



## **NIGERIAN NATIONAL PETROLEUM CORPORATION**

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

### **REQUEST FOR EXPRESSION OF INTEREST (EOI)**

#### **AS A BROKER FOR INSURANCE OF NNPC NON-OIL ASSETS AND LIABILITIES FOR THE YEAR 2022/2023**

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

#### **ELIGIBILITY CRITERIA**

All interested Insurance Brokers seeking to be considered must satisfy the following eligibility and 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 operate as an Insurance broker.
- B. Maintain adequate Professional Indemnity Cover for its activities.
- C. Be a good Corporate citizen that pays its taxes as at when due and be in possession of current Tax Clearance Certificate.
- D. Fulfill all statutory requirements to operate as an Insurance Broker in the Nigerian Oil and Gas Industry.

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

1. **Certified True Copy** of the Certificate of Incorporation obtained from the Corporate Affairs Commission within the last twelve months ending November 2021 and CAC form CO2 (statement of share capital and return of allotment) and CO7 (particulars of Directors).
2. **Certified True Copy** by NAICOM of the company's **current license** to operate as an Insurance Broker.
3. Published Annual Accounts and Reports (Audited) for Year 2018, 2019 and 2020. **Only NAICOM Approved Audited Accounts duly stamped by NAICOM will be accepted.**
4. Provide a detailed Company Profile and a clear list of verifiable location(s) of your operational Head office and current Branch Network [spread of your branch office(s)]
5. Certified True Copy by the Federal Inland Revenue Service or Notary Public or Commissioner for Oaths of three (3) years tax clearance certificates for 2018, 2019 and 2020 (Receipts not acceptable) ending 31<sup>st</sup> December, 2021.
6. Certificate of Insurance in respect of current Professional Indemnity cover, which must be valid for the purpose of this advertisement.
7. Employee Compensation Scheme (ECS) Clearance Certificate as evidence of compliance with the provisions of the Employee Compensation Act 2010 issued by the Nigerian Social Insurance Trust Fund **expiring** not earlier than 31<sup>st</sup> December, 2021 (**Receipts not acceptable**).
8. 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.

9. Evidence of certificate of compliance with the provisions of Industrial Training Fund (ITF) Act 2011 issued by the ITF expiring not earlier than 31<sup>st</sup> December, 2021.
10. 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.
11. Relevant certificate of registration with the Department of Petroleum Resources.
12. A minimum of one (1) documentary/verifiable Evidence of participation in energy insurance account as a broker in the last 5 years (Exploration and Production (E & P) and Oil Servicing Companies only). Interested bidder should attach all documentary/verifiable evidence as indicated above.
13. List and attach evidence of top 10 (ten) clients showing the premium income and the class of business of each of the clients for 2020 and 2021 insurance year.
14. Professional Experience of Managing Director and/or CEO - Years of insurance experience, Companies worked with showing dates, copies of professional and academic Certificates. Please attach one (1) page resume. (The Managing Director and/or CEO should have a minimum of ten (10) years industry experience).
15. Professional Experience of Insurance Technical Staff - Years of insurance experience, Companies worked with showing dates, copies of professional and academic Certificates. Please attach one (1) page resume for each of the technical staff.
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.

## 18. NIGERIAN CONTENT REQUIREMENTS

In compliance with the Nigerian Oil and Gas Content Development Act, Prospective brokers must submit the following documents:

- a. Certified True Copies of the Certificate of Incorporation, Form C02 and C07 obtained from the Corporate Affairs Commission.
- b. Nigerian Content Plan for the brokerage 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
- a. Details of training budget for Nigerian human capital development.
- f. A list of in-country registered office addresses.
- g. Number of jobs to be created by this opportunity.
- h. Further innovative proposal that would enhance Nigerian Content for the Insurance programme.

### **BID SUBMISSION:**

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

- 19.1 To be eligible for this EOI 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 EOI 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 EOIs should be labelled **"Request for EOI AS INSURANCE BROKER 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).**

All EOIs shall be opened virtually, following the deadline for EOIs submission **at 12:00 Noon Thursday 28<sup>th</sup> October 2021** using the Microsoft Teams. Bidders who have submitted their EOIs 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 EOIs 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 EOI that:

1. NNPC will only accept documents received electronically via the designated NipeX portal. EOIs received in any other form shall not be accepted.
2. Timely submission is the responsibility of the bidder.
3. At the deadline of EOIs 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 for 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 EOI documents are corrupted, contain a virus or are unreadable for any reason NNPC reserves the right to reject the EOI documents.
6. Bidders are advised that NNPC may not discover corrupted or unreadable files submitted via the NipeX portal until after the EOI 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 EOI 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 shortlisted firms will be contacted at a later date for collection of Request for Proposals.
17. The NNPC is not bound to shortlist 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**