORK:

The scope of services involves the provision of qualified administrative staff and drivers for NipeX which shall include, but not limited to the following:

- Provision of six (6) administrative staff to augment NipeX workforce.
- Provision of three (3) drivers to support NipeX operations.
- Maintain a record of all its personnel and is fully responsible for any personnel it employs, including responsibility for any applicable statutory laws.
- Absolves NNPC of any responsibility for CONTRACTOR personnel.
- Responsible for comprehensive employee administration including timely monthly payment of wages.

- Maintain accurate employment records and records of payments made to its personnel in full compliance with the law and all applicable regulations.
- Possess a fully functional registered office equipped to administer and service its staff and their requirements.
- Ensure that its personnel are medically fit to carry out the work.
- Responsible for providing any training at agreed reimbursable expenses, and any as may be mandated by the Nigerian Authorities from time to time.
- Personnel shall possess requisite skills to fully perform the work as required by NNPC and manage transition and/or redeployment of its personnel.
- Maintain all registration(s)/permission(s)/license(s) etc. which are/may be required for provision of the services including but not limited to NUPRC certificate, ITF Certificate, PENCOM Certificate. etc.

3.0. CONTRACT STRATEGY:

The strategy is to have a double envelope via open competitive bidding process to any company registered in Nigeria.

The invitation to tender (ITT) shall be advertised on the NipeX portal. Interested Nigerian-registered Companies are expected to be prequalified on the NJQS database product code **3.18.18** -Manpower supply, temporary staff hiring technical and product code **3.18.19** - Manpower supply, temporary staff hiring and must have a “LIVE” status on the NipeX portal on or before the close of the tender advertisement.

The tendering process is going to be solely via NipeX portal.

4.0. MANDATORY REQUIREMENTS:

- To be eligible for this tender exercise, interested companies are required to be pre-qualified and LIVE in the following product/services categories: product code **3.18.18** -Manpower supply, temporary staff hiring technical, and product code **3.18.19** - Manpower supply, temporary staff in the NipeX Joint Qualification System (NJQS) database.

All pre-qualified suppliers that are LIVE as at the advert closure date in this category will receive Invitation to Tender (ITT) document.

- To determine if you are pre-qualified and view the products/services category you are listed for, open <http://vendors.nipexjqs.com> and access NJQS with your log in details. Click on products/services status tab to view your status and product codes.
- If you are not listed in a product/service category and you are registered with NUPRC to do business, contact NipeX office at No. 8 Bayo Kuku Road, Ikoyi, Lagos with the requirements for the pre-qualification process.
- To initiate the JQS pre-qualification process, access www.nipex-ng.com. Click on services tab followed by NJQS registration.
- To be eligible, all tenderers must comply with the Nigerian Content requirements in the NipeX System.

5.0 NIGERIAN CONTENT DEVELOPMENT:

NNPC is committed to the development of the Nigerian Oil and Gas business in line with the Nigerian Oil and Gas Industry Content Development Act 2010 (NOGICD Act) enacted by the Federal Government of Nigeria in April 2010.

Pursuant to the enactment of the NOGICD 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 target as may be directed by the Nigerian Content Development and Monitoring Board (NCDMB).

Contractors shall comply with the provisions of the NOGICD Act and all applicable regulations. Bidders that do not meet the Nigerian Content criteria will not be allowed to participate in next Tender Stage

The following are the Nigerian Content requirements bidders are expected to comply with in their technical bid submission.

- A. Demonstrate that the entity is a Nigerian registered Company, or a Nigerian registered company in genuine alliance or joint venture with a foreign company. Such Joint venture agreement shall have clearly defined detail on scope and responsibilities of parties for the work. The 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

- B. Provide a Nigerian Content Plan with a detailed description of the role, work scope, man-hours and responsibilities of all Nigerian companies and personnel that will be involved in executing the work. Also provide details of Nigerian Content contact or manager.
- C. State proposed total scope of work to be performed by Nigerian personnel (whether contracted directly or under subcontract agreements) with names and addresses including evidence of well-equipped offices and workshop and previous work experience of such patronage.
- D. Specific to this project, provide detailed plan for staff training and development on engineering, project management and procurement (including all software to be used, number of personnel, name of organization providing such training and evidence of past training record) for Nigerian personnel including description of any specific programs in place for transfer of technology and skills to indigenous businesses and Nigerians over the next five (5) years.
- E. Provide evidence of domiciliation of project management and procurement centers in Nigeria with physical addresses (not P.O. Box).
- F. Location of in-country facilities, (Equipment, storage, workshops, repair & maintenance facilities and, testing facilities).
- G. Contractor must be willing and able to provide evidence of maximization of made in Nigeria goods and services.
- H. Provide details on any other Nigerian Content initiative your company is involved in.
- I. Provide evidence of MOU with OGTAN registered trainer to conduct classroom module of training and on the job attachment
- J. Provide human capacity building development plan including budget which must be minimum 10% of project man-hours or cost. Training will be targeted at developing capacity other than bidder's personnel. Trainees will be nominated from a database maintained by NCDMB and the services of OGTAN registered trainers utilized to cover classroom modules.
- K. Provide details of equipment ownership (Evidence of 50% ownership shall be required for the Onshore EPCI scope).
- L. Bidders (Vendors, Original Equipment Manufacturers-OEMs, and EPC Contractors) are required to present Nigerian Content Equipment Certificate (NCEC) issued by Nigerian Content Development and Monitoring Board (or evidence of application for the certificate) in respect of any components, spares, equipment, systems and packages to be used in the proposed project under tender.

6.0 CLOSING DATE:

Only tenderers who are prequalified and LIVE with NJQS Product/Category product code **3.18.18** - Manpower supply, temporary staff hiring technical and product code **3.18.19** - Manpower supply, temporary staff as at **16:00 hours** on **Aug 21, 2023**, being the advert closing date shall be invited to submit Bids.

7.0 ADDITIONAL INFORMATION:

- All costs incurred in preparing and processing NJQS prequalification 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 NNPC/NUIMS to award any contract to any contractor and/or associated contractors, subcontractors or agents, nor shall it entitle prequalified contractors to make any claims whatsoever, and/or seek any indemnity from NNPC/NUIMS by virtue of such contractors having been pre-qualified in NJQS.
- The tendering process shall be undertaken in accordance with the NNPC contracting process in compliance with Public Procurement Act 2007
- NNPC/NUIMS will communicate only with authorized officers of the qualified companies at each stage of the tender process, as necessary, and will NOT communicate through individuals or appointed Agents.
- Please note notwithstanding the pre-qualification in NipeX NJQS, NNPC/NUIMS is neither committed nor obliged to include your company on any bid list or to award any form of contract to your company and/or associated companies, sub-contractors or agents.

Only pre-qualified companies in the appropriate service/supplier code shall be invited for tendering.

NUIMS will not enter into correspondence with any company or individual on why a company was short-listed or not short-listed.

Please visit NipeX portal at www.nipex-nq.com for this advert ad other information.

Disclaimer

This advertisement of "Tender Opportunity commitment" shall not be construed as a on the part of NUIMS/NNPC, nor shall it entitle companies to make claims whatsoever and/or seek any indemnity from NUIMS/NNPC and/or any of its partners by virtue of such companies having responded to this advertisement.