



**NIGERIAN NATIONAL PETROLEUM CORPORATION**  
**NNPC Towers, Herbert Macaulay Way, Central Business District,**  
**P.M.B. 190, Garki, Abuja – Nigeria.**

**INVITATION TO TENDER**  
**FOR THE DIGITIZATION OF LEGACY DOCUMENTS**  
**AT THE CORPORATE HEADQUARTER OF THE NIGERIAN NATIONAL PETROLEUM**  
**CORPORATION (NNPC)**  
**(RE-ADVERTISEMENT)**

**1.0 INTRODUCTION**

The Nigerian National Petroleum Corporation (NNPC) invites reputable companies with proven experience and capacity to tender for the digitization of legacy documents in the Corporate Headquarter (CHQ) of the NNPC in Abuja.

**2.0 BRIEF DESCRIPTION AND SCOPE OF THE SERVICE**

There exists currently within the Corporation and especially at the CHQ, legacy paper documents that need to be digitized. These documents occupy valuable office spaces and expose the Corporation to significant operational, security and business continuity risks.

The documents when digitized will provide input to the electronic document management system. This will provide the basis for the building of a workflow system from document creation to archival. This will improve productivity while reducing the paper footprint within the Corporation.

**3.0 SCOPE OF WORK**

The works to be executed includes but is not limited to:

- 3.1 The scanning of all legacy paper documents at NNPC Corporate Headquarters is as detailed in the bid document and will cover over 42 departments.

- 3.2 The conversion of the scanned documents to specified electronic formats.
- 3.3 Application of necessary and relevant metadata to digitized document.
- 3.4 The storage of the formatted documents.
- 3.5 The useability of the digitized electronic documents by a document management system, e.g. SharePoint, Documentum.
- 3.6 Provision of heavy duty scanners required for the digitization exercise for the period of the work, which shall be retrieved by the vendor at the end of the work scope.
- 3.7 Provision of necessary skill transfer to designated staff and operational support.

#### **4.0 WHO MAY APPLY**

- 4.1 Solution Provider (SP) providing digitization and archival software and hardware solutions and services.
- 4.2 A credible company with in-depth experience specialising in providing digitization and archival software and hardware solutions and services.

**Bidders who are foreign-based will be required to demonstrate evidence of having local Nigerian partner(s) with relevant experience in digitalization job.**

#### **5.0 DURATION AND COMMENCEMENT**

The project shall commence immediately after the execution of the contract and the duration of the deployment shall be for 48 (Forty-Eight) months beginning from the date of contract execution.

#### **6.0 PRE-QUALIFICATION REQUIREMENTS**

In compliance with the Public Procurement Act of 2007 and NNPC's policies, interested companies **must** include the following documents in their submissions for consideration:

- 6.1 Certificate of Incorporation, certified true copies of Memorandum and Articles of Association and Corporate Affairs Commission (CAC) form C.02 and C.07.
- 6.2 Evidence of a duly certified Memorandum of Understanding (MoU) with a registered Nigerian partner as required in 4.0 above if the company is foreign based. The MoU shall be duly certified by a Notary Public or by a Court of Competent Jurisdiction in Nigeria.
- 6.3 Evidence of Tax Clearance Certificate for the last three (3) years.( 2013, 2014 and 2015)
- 6.4 Evidence of compliance with Pension Reform Act 2004 by inclusion of valid Pension Clearance Certificate from PENCOM.
- 6.5 Evidence of compliance with the Industrial Training Fund (ITF) Amendment Act 2011 by inclusion of copy of Compliance Certificate and remittances.
- 6.6 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).
- 6.7 Evidence of registration with Computer Professionals Registration Council of Nigeria (CPN)
- 6.8 Evidence of current relevant DPR permit/Certificate
- 6.9 Company audited Statement of Account for the past three ( 3) years duly stamped by a registered auditor (2013, 2014 and 2015).
- 6.10 Minimum turnover of N100 Million and Net worth of N50 Million for the financial year ending in **2015**
- 6.11 Copy of Contractor's registration certificate with NNPC or any of its subsidiaries.
- 6.12 Comprehensive Company profile including organisational chart (for this specific implementation with verifiable CVs of relevant experience) and details of Management team.
- 6.13 Evidence of having provided similar services within the last 3 years (2016, 2015 and 2014) (supporting documents and references should be attached).

6.14 Evidence to show that the Company specialises in providing digitization and archival software and hardware solutions and services by showing Association for Information and Image management (AIIM) membership registration.

### **6.15 Compliance with the Nigerian Content Act**

Compliance with Nigerian Content Act shall be a major consideration in the tender process. Companies must provide a detailed Nigerian Content execution strategy to the satisfaction of Nigerian Content Development and Monitoring Board (“NCDMB”), clearly setting out Nigerian Content commitments in the areas of:

- a) Nigerian Content plan that demonstrates 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 requirement of the Nigerian Oil and Gas Industry Content Development (NOGICD) Act 2010.
- b) Current and in-place organizational structure with detailed experience and skills of key management personnel with names.
- c) Provide evidence of (personnel list and position organizational chart) percentage of management that are Nigerian nationals and the percentage of the total work force that are Nigerian.
- d) Plans for the training of Nigerians demonstrating at least 10% of the total man-hours dedicated for human capacity building (where applicable).
- e) Certification of Incorporation in Nigeria, certified true copies of Memorandum and Articles of Association and Corporate Affairs Commission (CAC) form C.02 and C.07

6.16 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 or falsification of facts relating to any matter.

6.18 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.

6.19 Any additional information that will enhance the potential of the Company as successful bidder.

## **7 COLLECTION OF TENDER DOCUMENTS**

All companies wishing to participate in this tender process should pick up the detailed bid documents from NNPC's Bid Management Room, Room 45B, Block D, NNPC Towers, during working hours between 10am – 3pm each day upon the presentation of evidence for payment (i.e. Remita Retrieval Reference - RRR) of non-refundable fee of N20,000.00 (Twenty thousand Naira) through the NNPC Corporate Headquarters' Page on the Remita platform ([www.remita.net](http://www.remita.net)).

## **8 SUBMISSION OF TENDER DOCUMENTS**

8.1 All bidders should submit both their Technical and Financial bids in two (2) separate envelopes clearly marked, labelled and each containing copies- One (1) original, One (1) copy and one (1) electronic copy (CD ROM) -duly signed by the bidder's authorized representative

and enclosed in a bigger envelope also clearly labelled **INVITATION TO TENDER FOR “DIGITIZATION OF LEGACY DOCUMENTS IN THE CORPORATE HEADQUARTER OF THE NIGERIAN NATIONAL PETROLEUM CORPORATION (NNPC)”**.

8.2 The Nigerian Content requirement as stated above must be submitted in a separate envelope and clearly marked **INVITATION TO TENDER FOR “DIGITIZATION OF LEGACY DOCUMENTS IN THE CORPORATE HEADQUARTER OF THE NIGERIAN NATIONAL PETROLEUM CORPORATION** Compliance with the Nigerian Content Act.

8.3 All documents should be submitted **on or before 12 noon. Tuesday 23<sup>rd</sup> May, 2017** addressed 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.**

8.4 All bids received shall be publicly opened and endorsed immediately following the deadline for the submission in the presence of invited observers and prospective bidders.

## **9 IMPORTANT INFORMATION**

9.1 **This is a re-advertisement of the same tender previously advertised on the 27<sup>th</sup> February, 2017 and Federal Tender Journal of March 6 – 19, 2017.**

9.2 Bidders who have previously submitted their bids based on the initial advert may wish to retrieve them in order to include the new additional requirements for pre-qualification (evidence of registration with Computer Professionals Registration Council of Nigeria and evidence of registration on the Bureau of Public Procurement (BPP's) National Data Base of Federal Contractors, Consultants and Service Providers). The retrieval and re-submission does not attract payment of new fees

9.3 Late submission of bid shall be rejected.

- 9.4 All Bid Submissions should be arranged and numbered in the order listed in 6 above.
- 9.5 Only companies who submit the required information and meet the prequalification criteria will be contacted after evaluation. NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents.
- 9.6 The bidder has added responsibilities to:
- Familiarize themselves with the works to be performed in accordance with the inquiry documents.
  - Familiarize themselves with the working conditions, applicable laws and regulations, labour conditions, environmental aspects and all other conditions that can affect timely delivery of required deployment.
  - Visit and inspect the locations earmarked for the “DIGITIZATION OF LEGACY DOCUMENTS IN THE CORPORATE HEADQUARTER OF THE NNPC” project in order to submit a firm and comprehensive proposal. This shall be done in liaison with any of the contact persons identified in the Invitation to Tender (Bid Document).
  - Make his own arrangement and inquiries with regards to transportation of own staff and equipment to the inspection site.
  - Ensure full HSE Compliance at all times during the Site Inspection.
- 9.7 All expenses incurred in the preparation and submission of any response to this Pre-qualification exercise shall be borne solely by the interested Company including that resulting from request for information prior to submission.
- 9.8 This “**Invitation to Tender**” shall not be construed as a commitment by NNPC to include any Company on the bidder’s list or to award the contract for the works to any company, or its agents; nor shall it entitle any company submitting documents to claim any legal relationship and indemnity from NNPC.
- 9.9 All information must be provided in English Language.

**Signed: NNPC MANAGEMENT**

