



NIGERIAN NATIONAL PETROLEUM CORPORATION

NNPC Towers, Herbert Macaulay Way, Central
Business District
P.M.B 190, Garki, Abuja Nigeria.

INVITATION FOR PREQUALIFICATION OF COMPANIES FOR THE PROVISION OF SECURITY GUARDING SERVICES FOR NNPC TOWERS, NNPC OUTSIDE LOCATIONS IN ABUJA, KADUNA ZONAL OFFICE, PORT-HARCOURT ZONAL OFFICE, WARRI ZONAL OFFICE, LAGOS ZONAL OFFICE AND OTHER LOCATIONS UNDER THE ZONAL OFFICES

1. INTRODUCTION

The Nigerian National Petroleum Company (NNPC), invites reputable **Security Service companies with proven experience and capacity** for the provision of Security services in the following locations: NNPC Towers, NNPC assets in Abuja, Kaduna Zonal Office, Port-Harcourt Zonal Office, Warri Zonal Office, Lagos Zonal Office and other Locations under the Zonal Offices

2. BRIEF DESCRIPTION OF THE SCOPE OF WORK

The Security Service Company will provide security personnel to complement service delivery by NNPC Security staff, assisted by Government Security Force (GSF) personnel deployed to the Corporate Headquarters, Abuja and other locations.

As part of the scope amongst other tasks, the contractor is expected to carry out the following;

A: Protection of NNPC assets and facilities in Corporate Headquarters, Executive residences, NNPC locations in Abuja, Kaduna Zonal Office,

Port-Harcourt Zonal Office, Warri Zonal Office Lagos Zonal Office and other locations under the Zonal Offices.

This will be achieved through engagement of competent security personnel that will carry out the following duties:

- Control public access to the facility/premises concerned.
- Respond promptly and appropriately to security related emergencies.
- Patrol and keep surveillance within and around the facility/premises and to provide visible presence to discourage unauthorized entry.
- To notify the appropriate law enforcement agency and NNPC Security Department representatives immediately of any unlawful activities in or around the facility/premises.
- To implement access control policy of the corporation and ensure compliance with Corporation Security Policy/Procedure at NNPC Towers/Executive Residences.

B: Security services shall be provided twenty-four (24) hours daily inclusive of Saturday, Sunday and Public holidays.

C: Security incidences at various facilities/Executive Residences shall immediately be reported by the Service provider(s) to NNPC Security Department.

3.0 PRE-QUALIFICATION REQUIREMENTS

NNPC in compliance with the provision of Public Procurement Act 2007 request interested companies to submit the details listed below in their pre-qualification bid documents:

- 3.1 Full details of company profile with certificate of incorporation in Nigeria, certified true copies of Memorandum and Articles of Association of the Company and CAC form CO2 and CO7 (Particulars of Directors)
- 3.2 Company Tax Clearance Certificate for the last three (3) years (2014, 2015, 2016) expiring in 2016
- 3.3 Evidence of providing guarding services for any of the International Oil Companies (IOCs) and other organizations in the last ten (10) years. Please attach reference letters; copies of letters of awards, valuation certificates, Job completion certificates including client's company full contact details (Not P. O. Box), functional phone numbers and e-mail address; for at least three (5) completed projects.
- 3.4 Evidence of operating a standard Security Training Academy
- 3.5 Audited accounts for the last three- (3) years - 2014, 2015 and 2016(the audited accounts must bear the stamp and seal of the Audit Firm)
- 3.6 ISO Certification will be an added advantage
- 3.7 Clearance certificate from National Pension Commission as evidence of compliance with Pensions Reform Act, 2004.
- 3.8 Evidence of compliance with the Industrial Training Fund (ITF) Amendment Act 2011by inclusion of copy of Compliance Certificate from the Industrial Training Fund.
- 3.9 Evidence of compliance with the Nigeria Social Insurance Trust Fund (NSITF) Act by inclusion of current NSITF Clearance Certificate in (for Nigerian Companies).
- 3.10 Provide your policy on employment of guards to be deployed and State your policy on qualification of Supervisors to be deployed indicating the minimum academic qualification and experience
- 3.11 Evidence of location/physical address of Head Office and key branches of the organization. Attach copies of title, lease or rental agreement.
- 3.12 Net Turnover of not less than ₦200M for the account period ending in 2015 or 2016.
- 3.13 Evidence of established operations for interface with any of the Government Security Agencies (GSAs).
- 3.14 Evidence of operational methods to maintain high quality/standards of guards force and services
- 3.15 Company's CASHES and QA/QC policy & details of safety records for accidents, incidents, injuries and damages for the past three (3) years. E.g. lost time incident, Down-Time, etc.
- 3.16 Relevant Department of Petroleum Resources (DPR) permits.
- 3.17 Evidence of registration on the Bureau of Public Procurement (BPP's) National Data Base of Federal Contractors, Consultants and Service Providers (NDCCSPs) by inclusion of interim Registration Report (IRR) (for Nigerian companies).
- 3.18 Any additional information that will enhance the potential of the company.
- 3.19 A prospective bidder shall make provision of sworn affidavit to support actions as follows;
 - a) To allow NNPC verify all claims made in your submission.
 - b) To allow NNPC verify that your organization is not in receivership, nor the subject of any form of insolvency of bankruptcy proceedings or the subject of any form of winding up petition or proceedings.

c) To confirm that the Bidder is not a replacement for a hitherto tax defaulting company.

d) To confirm whether or not any of the members of relevant committees of NNPC or Bureau of Public Procurement (BPP) is former or present Director, shareholder, or has any pecuniary interest in your Company.

e) A written statement confirming that your company does not have any Director who has been convicted in any country for a criminal offence relating to fraud or any financial impropriety or criminal misrepresentation of falsification of facts relating to any matter.

4.0 NIGERIAN CONTENT REQUIREMENT

4.1 Submit a Nigerian Content Plan on how bidder intends to demonstrate full utilization of Nigerian labor and services with detailed description of role, work scope and man-hours in order to achieve minimum target as set out in the requirement of the NOGICD Act 2010

4.2 Full details of company profile with certificate of incorporation in Nigeria, certified true copies of Memorandum and Articles of Association of the Company and CAC form CO2 and CO7 (Particulars of Directors)

4.3 Provide detailed description of the location of in-country committed facilities & infrastructure (assets, technical office, and administrative space, storage, workshop, assembly area, etc) in Nigeria to support this contract.

4.4 Provide a project-specific training, man-hour budget and skill development plan for Nigerian personnel or further development of local employees as professionals. Bidders are requested to execute an enforceable MOA with Local Training Service Provider (OGTAN member) for the provision of

training services in specific disciplines involved in this service.

4.5 Provide evidence of Tenderers registration on the NCDMB NOGIC JQS portal

4.6 Tenderer shall provide evidence of license/certificate approved by Ministry of Interior to operate as a security firm in Nigeria.

4.7 Provide Name and address of any Subcontractor, Vendor or Supplier performing any part of the Work using Nigerian Labor or Material.

4.8 Provide company current organizational structure with detailed experience and skills of key personnel with names and nationality. Provide evidence (personnel list and position organizational chart). Total staff strength country-wide

4.9 Must possess Grade A Private Guarding license issued by Nigeria Security and Civil Defence Corps (NSCDC).

5. SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

All prospective Security Service Providers should submit one clearly marked original and one photocopy of pre-qualification documents on A4 format neatly bound. The document should be in a single package sealed and marked **“PRE-QUALIFICATION FOR PROVISION OF SECURITY GUARDING SERVICES AT NNPC TOWERS, NNPC OUTSIDE LOCATIONS IN ABUJA, KADUNA ZONAL OFFICE, PORT-HARCOURT ZONAL OFFICE, WARRI ZONAL OFFICE, LAGOS ZONAL OFFICE AND OTHER LOCATIONS UNDER THE ZONAL OFFICES.”** The envelope should be clearly labelled with company name.

The sealed envelope should be submitted to the address given below, not later than 12.00 noon, **Thursday 19th October, 2017**

The Nigerian Content requirement as stated above **(Nos. 4.1- 4.9)** Must be submitted in a separate envelope and clearly marked **PRE-QUALIFICATION FOR PROVISION OF**

SECURITY GUARDING SERVICES FOR NNPC TOWERS, NNPC OUTSIDE LOCATIONS IN ABUJA, KADUNA ZONAL OFFICE, PORT-HARCOURT ZONAL OFFICE, WARRI ZONAL OFFICE, LAGOS ZONAL OFFICE AND OTHER LOCATIONS UNDER THE ZONAL OFFICES "Compliance with the Nigerian Content Act"

**The Secretary
Corporate Services DEXCOM Tenders Board
Block D, First Floor, Room 45B
NNPC Towers,
Central Business District, Abuja**

6. The Bids shall be opened and endorsed immediately thereafter in the presence of invited observers and prospective bidders. All bidders are invited to attend the bid opening session holding at:

**The Amphitheatre
First Floor, Block A
NNPC Towers,
Nigerian National Petroleum Corporation**

Garki, Abuja.

7. IMPORTANT INFORMATION

- 7.1 Late submissions shall be rejected.
- 7.2 Please note that this is not an **invitation to tender**. Only companies selected by NNPC under this pre-qualification procedure will be invited to participate in the competitive tender.
- 7.3 All costs incurred by your company as a result of this pre-qualification exercise and any subsequent request for information shall be to your account.
- 7.4 The pre-qualification and any related process neither creates any commitment by NNPC nor establish any legal relationship.
- 7.5 All information must be provided in English Language

Signed: Management