



NIGERIAN NATIONAL PETROLEUM CORPORATION

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

INVITATION TO TENDER

AS A BROKER FOR INSURANCE OF NNPC NON-OIL ASSETS AND LIABILITIES FOR THE YEAR 2021/2022

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 2020 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 2017, 2018 and 2019. **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 2017, 2018 and 2019 (Receipts not acceptable) ending 31st December, 2020.
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 31st December, 2020 (**Receipts not acceptable**).

8. Certificate of Compliance with the provisions of the Pension Reform Act, 2004 issued by the National Pension Commission (PENCOM) expiring not earlier than 31st December, 2020.
9. Evidence of certificate of compliance with the provisions of Industrial Training Fund (ITF) Act 2011 issued by the ITF expiring not earlier than 31st December, 2020.
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 31st December, 2020.
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 (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 2019 and 2020 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/or CEO should have a minimum of two (2) years' 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
- f. Details of training budget for Nigerian human capital development.
- g. A list of in-country registered office addresses.
- h. Number of jobs to be created by this opportunity.
- i. Further innovative proposal that would enhance Nigerian Content for the Insurance programme.

BID SUBMISSION:

DUE TO THE COVID-19 PANDEMIC, 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 on or before **Friday, 2nd October, 2020**:
- 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 **Friday, 2nd October, 2020**: 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 INSURANCE BROKER FOR NNPC NON-OIL ASSETS AND LIABILITIES FOR THE YEAR 2021/2022"**
- 19.7 **THE SUBMISSION/CLOSING DATE:**
All documents should be submitted online through the electronic NNPC/NIPEX Tender Portal on or before **Wednesday, 21st October, 2020** to: www.nipex-ng.com

- 19.8 All bids shall be opened virtually, and the entire process shall be visible to all parties following the deadline for bids submission, using Microsoft Teams, Zoom or any such media.
- 19.9 All bidders who have submitted bids and external observers shall be invited to attend a virtual live stream bid opening session

IMPORTANT INFORMATION

It must be noted that:

1. Late submissions shall be rejected
2. All Submissions should be arranged and uploaded in files labelled in the order listed above.
3. This **“Invitation to Tender”** shall not be construed as a commitment on part of NNPC, nor shall it entitle Applicants to make any claims whatsoever and/or seek any indemnity from NNPC and/or any of its Subsidiaries by virtue of such Applicants having responded to this Advert.
4. Only companies who submit the required information and meet the **“Invitation to Tender”** criteria will be contacted after evaluation. NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents.
5. All costs incurred by your company as a result of this **“Invitation to Tender”** and any subsequent request for information shall be to your account.
6. The **“Invitation to Tender”** and any related process neither creates any commitment by NNPC nor establish any legal relationship.
7. At the deadline of bids submission, bidders will no longer be able to submit bids online.
8. In case of any unscheduled holiday on the Bid deadline Date, the Bid submission date will close on the next working day. Accordingly, Bid Closing Date/time will get extended up to the next working day and time.
9. All information must be provided in English Language.
10. NNPC will not enter into any form of communication with interested bidder(s) from the commencement date of this advertisement.
11. Wilful submission of any fictitious document will attract suspension from participation in future bids.
12. NNPC reserves the right to verify the information and documents provided from regulatory authorities.

This advertisement is also published on our website www.nnpcgroup.com

SIGNED: NNPC MANAGEMENT