



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

**INVITATION TO TENDER**

**AS INSURER FOR NNPC NON-OIL ASSETS AND LIABILITIES FOR THE YEAR 2022/2023**

The Nigerian National Petroleum Corporation invites interested Insurance Companies registered in Nigeria, to bid as Insurer for its Non-Oil Assets and Liabilities Insurance Programme.

The contract(s) for the insurance of the Non-Oil Assets and Liabilities shall be awarded to the successful bidder(s) for a period of 12 months.

**The classes of insurance** include but not limited to:

- a) **LIFE** (Group Life)
- b) **NON - LIFE** [Automobiles, Group Personal Accident, Travel Medical, Marine Cargo, and Combined All Risks (Fire and Special Perils, Burglary, Goods-in-Transit, Marine Hull, Electronic Equipment, and General Third Party Liability)]

**ELIGIBILITY CRITERIA**

All interested Insurance Companies seeking to be considered must satisfy the following eligibility and pre-qualification criteria:

- A. Be a Limited Liability Company registered with the Corporate Affairs Commission (C.A.C) in Nigeria and licensed by the National Insurance Commission (NAICOM) to transact Life or General Insurance business or both.
- B. Have a minimum Paid up Capital as approved by NAICOM for the different classes of Insurances.
- C. Satisfy the margin of solvency requirements as prescribed by the Insurance Act 2003.
- D. Be a good corporate citizen of Nigeria that pays its taxes as at when due.
- E. Fulfill all statutory requirements to operate as an Insurer in the Nigerian Oil and Gas Industry.

In compliance with the Public Procurement Act 2007, NNPC hereby invites qualified Insurers interested in this bid to submit the following documents as evidence to satisfy A to E above:

1. **Certified True Copy** of the Certificate of Incorporation obtained from the Corporate Affairs Commission within the last twelve months ending November 2020 and CAC form CO2 (statement of share capital and return of allotment) and CO7 (particulars of Directors).
2. **Certified True Copy** by National Insurance Commission (NAICOM) of the Company's **current Licence** as an Insurer to transact the class of business it intends to bid.
3. Company's NAICOM approved and published Annual Audited Accounts and Reports for the years ending 2018, 2019 and 2020.
4. NAICOM's approval of Annual Audited Accounts and Returns for underwriting year ending 31<sup>st</sup> December, 2020.
5. **Certified True Copy** by The Federal Inland Revenue Service or Notary Public or Commissioner for Oaths of the Company's Tax Clearance Certificate for years 2018, 2019 and 2020 **(Receipts not acceptable). ending 31<sup>st</sup> December, 2021.**

6. Certificate of Compliance with the provisions of the Pension Reform Act, 2014 issued by the National Pension Commission (PENCOM) expiring not earlier than 31<sup>st</sup> December, 2021.
7. Employee Compensation Scheme (ECS) Clearance Certificate as evidence of compliance with the provisions of the Employee Compensation Act 2010 issued by Nigerian Social Insurance Trust Fund expiring not earlier than 31<sup>st</sup> December, 2021 **(Receipts not acceptable)**.
8. Evidence of Certificate of compliance with the provisions of Industrial Training Fund (ITF) Act 2011 as issued by the ITF expiring not earlier than 31<sup>st</sup> December, 2021.
9. 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) expiring 31<sup>st</sup> December, 2021 or valid Certificate issued by BPP.
10. Relevant certificate of registration with the Department of Petroleum Resources.
11. Evidence to prove number of relevant years of experience in Life and General insurance business. (A minimum of ten (10) years' experience in Life and General insurance business is expected) Please attach reference letters; copies of letters of awards including client's company full contact details (Not P.O.Box), functional phone numbers and e-mail address.
12. Current and in-place organizational structure. Experience and skills of management and technical personnel with one-page resume showing companies worked with dates provided for each class of business the Insurer intends to bid.
13. Evidence of current Re-Insurance program.
14. Copy of signed 2019/2020, 2020/2021 and 2021/2022 domestic and/or foreign reinsurance slips for your non-oil assets accounts.
15. Evidence of payment of 2019/2020, 2020/2021 and 2021/2022 reinsurance premiums for your non-oil assets accounts.
16. A prospective bidder shall provide a sworn affidavit to support action 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 company is not a replacement for a hitherto tax defaulting company.
  - d) Disclosing whether or not any officer of the relevant committees of Nigerian National Petroleum Corporation or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder.
  - e) To confirm that all information presented in its bid are true and correct in all particulars.
  - f) To confirm 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.
17. All documents for submission must be transmitted with a duly signed covering/forwarding letter by the authorized officer of the firm under the Company/Firm's letter head paper bearing amongst others, the Names and Nationalities of the Directors of the Company, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.) and Email Address.

**PLEASE NOTE:** *Insurers with outstanding indebtedness to NNPC older than six (6) months from the date of discharged should not apply.*

## 18. **NIGERIAN CONTENT REQUIREMENTS**

In compliance with the Nigerian Oil and Gas Content Development Act, prospective underwriters must submit the following document:

- a. **Certified True Copies** of the Certificate of Incorporation, Forms CO2 and CO7 obtained from the Corporate Affairs Commission.
- b. Nigerian Content Plan for the insurance services to be provided using Nigerian resources (past and present).
- c. Provide current organization structure with evidence of the percentage of the management that are Nigerian nationals and the percentage of the total workforce that are Nigerians.
- d. Provide past details and present commitment to staff training and development of Nigerian personnel.
- e. Evidence of physical operational presence and set up in Nigeria. (must have verifiable office address(es) in Nigeria)
- f. Details of training budget for Nigerian human capital development for 2021 and 2022.
- g. A list of in-country registered office addresses.
- h. Number of jobs to be created by this opportunity.
- i. Further innovative proposals that would enhance Nigerian Content for the insurance program.

### **BID SUBMISSION:**

**ALL BIDS MUST BE SUBMITTED ELECTRONICALLY TO THE NNPC/NipeX TENDER PORTAL.**

19.1 To be eligible for this tender exercise, **interested** bidders are required to submit these mandatory details as outlined below to [SCMTenders@nipex.com.ng](mailto:SCMTenders@nipex.com.ng) **on or before 12:00 Noon Thursday 7<sup>th</sup> October 2021:**

- a. Company's name
- b. Company's full address
- c. Company's authorized contact person(s) name to include
- d. Phone number
- e. Company's e-mail address

19.2 Provision of 19.1 (a-e) above is a mandatory requirement to register your company for participation in this tender process in the NNPC/NipeX tender process portal.

19.3 All interested bidders who do not provide as requested in 19.1 (a-e) above as at **on or before 12:00 Noon Thursday 7<sup>th</sup> October, 2021:** will no longer have access to submit the mandatory details.

19.4 Individual bidders would be duly notified on their registration in the NNPC/NipeX tender portal.

19.5 Thereafter, the bidder would have access to make their submissions on the NNPC/NipeX Tender Portal

19.6 All submitted bids should be labelled **"Invitation to Tender AS INSURER FOR NNPC NON-OIL ASSETS AND LIABILITIES FOR THE YEAR 2022/2023"**

### 19.7 **THE SUBMISSION/CLOSING DATE:**

All documents should be submitted online through the electronic NIPeX Tender Portal **on or before 12:00 Noon Thursday 28<sup>th</sup> October 2021 to:** [www.nipex-ng.com](http://www.nipex-ng.com).

Only the technical bids shall be opened virtually, following the deadline for bids submission at **12:00 Noon Thursday, 28<sup>th</sup> October 2021** using the Microsoft Teams. Bidders who have submitted their bids and external observers shall be invited to attend the virtual live stream bid opening session.

In the event of any unscheduled holiday on the Bid submission date, the new deadline for submission of bids will be on the next working day. Accordingly, Expression of Interest Closing Date/time be extended to the next working day and time.

## **IMPORTANT INFORMATION**

It must be noted that Bidders acknowledge and accept, with respect to this tender that:

1. NNPC will only accept documents received electronically via the designated NipeX portal. Bids received in any other form shall not be accepted.
2. Timely submission is the responsibility of the bidder.
3. At the deadline of bids submission, bidders will no longer have access on the NipeX portal to submit their bid.
4. The uploading of large electronic files may take time and as such, bidders must allow sufficient time to fully transmit all files prior to the bid closing time.
5. All submissions must be in a readable PDF format. If the electronic files containing the tender documents are corrupted, contain a virus or are unreadable for any reason NNPC reserves the right to reject the tender documents.
6. Bidders are advised that NNPC may not discover corrupted or unreadable files submitted via the NipeX portal until after the tender submission deadline.
7. NNPC is not responsible for errors or failures in the Bidder's own systems, and No extension of the submission deadline or time will be granted.
8. NNPC accepts no responsibility for Bidder's misunderstanding of the instructions or incorrect usage of the NipeX portal system.
9. All companies who have submitted their mandatory details and registered on the NipeX portal and external observers shall be invited to attend a virtual Expression of Interest opening session through Microsoft Teams to be communicated.
10. NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents.
11. All costs incurred by your company because of this Invitation to submit Expression of Interest and any subsequent request for information shall be to your account.
12. NNPC will not enter into any form of communication with interested bidder(s) from the commencement date of this advertisement
13. NNPC reserves the right to verify the information and documents provided from regulatory authorities.
14. This Invitation to tender process and any related process neither creates any commitment by NNPC nor establishes any legal relationship.
15. All information must be provided in English Language.
16. Only pre-qualified bidders at technical evaluation will be invited at a later date for virtual financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
17. The NNPC is not bound to pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

**This advertisement is also published on our website [www.nnpcgroup.com](http://www.nnpcgroup.com)**

**SIGNED: NNPC MANAGEMENT**