



# NIGERIAN NATIONAL PETROLEUM CORPORATION

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

## EXPRESSION OF INTEREST FOR THE PROVISION OF LOCAL AND INTERNATIONAL AIR TRAVEL TICKETS TO NNPC CORPORATE HEADQUARTERS, ABUJA

### 1.0 INTRODUCTION

The Nigerian National Petroleum Company (NNPC), invites reputable **Travel Agents of International Standard with proven experience and capacity** to submit expression of interest for the provision of local and international air travel tickets to NNPC Corporate Headquarters, Abuja.

### 2.0 BRIEF DESCRIPTION OF THE SCOPE OF WORK

The scope of this contract is for the **PROVISION OF LOCAL AND INTERNATIONAL AIR TRAVEL TICKETS TO NNPC.**

As part of the scope, the Agent is expected to carry out the following:

- 2.1 Provision of international travel tickets to staff of NNPC as may be required daily including weekends and public holidays.
- 2.2 Provision of local travel tickets to staff of NNPC as may be required daily including weekends and public holidays.
- 2.3 All tickets are to be provided at competitive prices.
- 2.4 All tickets are to be provided on fixed sum commission per ticket.

### 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 2 (particulars of shareholders) and 7 (Particulars of Directors)
- 3.2 Company Tax Clearance Certificate for the last three (3) years (2017, 2018 & 2019.)
- 3.3 Proof of Company's financial capabilities, including Audited accounts for the last three- (3) years - 2017, 2018 & 2019 (the audited accounts must bear the stamp and seal of the Audit Firm), along with (Annual Turnover of ₦400m and Net worth of ₦200M)
- 3.4 Evidence of IATA certification.

- 3.5 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).
- 3.6 Evidence of similar jobs executed by the Company in the last Ten (10) years. Please attach reference letters.
- 3.7 Submission of Bank reference(s) from your bank(s).
- 3.8 Evidence of compliance with the provisions of Industrial Training Fund (ITF) Amendment Act 2011.
- 3.9 Evidence of compliance with PENCOM Reform Act 2004 by inclusion of valid Pension Clearance Certificate
- 3.10 Evidence of compliance with the Nigerian Social Insurance Trust Fund (NSITF) Act by inclusion of copy of Compliance Certificate
- 3.11 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)
- 3.12 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.
- 3.13 Membership of relevant association (e.g. NANTA).
- 3.14 Relevant Department of Petroleum Resources (DPR) permit.
- 3.15 Company's CASHES and QA/QC policy and details of safety records for accidents, incidents, injuries and damages for the past three (3) years.
- 3.16 Any additional information that will enhance your qualification.

#### **4.0 SUBMISSION OF PRE-QUALIFICATION DOCUMENTS**

All prospective agents should submit one clearly marked original and one photocopy of pre-qualification documents on A4 format neatly bound. The document should be marked **EXPRESSION OF INTEREST FOR THE PROVISION OF LOCAL AND INTERNATIONAL AIR TRAVEL**

**TICKETS TO NNPC CORPORATE HEADQUATERS, ABUJA.** The envelope should also be clearly labelled with your company name.

All sealed envelope should be submitted to the address given below through **Courier services** not later than 12.00 noon, Wednesday 5th August 2020.

**C/O NNPC Mail Room**

**Block C, NNPC Towers.**

**The Secretary,**

**NNPC Tenders Board**

**Block D, First Floor, Room 45B**

**NNPC Towers**

**Central Business District, Abuja**

The bids shall be opened and analyzed immediately after due Date.

### **5.0 IMPORTANT INFORMATION**

It must be noted that:

5.1 Only shortlisted companies will be contacted.

5.2 Late submission will be rejected.

5.3 Your company shall present NNPC with a letter of Authority to verify all claims made in your submission.

5.4 Please note that this is not an **invitation to tender**. Only companies adjudged qualified by NNPC under this pre-qualification procedure will be invited to participate in the competitive tender.

5.5 All claims must be adequately substantiated and verifiable, NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents (ownership is therefore essential)

5.6 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.

5.7 The pre-qualification and any related process neither creates any commitment by NNPC nor establish any legal relationship.

**Signed: Management**