



THE SHELL PETROLEUM DEVELOPMENT COMPANY OF NIGERIA LIMITED (SPDC)

Operator of the NNPC/SHELL/TEPN/AGIP Joint Venture

**TENDER OPPORTUNITY: PROVISION OF CATERING AND HOUSEKEEPING SERVICES - SPDC EAST & WEST[(BONNY, SOKU, BELEMA), (GBARAN, RUMUAHIA), (WEST GUEST HOUSE AND PHC GUEST HOUSE), FIELD INTERVENTION ADHOC SERVICES AND TNP and TRP WORKSITE HUBS].
(NipeX Tender No: SPDC.00000535)**

1.0 INTRODUCTION

The Shell Petroleum Development Company of Nigeria Limited (SPDC) in its role as Operator of the NNPC/SHELL/TEPN/AGIP Joint Venture hereby announces to interested and prequalified companies having professional experience in providing Catering and Housekeeping Services. The services will be provided in the Niger Delta Region

SPDC hereby invites reputable and competent Nigerian Companies and alliances to apply to be considered for inclusion in the bidders list for subject tender.

The proposed contract will provisionally commence in Q4 2024 and remain active for 2 years' duration, followed by 1-year extension option.

2.0 SCOPE OF WORK/SERVICE REQUIREMENT

The scope of work for the services shall include but not limited to:

• Catering Services:

- Supply and delivery of fresh and wholesome food commodities, continental and national Meals; canteen meals, takeout/packed meals, coffee, tea, beverages, milk, bottled water, 20 litres dispense water fruit juice, etc.
- Provision of menu meals to SPDC employees, expatriates, contractors, government officials and visitors including due to valid medical reasons as may be required.
- Provision of catering services for any special event function at the Facility as may be required.
- Provision and supply of packed meals in transportable containers for staff working on remote facilities from the FLBs.
- Maintaining minimum stock of food and materials to provide a complete catering service for 4 weeks dry items and 2 weeks frozen and perishable items.
- Provision of special movable containers or cold vans as the case may be to meet Hazard Analysis Critical Control Point (HACCP) and ISO22000 specifications for the transportation of dry and frozen items to the FLBs.

• Housekeeping, Janitorial & Laundry Services:

- Provision of complete bedding and towels in sufficient quantities for quality housekeeping services, provision of sufficient blankets and bedcovers for the POB.
- Provision of housekeeping toiletries and other consumables for staff use while at work in the FLB and guest house.
- Provision of janitorial services to offices and designated work areas.
- Cleaning of urinals and toilets in offices and residential areas at all times.
- Daily cleaning of rooms and offices including deep cleaning of floors, windows, fittings and fixtures.
- Operate laundry and associated machinery, launder clothing of SPDC employees, contractors and visitors clothing and work coverall incidental to their stay while at work in the location.

3.0 MANDATORY REQUIREMENTS

1. To be eligible for this tender exercise, interested tenderers are required to be pre-qualified as essential service vendor in the **Catering & Housekeeping Services in the NJQS Catering Services - Product Group 3.18.03 & 3.18.04** - categories in NipeX Joint Qualification System (NJQS) data base. **Only successfully pre-qualified suppliers in this category will receive Invitation to submit Technical and Commercial bids.**
2. To determine if you are pre-qualified and view product/service category you are listed for, open www.nipex-ng.com and access NJQS with your login details, click on continue Joint Qualification Scheme tool, click check my supplier status and then click supplier product group.
3. If you are not listed in a product/service category you are registered with DPR to do business, contact NipeX office at 8-10 Bayo Kuku Street, Ikoyi, Lagos with your DPR certificate as evidence for necessary update.
4. To initiate the JQS prequalification process, access www.nipex-ng.com to download the application form, make necessary payments and contact NipeX office for further action.
5. To be eligible, all tenders must comply with the Nigerian Content Requirements in the NipeX system.

4.0 NIGERIAN CONTENT REQUIREMENTS

Vendors are to demonstrate strict compliance with the provisions of Nigerian Oil & Gas Industry Content Development Act and provide the following requirements:

- I. Demonstrate that the bidding entity is a Nigerian registered company with greater than or equal to 51% Nigerian shareholding. Provide evidence of company Ownership Structure form CO2 and CO7, registration on NOGIC JQS and NUPRC certificate.
- II. Detailed description of the location of in-country committed facilities & infrastructure (Administrative/Technical offices) in Nigeria to support this contract
- III. 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).
- IV. Submit Tenderer's corporate organizational and project/contract specific organogram. CVs of all personnel listed in the project organogram should be submitted. For any position to be occupied by expatriate, tenderer shall provide evidence to obtain expatriate quota approval granted by NCDMB before any expatriate is deployed to execute this work scope.
- V. Location of in-country committed facilities not limited to Technical/Administrative office in Nigeria to support this contract.
- VI. Contractor must be willing and able to provide evidence of maximization of made in Nigeria goods and services.
- VII. Tenderer shall demonstrate membership of the Nigeria hotel and catering institute or similar affiliated hospitality professional registration body in Nigeria.

"Bidders shall provide evidence of Category 1,2,3, 4 or 5 Non-movable asset (DA) group NCEC demonstrating ownership of equipment for Catering & Housekeeping Services.

5.0 CLOSING DATE

Only Tenderers who are registered in the **3.18.03 - Catering and Housekeeping services** NJQS product/category as at **Monday 10th May 2024** by **4pm** being the advert close date and have a "LIVE" status shall be invited to submit technical bids.

6.0 ADDITIONAL INFORMATION

- All costs incurred in preparing and processing NJQS prequalification shall be to the contractor's accounts.
- This advertisement shall neither be construed as any form of commitment on the part of SPDC to award any contract to any company and or associated companies, sub-contractors or agents, nor shall it entitle prequalified companies to make any claims whatsoever, and/or seek any indemnity from SPDC and or any of its partners by virtue of such companies having been prequalified in NJQS.
- SPDC will communicate only with authorized officers of the pre-qualifying companies and NOT through individuals or Agents.

Please visit NipeX portal at www.nipex-ng.com for this advert and other information and note that this contract will be progressed through NipeX system.

NCDMB/PCAD/UPD/SPDC-ADV-0224/30638/PROVISION OF CATERING AND HOUSEKEEPING SERVICES - SPDC EAST & WEST[(BONNY, SOKU, BELEMA), (GBARAN, RUMUAHIA), (WEST GUEST HOUSE AND PHC GUEST HOUSE), FIELD INTERVENTION ADHOC SERVICES AND TNP and TRP WORKSITE HUBS]