

**NIGERIAN NATIONAL PETROLEUM CORPORATION
NNPC TOWERS, HERBERT MACAULAY WAY,
P.M.B. 190, GARKI- ABUJA, NIGERIA**

INVITATION FOR PRE-QUALIFICATION

FOR:

**1. SERVICING/MAINTENANCE OF OIL SPILL RESPONSE EQUIPMENT AT
OIL SPILL RESPONSE CENTERS AT WARRI, PORT HARCOURT,
KADUNA/GOMBE AND MOSIMI/ATLAS COVE**

AND

**2. CLEANING, FUMIGATION, GRASS CUTTING AND LANDSCAPING
SERVICES AT OIL SPILL RESPONSE CENTERS
AT WARRI, PORT HARCOURT, KADUNA/GOMBE AND MOSIMI/ATLAS COVE**

1. INTRODUCTION:

The Nigerian National Petroleum Corporation (NNPC) intends to enter into call out contract with interested and qualified contractors for servicing/maintenance of Oil Spill Response Equipment and provision of cleaning, fumigation, grass cutting and landscaping services at its Oil Spill Response Centers located at Warri, Port Harcourt, Kaduna/Gombe and Mosimi/Atlas Cove

In this regard NNPC hereby invites suitably qualified, experienced and reputable prospective Contractors to submit pre-qualification documentation

2. BRIEF DESCRIPTION OF THE SCOPE OF WORK

The call out contract is in **Lot1 and Lot2.**

**LOT 1: DESCRIPTION/SCOPE OF WORK FOR
SERVICING/MAINTENANCE OF OIL SPILL
RESPONSE EQUIPMENT AT OIL SPILL RESPONSE
CENTERS AT WARRI, PORT HARCOURT,
KADUNA/GOMBE AND MOSIMI/ATLAS COVE**

The Scope of Works of the contract shall cover regular scheduled routine servicing/maintenance of various identified Oil Spill Response Equipment at designated locations and shall include but not limited to the following:

- I. All equipment and ancillary facilities requiring Service or Overhaul under the classes listed below:

- CLASS A – Vehicles (Vacuum Trucks, Forklifts & Command Centers)
 - CLASS B – Engines (Gen-Sets & Out Board Boats)
 - CLASS C – Compressors & Pumps
 - CLASS D – Lightings (Inspection Lamps, etc)
 - CLASS E – Miscellaneous (Chain blocks, Skimmers, etc)
- II. Periodic checks, lubrication and maintenance of all equipment in line with Equipment Manufacturer’s Operation & Maintenance manuals;
- III. In case of breakdown, the contractor shall ensure procurement/replacement of genuine parts, repairs and start-up of all equipment in line with Equipment Manufacturer’s Operation & Maintenance manuals procedures.
- IV. Carry out minor Civil and Electrical works on the facilities when the need arises

LOT 2: DESCRIPTION/SCOPE OF WORK FOR CLEANING, FUMIGATION, GRASS CUTTING AND LANDSCAPING SERVICES AT OIL SPILL RESPONSE CENTERS AT WARRI, PORT HARCOURT, KADUNA/GOMBE AND MOSIMI/ATLAS COVE

The Scope of Work for the cleaning job shall include but not limited to the following:

- Replacement of withered and dead plants
- General cleaning of the Centers including settees, tables, chairs, stools, etc.
- Hovering and washing rugs/carpets
- Cleaning and disposal of all rubbish/garbage from dustbins
- Cleaning of all glass walls internally and externally
- Maintenance of landscaping, including trimming/watering of flowers and grass
- Grass cutting within the perimeter fence of the PCCs every quarter
- Quarterly fumigation of the premises
- Cleaning of all washrooms and toilets
- Provision of liquid hand wash in the toilets

- The services to be provided shall cover a period of five (5) days a week and shall be in accordance with the local arrangement at the premises and locations of the Oil Spill Response Centers.

3. WHO MAY APPLY

3.1 LOT 1

- ✓ Other Nigerian companies with previous and in-depth experience in servicing/maintenance of oil spill response equipment

3.2 LOT 2

- ✓ Indigenous Companies with previous and in-depth experience in provision of cleaning/fumigation, grass cutting and landscaping services.

4. PRE-QUALIFICATION REQUIREMENTS:

In compliance with the Public Procurement Act 2007, NNPC invites interested competent and reputable Contractors /Companies to submit Comprehensive technical and financial information as follows:

- 4.1 Full details of company profile with Certificate of Incorporation in Nigeria, certified true copies of memorandum and article of Association of the company and CAC form C02 and C07 (Particulars of Directors)
- 4.2 Company Tax Clearance Certificate for the last three (3) years (2014, 2015, 2016) expiring in 2016
- 4.3 Provide details of partnership with certified true copies of Memorandum of Understanding and or any other legal documentation, as only Nigerian registered Companies or foreign companies in partnership with Nigeria
Indigenous companies are eligible to bid
- 4.4 Evidence of compliance with part IV, 16(6d) of the Public Procurement Act 2007 as it relates to PENSION (Certificate or exemption from PENCOM) and section 1(2) Pension Reform Act 2004.
- 4.5 Evidence of compliance with the Industrial Training Fund (ITF) Amendment Act 2011 by inclusion of copy of Compliance Certificate from the Industrial Training Fund (where applicable)
- 4.6 6. Evidence of compliance with the Nigeria Social Insurance Trust Fund (NSITF) Act by inclusion of current NSITF Clearance Certificate in (for Nigerian companies).
- 4.7 Interim Registration Report (IRR) for Nigerian companies as evidence of registration in the National Data Base of Bureau of Public Procurement (BPP) for Federal Contractors, Consultants and Service Providers (NDCCSPs). (For Nigerian companies).

- 4.8 Audited Accounts for the past three (3) years (2013, 2014 and 2015) which must bear the stamp and seal of an Audit Firm.
- 4.9 Evidence of relevant verifiable experience on similar works in Nigeria over the past five (5) years. Please attach reference letters. 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 (3) completed projects.
- 4.10 Confirm willingness to commence with the execution of this work on the basis of a Letter of Intent (LOI).
- 4.11 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.
- 4.12 Relevant Department of Petroleum Resources (DPR) permits.
- 4.13 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 or 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 or falsification of facts relating to any matter.
- 4.14 Compliance with the Nigerian Content Act: Nigerian content plan that demonstrate full utilization of Nigerian Labour and services with detailed description of role, work scope and man-hours in order to achieve minimum target as set out in the requirements of the Nigeria Oil and Gas Industry Content Development (NOGICD) Bill, 2010. (Where applicable)
- The NCEP shall, as a minimum contain the following:

- Encourage the use of Made-in-Nigeria goods and Services in the Work.
 - List of equipment, materials and goods that are to be locally sourced on this project
 - Where a company is in joint venture partnership or consortium, evidence of such a relationship in form of MOA or pre-bid agreement signed by the chief executives of both companies and partners.
 - Detailed description of part of Services being performed by Contractor, any Subcontractor or Vendor or Supplier using Nigerian labour, indigenous Subcontractor or Services. The analysis must relate the percentage of work being done utilizing Nigerians to the overall total Work Scope.
 - Evidence of Nigerian Content Equipment certificate or evidence of application of NCEC.
 - Detailed description of any proposed ‘Training Programs’ to train Nigerian Nationals to enable Contractor, Subcontractors, Suppliers to perform the Work including the ‘Numbers of Personnel to be trained’, the ‘Type of Training’, and the ‘Training Schedule’.
 - Contractor’s Nigerian Content Execution Plan is incorporated and made an integral part of the Contract
 - Location of Project Management Team and Procurement Center in Nigeria.
 - Provide details of ownership and shareholding structure including photocopies of Corporate Affairs Forms CAC 2, CAC 7, and CAC 10
- 4.15 Current in-place organizational structure with detailed experience and skill of key management personnel with names. Provide evidence (personnel list and position organizational chart) percentage of management that are Nigerian Nationals and the percentage of the total workforce that are Nigerians
- 4.16 Detail past/present commitment to staff training and development of Nigerian personnel.
- 4.17 Evidence of in-country facilities including administrative office, Equipment, workshops, Repair Shops and Storage facilities
- 4.18 Any additional information that will enhance the potential of the company.

5. SUBMISSION OF PRE-QUALIFICATION INFORMATION

The pre-qualification documents should be sealed and clearly marked:

LOT 1: “PRE-QUALIFICATION OF CALL OUT CONTRACT FOR SERVICING/MAINTENANCE OF OIL SPILL EQUIPMENT AT THE OIL SPILL RESPONSE CENTER AT (Indicate location of interest)”

LOT 2: “PROVISION OF CLEANING/FUMIGATION, GRASS CUTTING AND LANDSCAPING SERVICES AT THE OIL SPILL RESPONSE CENTER AT (Indicate location of interest)”

Prospective companies shall submit relevant documents for pre-qualification in ONE original plus TWO hard copies and one electronic copy (CD ROM) to reach the address below not later than **12noon, Friday 29th December, 2017**

The Nigerian Content requirement as stated above (**Nos.4.15 - 4.17**) must be submitted in a separate envelope and clearly marked **PRE-QUALIFICATION OF “Compliance with the Nigerian Content Act”** to

**The Secretary
CS DEXCOM Tenders Board
Nigerian National Petroleum Corporation
The Bid Management Room
Room 45B, 1st Floor, Block D, NNPC Towers,
Herbert Macaulay Way,
Central Business District,
Abuja, Nigeria.**

5.1 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.**

6. ADDITIONAL INFORMATION

- 6.1 Late submission shall be rejected.
- 6.2 All Submissions should be arranged and numbered in the order listed in 4 above.

- 6.3 Interested competent and reputable Contractors /Companies to submit pre-qualification requirements for any or both of the Lots and for any of the locations.
- 6.4 All cost incurred as a result of this pre-qualification invitation and any subsequent request for information shall be to the responding firms accounts
- 6.5 NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents.
- 6.6 All information must be provided in English Language
- 6.7 Only Companies that meet the pre-qualification requirement will be considered for invitation to bid for the works.
- 6.8 The “Invitation for prequalification and any related process neither creates any commitment by NNPC nor establish any legal relationship

SIGNED: NNPC MANAGEMENT