



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

INVITATION TO TENDER (“ITT”)

**FOR THE
PROVISION OF
TUG BOAT ON TIME CHARTER**

1. INTRODUCTION:

Nigerian National Petroleum Corporation (NNPC) is empowered pursuant to NNPC Act (LFN Cap. 320) to engage in all commercial activities relating to Petroleum Operations. In compliance with NNPC's policies and guidelines and the Public Procurement Act 2007, NNPC intends to engage qualified and credible companies for the Charter of the provision of Tug boats on time charter.

NNPC therefore invites interested qualified tug boat specialized companies to participate in this tender process.

2. BRIEF DESCRIPTION AND SCOPE :

The international Maritime Organization (IMO) safety regulation and by extension the Nigerian Ports Authority (NPA) requires every ship entering or leaving the port to be assisted by a tug boat for safe harbor operation.

To ensure a seamless logistics operations, NNPC requires the services of good sea worthy tugboats on time charter in her Lagos, Warri and Port-Harcourt operations respectively.

2.1 SCOPE OF WORK

The scope of work includes but not limited to the following:

- Aiding in the berthing and un-berthing of all ships operating at the NNPC jetties/buoy;
- Logistic support for safe Ship to Ship (STS) operations (movement of fenders, hoses, documents, rigging and unrigging of fenders etc.);
- Stand-by and positioning vessels at the Single point mooring (SPM) buoy.

3. COLLECTION OF BID DOCUMENT

All companies wishing to participate in this tender process MUST pick up the detailed bid document 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 N50, 000.00 (fifty thousand Naira) through the NNPC Corporate Headquarters' Page on the Remita platform (www.remita.net).

4. WHO MAY APPLY:

1. Tug boat operating/ management company
2. Certified Shipping companies
3. Credible Marine logistics companies with MOU or similar legal agreement with a bonafide tug boat owners as stated in 1 and 2

5. DURATION AND COMMENCEMENT:

The Duration of the contract term shall be Two years (24 calendar months) in the first instance with an option for renewal for a further one year and would commence in the first quarter of 2017.

6. Pre-Qualification Requirements

Interested bidders are required to submit the following documents specified below:

- 6.1** Certificate of Incorporation and/or similar evidence of company registration issued by Corporate Affairs Commission (CAC)
- 6.2** Certified true copies of Memorandum and Article of Association of the company and/or similar statutory documents indicating ownership structure of company, name(s) of major shareholders and percentage shareholding.
- 6.3** Detailed Company Profile - With full details of company's resume demonstrating company's capabilities
- 6.4** Company Tax Clearance Certificate for the last three (3) years (2013, 2014 and 2015)
- 6.5** Evidence of compliance with Pension Reform Act 2004 by inclusion of valid Pension Clearance Certificate (for Nigerian companies) or similar document for foreign companies.
- 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)
- 6.7** Evidence of compliance with the Industrial Training Fund (ITF) Amendment Act 2011 by inclusion of copy of Compliance Certificate from Industrial Training Fund (ITF) (for Nigerian companies) or similar documents for foreign companies.
- 6.8** 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).
- 6.9** Audited Account for the past three (3) years (2013, 2014 and 2015) which must bear the stamp and seal of the Audit Firm.

- 6.10** Minimum Turnover of N150 Million and Net worth N100 Million (for the Financial Year Ending of 2015).
- 6.11** Proof of ownership of tug boat or at least a legal agreement in the form of a Memorandum of Understanding between the company submitting bid and the vessel owner. (Fatal flaw)
- 6.12** Tug boats required: - Harbour/Offshore Tug boat with firefighting monitors
- 6.13** Evidence of current relevant certification with the Department of Petroleum Resources (where applicable).
- 6.14** Evidence of provision of tug boat service/charter within the last Three years
- 6.15** Company's CASHES plans and QA/QC policy, providing details of safety records for accidents, incidents, injuries and damages for the past three (3) years (2013, 2014 and 2015).
- 6.16** Provision of Ship standard particulars (SSP)
- 6.17** A prospective bidder shall make provision of sworn affidavit to support action as follows:
- 6.17.1** To allow NNPC verify all claims made in your submission
- 6.17.2** 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.
- 6.17.3** To confirm that the company is not a replacement for a hitherto tax defaulting company.
- 6.17.4** 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.
- 6.17.5** 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.

6.18 Certainty of business integrity and pre-signed undertaking to strictly comply with Nigerian Anti-Corruption laws in processing the bid and executing the contract if successful.

6.19 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 areas of:

6.19.1 Patronage of Nigerian shipping companies

6.19.2 Insurance and Legal Services

6.19.3 Banking and Financial Services

6.19.4 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 NOGICD Act 2010

6.19.5 Current and in-place organizational structure with detailed experience and skills 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

6.19.6 Crew- Indicate Nationality of crew members and Qualifications of principal officers - Master and Chief Engineers and other Ratings

6.19.7 Detailed past/present commitment to staff training and development of Nigerian personnel.

7. TENDER SUBMISSION:

- 7.1 All completed bids should be sealed and submitted in **Two (2) separate envelopes** clearly marked – One (1) original, One (1) copy and one (1) electronic copy (CD ROM)duly signed by the bidder's authorized representative clearly marked **INVITATION TO TENDER FOR “PROVISION OF TUG BOATS ON TIME CHARTER”**
- 7.2 The Local content requirement as stated in the Pre-Qualification Requirements (No. 6.19.4) must be submitted in a separate envelope and clearly marked **INVITATION TO TENDER FOR “PROVISION OF TUG BOATS ON TIME CHARTER - Compliance with the Nigerian Content Act”**
- 7.3 **The Submission/Closing date:** All documents should be submitted on or before **Thursday 5th January, 2017 at 12 noon prompt** addressed to:
- The Secretary
GEC 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.**
- 7.4 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.
- 7.5 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.**

8. IMPORTANT INFORMATION

It must be noted that:

- 8.1 Bidders can only submit bids for a maximum of Two (2) tug boats
- 8.2 Late submission shall be rejected
- 8.3 Bid Document must be collected as it contains comprehensive Technical and Commercial details
- 8.4 All Submissions should be arranged and numbered in the order listed above
- 8.5 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
- 8.6 All costs incurred by your company as a result of this invitation to Tender and other associated cost in respect of this exercise shall be borne solely by your company.
- 8.7 This process of prequalification neither creates any commitment nor establishes any legal relationship with NNPC.
- 8.8 Only prequalified companies would progress to the Commercial evaluation.
- 8.9 All information must be provided in English Language.

SIGNED: NNPC MANAGEMENT