



**NIGERIAN NATIONAL PETROLEUM CORPORATION**  
**CORPORATE SERVICES**  
**GROUP HEALTH, SAFETY, ENVIRONMENT AND QUALITY DEPARTMENT**  
NNPC Towers, Herbert Macaulay Way, Central Business District,  
P.M.B. 190, Garki, Abuja - Nigeria

**INVITATION FOR PRE-QUALIFICATION FOR CORRECTIVE AND PREVENTIVE  
MAINTENANCE & PROCUREMENT OF SPARES FOR FIRE APPLIANCES & PORTABLE  
FIRE PUMPS IN NNPC TOWERS, ABUJA**

**1. INTRODUCTION**

The Group Health, Safety, Environment and Quality (GHSEQ) Department of the Nigerian National Petroleum Corporation, NNPC, wishes to invite interested competent and reputable Contractors/Companies to submit pre-qualification documents for the Corrective and Preventive Maintenance & Procurement of Spares for Fire Appliances & Portable Fire Pumps located in NNPC Towers, Abuja.

**2. BRIEF DESCRIPTION OF WORK SCOPE AND SPECIFICATIONS**

The Nigerian National Petroleum Corporation (NNPC) intends to carry out comprehensive corrective and preventive maintenance & procurement of spares for fire appliances & portable fire pumps in NNPC Towers, Abuja.

The work required to be carried out by the contractor covers comprehensive corrective and preventive maintenance & procurement of spares for fire appliances & portable fire pumps, modification, materials procurement services, installation, commissioning, testing, end-user training, start-up support and performance testing necessary to achieve an optimal fire appliance and portable fire pump performance. In meeting the objective, the Contractor shall fulfil the obligations and implement the requirements described below, which shall include but not be limited to the following features/Units:

The contractor is required to carry out on-call services, comprehensive corrective and preventive maintenance & procurement of spares for fire appliances & portable fire pumps such as the manufacturer's brand, make, model, type, trim, specifications, etc ranging from:

- a. Mitsubishi L200 Rapid Intervention Vehicle (RIV) semi with an onboard Vanguard Generator and Rosenbauer High-Pressure System Pump.
- b. Mercedes Benz AXOR 3328 (20,000 Litres capacity Water Tanker) with an onboard Varisco Power Take Off-pump.

- c. MAN TGS 33.360 Triple Agent Fire Truck (TAFT) with an onboard Diesel Foam Generator, Rosenbauer electronic Power Take Off-Pump and Dry Chemical Powder deluge systems.
  - d. Mercedes Benz ACTROSS 4141 (P56 Hydraulic Platform Turn Table Ladder) with an onboard Rosenbauer electric generator, emergency petrol generator & Electric motor.
  - e. Phoenix D-600 Generator with an onboard portable fire pump.
  - f. C.E.T Volkswagen Generator (PFP-46HPVW-2D) with an onboard portable fire pump.
- 2.1 Physical/diagnostic inspection of the fire trucks and portable pumps/generators to form a baseline assessment of their present state.
  - 2.2 Corrective and preventive maintenance/repairs and replacement of parts and components.
  - 2.3 Resolution of mechanical, electrical/electronic, instrument and software/programming & computer-based systems faults.
  - 2.4 Attend to high priority distress call on and off office hours, 24 hours a day and 365 days a year throughout the contract.
  - 2.5 Routine servicing.
  - 2.6 Resolution of all other faults (s) that may hinder the performance of the trucks.
  - 2.7 Procurement & Supply of spares.

The successful bidder will also be required to train end users/owners' operating personnel as well as provide a two-year maintenance service guarantee.

### **3.0 WHO MAY APPLY?**

- 3.1 For fire appliances maintenance and procurement firm, a reputable company with financial capability, technical experience and detailed understanding of corrective & preventive maintenance and procurement of spares management in corporate environment and infrastructure.
- 3.2 In case of a consortium partnership, both foreign and local companies must have experience in providing services as described in (2. a-f) and (3.1) above, and meet all other criteria stated herein and present notarized legal documentation showing the agreed form of partnership, and, duration of the Joint Venture.
- 3.3 In the case of a consortium partnership as stated above, (3.2) all partners to the consortium MUST submit individual supporting documents as listed in the expression of interest/pre-qualification criteria below.

### **4.0 BID DOCUMENTATION REQUIREMENTS:**

**In accordance with the Public Procurement Act of 2007, extant laws and NNPC policies and guidelines all interested bidders seeking to be considered must satisfy the following requirements specified below:**

- 4.1** Full detail of Company's profile and a signed letter of application indicating interest on the company's letterhead paper bearing amongst other, telephone number, email address and company's full address with a comprehensive company profile addressed to NNPC.
- 4.2** Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC), certified true copies of Memorandum and Articles of Association of the company, CAC form C02 and C07 (Particular of Directors) for Nigerian companies and/or similar document of Incorporation for foreign companies, certified true copies of statutory documents indicating ownership structure of company, name(s) of major shareholders and percentage shareholding.
- 4.3** Company's Tax Clearance Certificate for the last three (3) years (2018, 2019 & 2020) expiring on 31st December 2021.  
***Each requirement as listed in Sections 4.2 and 4.3 are deemed as mandatory and non-submission of documentation will be considered as a 'fatal flaw'.***
- 4.4** Evidence of compliance with the provisions of Industrial Training Fund (ITF) Amendment Act 2011 by the inclusion of a current copy of compliance certification from the Industrial Training Fund expiring on 31st December 2021.
- 4.5** Evidence of compliance with the Nigeria Social Insurance Trust Fund (NSITF) Act by the inclusion of a current copy of the clearance certificate expiring on 31st December 2021.
- 4.6** Evidence of compliance with PENCOR Reform Act 2004 by the inclusion of valid Pension clearance certificate expiring on 31st December 2021.
- 4.7** Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31st December 2021 or valid Certificate issued by BPP.
- 4.8** Bank reference letter from a credible banking institution indicating a willingness to fund the contract if awarded.

**a. BUSINESS INTEGRITY REQUIREMENTS**

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

- i. 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.

- ii. To allow NNPC to verify all claims made in your submission;
- iii. To allow NNPC to 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 winding up petition or proceedings.
- iv. To confirm that the company is not a replacement for a hitherto tax defaulting company.
- v. 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;
- vi. A written statement confirming that the firm does not have any existing loan or financial liability with a bank or other financial institution.
- vii. 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.

#### **b. FINANCIAL REQUIREMENTS**

- i. Audited Accounts for the past four (4) years (2017, 2018, 2019, & 2020) which must bear the stamp of an audit firm.
- ii. Demonstration of a minimum average annual turnover of at least **100 Million Naira** for the financial years ending: 2017, 2018, 2019 and 2020 respectively.

#### **4.9 TECHNICAL EXPERIENCE**

- a. Evidence of current relevant Department of Petroleum Resources (DPR) permit.
- b. Evidence of five verifiable similar services executed in the last five (5) years (2015 to date). Work progress photographs, Job Completion Certificates and performance report are required on each completed work or any other evidences with full contact details (not P.O. Box), functional phone numbers and E-mail addresses.
- c. Evidence of three direct involvement in the Maintenance and operations of corrective and preventive maintenance services for the last 3-5years.

- d. Provide evidence of being an Original Equipment Manufacturer (OEM) representative or any other vendor accredited by the Original Equipment Manufacturer (OEM) or any competent contractor with relevant experience with similar or identical equipment; to carry out physical/diagnostic inspection of the fire appliances trucks to form a baseline assessment of their present state, maintenance repairs and replacement of parts and components, resolution of mechanical, electrical/electronic, instrument, software/programming and computer-based systems faults, routine servicing and resolution of all other faults that may hinder the performance of the fire appliances and portable fire pumps.

#### **4.10 CASHES AND QA/QC POLICIES**

- a. Company's Community Affairs, Safety, Health, Environment & Security (CASHES) and Quality Assurance/Quality Control (QA/QC) Policy. Details of safety records for accidents, incidents, injuries and damages (lost time incident, down-time etc.) for the past three years (2018, 2019 and 2020).
- b. Provide a detailed narrative of your Quality Management System that will be implemented during the project execution.

#### **4.11 COMPLIANCE WITH THE NIGERIAN CONTENT ACT**

- a. 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). percentage of management that are Nigerian nationals and the percentage of the total workforce that are Nigerians.
- b. Detailed past/present commitment to staff training and development of Nigerian personnel.

#### **5.0 SUBMISSION OF BID DOCUMENTS/CLOSING DATE**

##### **ALL BIDS MUST BE SUBMITTED ELECTRONICALLY ON THE NNPC/NipeX TENDER PORTAL**

- 5.1 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 noon, Friday 10<sup>th</sup> September, 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.

**5.2** Section **5.1 (a-e)** above is a mandatory requirement to register your company for participation in this tender process in the NNPC/NipeX tender process portal.

**5.3** All interested bidders who do not provide the mandatory details as requested in Section 5.1 (a-e) above as of **12:00 noon, Friday 10<sup>th</sup> September 2021**, will no longer have access to the NNPC/NIPEX Portal.

**5.4** Individual bidders would be duly notified of their registration in the NNPC/NIPEX tender portal. Thereafter, the bidder would have access to make their submissions on the NNPC/NipeX Tender Portal.

**5.5** All documents should be submitted online through the electronic NNPC/NIPEX Tender Portal on or before **12:00 noon, Monday 4<sup>th</sup> October, 2021**: to [www.nipex-ng.com](http://www.nipex-ng.com).

**5.6** All bids shall be opened virtually, following the deadline for bids submission at **12:00 noon, Monday 4<sup>th</sup> October, 2021**;, using the NNPC Microsoft Teams.

**5.7** In case of any unscheduled holiday on the Bid submission date, the deadline for submission of bids will take place on the next working day. Accordingly, the Bid Closing Date/time be extended to the next working day and time.

## **6.0 IMPORTANT INFORMATION**

Bidders acknowledge and accept, concerning 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 to 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 before the bid closing time.
- e. 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.

- f. Bidders are advised that corrupted or unreadable files may not be accessible to them until after the bidding process.
- 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 bidders 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. All costs incurred by your company as a result of this Invitation to tender exercise and any subsequent request for information shall be to your account.
- l. This Invitation to the tender process and any related process neither creates any commitment by NNPC nor establishes any legal relationship.
- m. All information must be provided in the English Language.
- n. Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of tender documents;
- o. 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.

**SIGNED: NNPC MANAGEMENT**