



NNPC RETAIL LIMITED

**Plot 2646, Cadastral Zone A04, Off Yakubu Gowon Crescent,
Asokoro, Abuja, Nigeria.**

INVITATION TO TENDER FOR THE CONSTRUCTION OF STANDARD STATIONS FOR NNPC RETAIL LIMITED

SEPTEMBER 2021

1. Introduction

The Nigerian National Petroleum Corporation (NNPC) is an integrated Oil and Gas company engaged in petroleum/gas exploration, refining and petrochemicals, transportation, storage and marketing.

NNPC Retail Limited, a subsidiary of NNPC and a leading company in retail marketing of petroleum products in the Nigerian Downstream Industry seeks to increase its market share and improve market profitability through expansion of its retailing business with the Construction of Standard Stations in Nigeria. In compliance with the Public Procurement Act 2007, NNPC Retail Limited seeks to engage the services of an experienced and qualified contractors for the construction of Standard Stations at Enugu, Maiduguri, Yola, and Zaria.

2. Description

The proposed scope of work which the Contractor will be expected to cover includes but not limited to the following:

Lot No.	LOCATION	SCOPE OF WORKS
L01	University of Nigeria Enugu Campus, Enugu State	The construction of a 10- Nozzle Standard Station at the University of Nigeria Enugu Campus, Enugu State: A. Civil Works i. Mobilization and demobilization of tools and equipment ii. Station building, with provision for NFR spaces, lube bay, Station Manager's office, Cashier's office with reinforced concrete strong room, Male & Female attendants change rooms and electrical room with associated mechanical & electrical fittings and fixtures. iii. Generator House with adequate spaces to accommodate two generators and inverter system, as well as main electrical panel.

		<ul style="list-style-type: none"> iv. Concrete forecourt/driveway, Station fence, drainage system, civil related work at tank farm, remote discharge chamber. v. Construction of separate toilet for public convenience. vi. Provision of car wash and related accessories. vii. Construction of PMS, AGO & DPK Canopies with pump island and associated electrical & mechanical fittings. viii. Construction of ATM gallery. ix. Construction of concrete culverts with drainages. <p>B. Mechanical Works</p> <ul style="list-style-type: none"> i. Supply Installation of five (5) nos. 45,000Liters double skin steel underground tank, with leak detector, overflow control device and all connection accessories. ii. Supply & installation of five (5) nos. Double Nozzle Dispensing Pump (3 PMS-standard flow, 1 AGO-high flow & 1 DPK-standard flow) {Wayne or Gilberco} with associated connections of Flexible pipes including red jacket submersible pump (1.5HP) with accessories and connections. iii. Supply & installation of 2Nos. 30KVA,64KW 380-400V, 3PH 50Hz soundproof Diesel Engine Generator. iv. Drilling of Borehole with water storage (surface & Overhead water tanks), overhead tank stand and related plumbing works. <p>D. Electrical Works</p> <ul style="list-style-type: none"> i. Provision and installation of five (5) nos 5kva 220-240V-50/60hz APC UPS system. ii. Supply and installation of 15KVA 3Ph Hybrid inverter, 40 Nos 12 V 200Ah batteries, 60 nos 325w 24V Monocrystalline Solar panels (German or American Standard), change over, cabling and other accessories.
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		<ul style="list-style-type: none"> iii. Supply & Installation of Main Electrical and Pump Panels (TYPE ABB/ Schneider) with associated switchgear & accessories. iv. Supply and installation of one (1) no. 20KVA, 3-Phase Automatic Voltage Regulator (AVR) to connected with the main electrical panel. v. Supply & installation of 100KVA, 80KW 11/0.415KV outdoor, oil-immersed, air-cooled transformer with tapping @+7.5%, including all fixing accessories and associated armored cable & other accessories. vi. Provision of earthing system for all facilities (Transformer, Generator house, Main station building and each underground tank) and a retractable bonding cable at the discharge chamber area. vii. Supply and installation of S6.60 Indelec Prevelectron 2 lightening Arrestor. <p>C. Telecommunications/Control Systems</p> <ul style="list-style-type: none"> i. Provision of CCTV surveillance and LAN system. ii. Supply & installation of desktop intelligent petrol station control system & customer management and Automatic Tank Gauging System (Fusion & ATG). <p>D. Other Works</p> <ul style="list-style-type: none"> iii. Provision of safety equipment (extinguishers, sand buckets, fire hydrant, fire alarm system) and safety/caution signs. iv. Landscaping with PH grass/shrubs v. Branding and signage. vi. Certification of all specialty items (Pressure test, calibration, earth resistivity test, etc.). vii. Test running/pre-commissioning and commissioning
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L02	University of Maiduguri Borno State.	<p>The construction of 10 Nozzles Standard Station in University of Maiduguri, Borno State:</p> <p>A. Civil Works</p> <ul style="list-style-type: none"> i. Mobilization and demobilization of tools and equipment ii. Station building, with provision for NFR spaces, lube bay, Station Manager's office, Cashier's office with reinforced concrete strong room, Male & Female attendants change rooms and electrical room with associated mechanical & electrical fittings and fixtures. iii. Generator House with adequate spaces to accommodate two generators and inverter system, as well as main electrical panel. iv. Concrete forecourt/driveway, Station fence, drainage system, civil related work at tank farm, remote discharge chamber. v. Construction of separate toilet for public convenience. vi. Provision of car wash and related accessories. vii. Construction of PMS, AGO & DPK Canopies with pump island and associated electrical & mechanical fittings. viii. Construction of ATM gallery. ix. Construction of concrete culverts with drainages. <p>B. Mechanical Works</p> <ul style="list-style-type: none"> i. Supply Installation of Five (5) nos. 45,000Liters double skin steel underground tank, with leak detector, overflow control device and all connection accessories. ii. Supply & installation of five (5) nos. Double Nozzle Dispensing Pump (3 PMS-standard flow, 1 AGO-high flow & 1 DPK-standard flow) {Wayne or Gilberco} with associated connections of Flexible pipes including red jacket submersible
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		<p>pump (1.5HP) with accessories and connections.</p> <p>iii. Supply & installation of 2Nos. 30KVA,64KW 380-400V, 3PH 50Hz soundproof Diesel Engine Generator.</p> <p>iv. Drilling of Borehole with water storage (surface & Overhead water tanks), overhead tank stand and related plumbing works.</p> <p>C. Electrical Works</p> <p>i. Provision and installation of 5 nos 5kva 220-240V-50/60hz APC UPS system.</p> <p>ii. Supply and installation of 15KVA 3Ph Hybrid inverter, 40 Nos 12 V 200Ah batteries, 60 nos 325w 24V Monocrystalline Solar panels (German or American Standard), change over, cabling and other accessories.</p> <p>iii. Supply & Installation of Main Electrical and Pump Panels (TYPE ABB/ Schneider) with associated switchgear & accessories.</p> <p>iv. Supply and installation of 20KVA, 3-Phase Automatic Voltage Regulator (AVR) to connected with the main electrical panel.</p> <p>v. Supply & installation of 100KVA, 80KW 11/0415KV outdoor, oil-immersed, air-cooled transformer with tapping @+7.5%, including all fixing accessories and associated armored cable & other accessories.</p> <p>vi. Provision of earthing system for all facilities and a retractable bonding cable at the discharge chamber area.</p> <p>vii. Supply and installation of S6.60 Indelec Prevelectron 2 lightning Arrestor.</p> <p>D. Telecommunications/Control Systems</p> <p>i. Provision of CCTV surveillance and LAN systems.</p> <p>ii. Supply & installation of desktop intelligent petrol station control system & customer management</p>
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		<p>and Automatic Tank Gauging System (Fusion & ATG).</p> <p>E. Other Works</p> <ol style="list-style-type: none"> i. Provision of safety equipment (extinguishers, sand buckets, fire hydrant, fire alarm system) and safety/caution signs. ii. Landscaping with PH grass/shrubs iii. Branding and signage. iv. Certification of all specialty items (Pressure test, calibration, earth resistivity test, etc.). v. Test running/pre-commissioning and commissioning.
L03	Yola, Adamawa State	<p>The construction of a 12-nozzle Standard Station at Yola, Adamawa State:</p> <p>A. Civil Works</p> <ol style="list-style-type: none"> i. Mobilization and demobilization of tools and equipment ii. Station building, with provision for NFR spaces, lube bay, Station Manager's office, Cashier's office with reinforced concrete strong room, Male & Female attendants change rooms and electrical room with associated mechanical & electrical fittings and fixtures. iii. Generator House with adequate spaces to accommodate two generators and inverter system, as well as main electrical panel. iv. Concrete forecourt/driveway, Station fence, drainage system, civil related work at tank farm, remote discharge chamber. v. Construction of separate toilet for public convenience. vi. Provision of car wash and related accessories. vii. Construction of PMS, AGO & DPK Canopies with pump island and associated electrical & mechanical fittings. viii. Construction of ATM gallery.

		<p>ix. Construction of concrete culverts with drainages.</p> <p>B. Mechanical Works</p> <p>i. Supply Installation of six (6) nos. 45,000Liters double skin steel underground tank, with leak detector, overflow control device and all connection accessories.</p> <p>ii. Supply & installation of six (6) nos. Double Nozzle Dispensing Pump {Wayne or Gilberco} (4 PMS-Standard flow, 1 AGO-high flow & 1 DPK-standard flow) with associated connections of Flexible pipes including red jacket submersible pump (1.5HP) with accessories and connections.</p> <p>iii. Supply & installation of 2Nos. 30KVA,64KW 380-400V, 3PH 50Hz soundproof Diesel Engine Generator.</p> <p>iv. Drilling of Borehole with water storage (surface & Overhead water tanks), overhead tank stand and related plumbing works.</p> <p>C. Electrical Works</p> <p>i. Provision and installation of six (6) nos 5kva 220-240V-50/60hz APC UPS system.</p> <p>ii. Supply and installation of 15KVA 3Ph Hybrid inverter, 40 Nos 12 V 200Ah batteries, 60 nos 325w 24V Monocrystalline Solar panels (German or American Standard), change over, cabling and other accessories.</p> <p>iii. Supply & Installation of Main Electrical and Pump Panels (TYPE ABB/ Schneider) with associated switchgear & accessories.</p> <p>iv. Supply and installation of 20KVA, 3-Phase Automatic Voltage Regulator (AVR) to connected with the main electrical panel.</p> <p>v. Supply & installation of 100KVA, 80KW 11/0415KV outdoor, oil-immersed, air-cooled transformer with tapping @+7.5%, including all fixing</p>
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		<p>accessories and associated armored cable & other accessories.</p> <p>vi. Provision of earthing system for all facilities (Transformer, Generator house, Main station building and each underground tank) and a retractable bonding cable at the discharge chamber area.</p> <p>vii. Supply and installation of S6.60 Indelec Prevelectron 2 lightning Arrestor.</p> <p>D. Telecommunications/Control Systems</p> <p>i. Provision of CCTV surveillance and LAN systems.</p> <p>ii. Supply & installation of desktop intelligent petrol station control system & customer management and Automatic Tank Gauging System (Fusion & ATG).</p> <p>E. Other Works</p> <p>i. Provision of safety equipment (extinguishers, sand buckets, fire hydrant, fire alarm system) and safety/caution signs.</p> <p>ii. Landscaping with PH grass/shrubs</p> <p>iii. Branding and signage.</p> <p>iv. Certification of all specialty items (Pressure test, calibration, earth resistivity test, etc.).</p> <p>v. Test running/pre-commissioning and commissioning.</p>
L04	Ahmadu Bello University, (Samaru Campus) Zaria, Kaduna State.	<p>The construction of a 10-Nozzle Standard Station at Ahmadu Bello University, Zaria, Kaduna State:</p> <p>A. Civil Works</p> <p>i. Mobilization and demobilization of tools and equipment</p> <p>ii. Station building, with provision for NFR spaces, lube bay, Station Manager's office, Cashier's office with reinforced concrete strong room, Male & Female attendants change rooms and electrical room with associated mechanical & electrical fittings and fixtures.</p>

		<ul style="list-style-type: none"> iii. Generator House with adequate spaces to accommodate two generators and inverter system, as well as main electrical panel. iv. Concrete forecourt/driveway, Station fence, drainage system, civil related work at tank farm, remote discharge chamber. v. Construction of separate toilet for public convenience. vi. Provision of car wash and related accessories. vii. Construction of PMS, AGO & DPK Canopies with pump island and associated electrical & mechanical fittings. viii. Construction of ATM gallery. ix. Construction of concrete culverts with drainages. <p>B. Mechanical Works</p> <ul style="list-style-type: none"> i. Supply Installation of five (5) nos. 45,000Liters double skin steel underground tank, with leak detector, overflow control device and all connection accessories. ii. Supply & installation of five (5) nos. Double Nozzle Dispensing Pump (3 PMS-standard flow, 1 AGO-high flow & 1 DPK-standard flow) {Wayne or Gilberco} with associated connections of Flexible pipes including red jacket submersible pump (1.5HP) with accessories and connections. iii. Supply & installation of 2Nos. 30KVA,64KW 380-400V, 3PH 50Hz soundproof Diesel Engine Generator. iv. Drilling of Borehole with water storage (surface & Overhead water tanks), overhead tank stand and related plumbing works. <p>C. Electrical Works</p> <ul style="list-style-type: none"> i. Provision and installation of five (5) nos 5kva 220-240V-50/60hz APC UPS system. ii. Supply and installation of 15KVA 3Ph Hybrid inverter, 40 Nos 12 V 200Ah batteries, 60 nos 325w
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		<p>24V Monocrystalline Solar panels (German or American Standard), change over, cabling and other accessories.</p> <p>iii. Supply & Installation of Main Electrical and Pump Panels (TYPE ABB/ Schneider) with associated switchgear & accessories.</p> <p>iv. Supply and installation of 20KVA, 3-Phase Automatic Voltage Regulator (AVR) to connected with the main electrical panel.</p> <p>v. Supply & installation of 100KVA, 80KW 11/0415KV outdoor, oil-immersed, air-cooled transformer with tapping @+7.5%, including all fixing accessories and associated armored cable & other accessories.</p> <p>vi. Provision of earthing system for all facilities (Transformer, Generator house, Main station building and each underground tank) and a retractable bonding cable at the discharge chamber area.</p> <p>vii. Supply and installation of S6.60 Indelec Prevelectron 2 lightning Arrestor.</p> <p>D. Telecommunications/Control Systems</p> <p>i. Provision of CCTV surveillance and LAN system.</p> <p>ii. Supply & installation of desktop intelligent petrol station control system & customer management and Automatic Tank Gauging System (Fusion & ATG).</p> <p>E. Other Works</p> <p>i. Provision of safety equipment (extinguishers, sand buckets, fire hydrant, fire alarm system) and safety/caution signs.</p> <p>ii. Landscaping with PH grass/shrubs</p> <p>iii. Branding and signage.</p> <p>iv. Certification of all specialty items (Pressure test, calibration, earth resistivity test, etc.).</p>
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		v. Test running/pre-commissioning and commissioning
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Bidders can only bid for a maximum of **two (2) Lots**.

3.0 Eligibility Criteria

3.1 STATUTORY REQUIREMENTS:

- 3.2 Evidence of Company's registration and Incorporation issued by the respective governing body, certified true copies of Memorandum and Articles of Association of the company, Particulars of Directors, certified true copies of statutory documents indicating ownership structure of company, name(s) of major shareholders and percentage shareholding.
- 3.3 Full details of Company profile and a signed letter of application on the company's letterhead paper bearing amongst other, company's current full address, active email address, functional telephone/mobile number etc and addressed to NNPC RETAIL LIMITED indicating interest.
- 3.4 Company's Tax Clearance Certificate for the last three (3) years (2018, 2019 & 2020) expiring on 31st December 2021.
- 3.5 Evidence of compliance with the provisions of Industrial Training Fund (ITF) Amendment Act 2011 by inclusion of current copy of compliance certification from the Industrial Training Fund expiring on 31st December 2021 (where applicable).
- 3.6 Evidence of compliance with the Nigeria Social Insurance Trust Fund (NSITF) Act by inclusion of current copy of compliance certificate expiring on 31st December 2021
- 3.7 Evidence of compliance with PENCOM Reform Act 2004 by inclusion of valid Pension clearance certificate expiring on 31st December 2021 (where applicable).
- 3.8 Evidence of current Department of Petroleum Resources (DPR) registration certificate in relevant category to operate as a contractor in the oil industry.

4.0 BUSINESS INTERGRITY REQUIRMENTS

A prospective bidder shall make provision of sworn affidavit to support action as follows:

4.1 Disclosing whether or not any officer of the relevant committees of the 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 and to confirm that all information presented in its bid are true and correct in all particulars

4.2 To allow NNPC verify all claims made in your submission;

4.3 To allow NNPC verify that your organization is not in receivership, nor the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of wrong up petition or proceedings

4.4 To confirm that the company is not a replacement for a hitherto tax defaulting company.

4.5 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 or falsification of facts relating to any matter;

4.6 A written statement confirming that the firm does not have any existing loan or financial liability with a bank or other financial institution.

4.7 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.

5.0 **FINANCIAL REQUIREMENTS**

5.1 Evidence of Audited Accounts for the past three (3) years (2018, 2019, & 2020) including Income Statement, Balance Sheet and Cash Flow Statement

5.2 Bank Reference Letter indicating willingness to fund the project if awarded

5.3 Demonstration of a minimum average annual Turnover of at least N20 Million (Twenty million) naira only for the financial years ending: 2018, 2019 and 2020 respectively.

5.4 Demonstration of a minimum average annual Net worth of at least N10 Million (Ten million) naira only for the financial years ending: 2018, 2019 and 2020 respectively.

6.0 TECHNICAL REQUIREMENTS

6.1 Experience in Construction of Retail Filling Stations

Evidence of Five (5) previously completed or ongoing construction of retail filling stations within the last 10 years providing the following:

- i. Title of experience
- ii. Client name
- iii. Station name and location
- iv. Contract award letter
- v. Evidence of milestone completion (where project is ongoing)
- vi. Certificate of job completion

6.2 Experience in Civil Construction

Evidence of Ten (10) previously completed or ongoing other construction within the last 10 years providing the following:

- i. Title of experience
- ii. Client name
- iii. Site name and location
- iv. Contract award letter
- v. Evidence of milestone completion (where project is ongoing)
- vi. Certificate of job completion

6.3 Work Execution Plan

- I. Provide detail work breakdown structure.
- II. Provide detail workable execution plan.

6.4 Construction Equipment

- i. Provide list of relevant equipment own by your company with evidence of ownership.

7.0 Management Team and Manpower

7.1 Provide details of your organization structure and chart, showing the followings:

7.1.1 Management team

7.1.2 At least one management staff who is a registered COREN member with a current license to work

7.1.3 COREN Registered technical personnel as follows.

- Civil Engineer
- Electrical Engineer
- Mechanical Engineer

7.2 Provide details of your team size and description of capabilities of your workforce in the following areas:

7.2.1 Safety

7.2.2 Survey

7.2.3 Civil Construction

7.2.4 Electrical/Mechanical Services

8.0 COMPLIANCE WITH THE NIGERIAN CONTENT ACT

Compliance with Nigerian Content Act shall be a major consideration in the selection of applicants. Interested applicants must submit a detailed Nigerian Content execution strategy to the satisfaction of the NCDMB, clearly setting out Nigerian Content commitments:

Current and in-place organizational structure with detailed experience and skills of key management personnel with names. Provide evidence (personnel list and position in organizational chart). Percentage of management that are Nigerian nationals and the percentage of the total workforce that are Nigerians.

Nigerian Content plan that demonstrates full utilization of Nigerian labour and services with detailed description of role, work scope and man-hours to achieve minimum target as set out in the requirement of the NOGICD Act 2010.

Detailed past/present commitment to staff training and development of Nigerian personnel (where applicable).

9.0 Health Safety & Environment

Provide Company Safety Policy CASHES and QA/QC policy

10.0 MANDATORY BID DOCUMENT

All interested bidders are required to pay a mandatory non-refundable Tender Fee of Fifteen Thousand Naira (₦15, 000.00) only, via the Remita Retrieval Reference- RRR portal through the Nigerian National Petroleum Corporation (NNPC), Group Treasury, page (Name of Service/ Purpose: - Please Select "Tender Fees") on the Remita Platform (www.remita.net) and thereafter scan a copy of their payment slip as evidence of payment to **bidsubmission@nnpcgroup** to be issued a detailed bid document via the NIPEX portal which forms part of this tender process and must be completed by all interested bidders.

11.0 SUBMISSION OF TENDER DOCUMENTS/CLOSING DATE

ALL BIDS SHALL BE SUBMITTED ELECTRONICALLY ON THE NNPC/NipeX TENDER PORTAL.

- 11.1 To be eligible for this tender exercise, interested bidders are required to **submit the following mandatory details** as outlined below to **SCMTenders@nipex.com.ng** on or before **12:00 pm, Tuesday 12th 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
- 11.2 Section 11.1 (a-e) above is a mandatory requirement to register your company for participation in this tender process in the NNPC/NipeX tender process portal.
- 11.3 All interested company who do not provide the mandatory details as requested in Section 10.1 (a-e) above as at **12:00 pm, Tuesday 12th October, 2021**, will no longer have access to the NNPC/NIPEX Portal.
- 11.4 Individual bidders would be duly notified on their registration in the NNPC/NIPEX tender portal. Thereafter, the bidder would have access to make their submissions on the NNPC/NipeX Tender Portal.

- 11.5 All documents should be submitted online through the electronic NNPC/NIPEX Tender Portal on or before **12:00 pm, Wednesday 12th November, 2021** to: ww.nipex-ng.com.
- 11.6 Only the technical bids shall be opened virtually, following the deadline for bids submission at **12:00 pm, Wednesday 12th November, 2021**, using the NNPC Microsoft Teams.
- 11.7 In case of any unscheduled holiday on the Bid closing date, the deadline for submission of bids will take place on the next working day. Accordingly, the tender Closing Date/time will be extended to the next working day and time.
- 11.8 A detailed ITT document would be issued to all registered bidders on the NipeX portal. Note registration details is as indicated above in 10.1 a-e.
- 11.9 All Portions of the tender document must be read in conjunction with this advertisement and full submissions of all information required should be provided by interested bidders.

12. IMPORTANT INFORMATION

Interested parties must acknowledge and accept, with respect to this tender that:

- a. NNPC will only accept documents received electronically via the designated NipeX portal. Bids received in any other form shall not be accepted.
- b. Timely submission is the responsibility of the bidder.
- c. At the deadline of bids submission, bidders will no longer have access on the NipeX portal to submit their bid.
- d. 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.
- e. All submissions must be in a readable PDF format. If 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.
- f. Firms are advised that NNPC Retail may not discover corrupted or unreadable files submitted via the NipeX portal until after the tender submission deadline.

- g. 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.
- h. NNPC accepts no responsibility for Bidder's misunderstanding of the instructions or incorrect usage of the NipeX portal system.
- i. All firms who have submitted their mandatory details and registered on the NipeX portal and external observers shall be invited to attend a virtual bid opening session through Microsoft Teams to be communicated.
- j. NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents.
- k. The contractor shall bear all costs incurred to submit their Tender and any subsequent request for information.
- l. This Invitation to tender process and any related process neither creates any commitment by NNPC nor establishes any legal relationship.
- m. All information must be provided in English Language
- n. Only shortlisted firms at bid evaluation will be invited at a later date for collection of commercial Proposals.
- o. NNPC Retail is not bound to shortlist any firm 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.

SIGNED: NNPC MANAGEMENT