



NIGERIAN NATIONAL PETROLEUM CORPORATION

NNPC Towers, Herbert Macaulay Way, Central Business District,
P.M.B. 190, Garki, Abuja - Nigeria

INVITATION TO TENDER FOR IMPLEMENTATION OF DISASTER RECOVERY (DR) REGIME FOR NNPC – PUBLIC CLOUD IMPLEMENTATION

1. INTRODUCTION

The Information Technology Division (ITD) of the Nigerian National Petroleum Corporation (NNPC), seeks to implement a Disaster Recovery (DR) Regime across the enterprise in line with its aspirations of being a world-class oil and gas company, thereby ensuring its survivability and reputation. And thus, wishes to invite interested competent and proven DR technology solutions providers with proven technical expertise to participate in this tender process.

2. BRIEF DESCRIPTION OF WORK SCOPE AND SPECIFICATIONS

The scope of work for the Implementation of Disaster Recovery (DR) Regime for NNPC - **PUBLIC CLOUD IMPLEMENTATION** shall cover, but not limited to the following:

- **Lot 1:** development of enterprise cloud governance and migration strategy including provisions for high availability , in comformance with regulations and industry best practices
- **Lot 2:** provision of a fully configured public cloud service: tenant setup and migration services for the implementation of all applications and data sources, in comformance with regulations and industry best practises for establishment of a secure and scalable cloud based system
- **Lot 3:** provision of full scale cloud capacity offerings
 - cloud governance management and administration.
 - cloud service infrastructure, application and security management
 - cloud disaster recovery and continuity management
- *The implementation process is expected to cover all applications and services which currently exist within NNPC Group, its subsidiaries, and business units operating within Nigeria.*

Note: Bidders MUST bid for all LOTS. Failing to comply with this is grounds for disqualification of the bid.

3.0 WHO MAY APPLY?

3.1 Any reputable company, consortium partnerships or group of companies with the financial capability, technical experience and detailed understanding of the following:

3.1.1 **Backup processes and capabilities:** For data, applications and virtual machines; how often will data be backed up, how and where will it be stored and what else, if anything, in addition is needed to restore.

3.1.2 **Recovery options:** Identifying a failure, identifying a restore point, identifying the related applications and infrastructure and then initializing the actual failover process.

3.1.3 **Protection for various disaster scenarios:** An ability to recover from both foreseeable and unforeseeable disasters, both natural and ones native to the digital domain. (Power failure, flood, hardware failure, cyber attack, etc)

3.1.4 **Ability to meet the performance and specific continuity objectives of NNPC** in terms of: High Availability, Reliability, SLA, recovery point objective (RPO) and recovery time objective (RTO).

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 In case of a consortium partnership, both foreign and local companies must have experience in providing services as described in (3) 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.

4.9 In the case of a consortium partnership as stated above, (3) all party or parties to the consortium MUST submit individual supporting documents as listed in the expression of interest/pre-qualification criteria below.

4.10 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.

4.11 FINANCIAL REQUIREMENTS

- i. Audited Accounts for the past four (4) years (2017, 2018, 2019, & 2020) which must bear the stamp and seal of an audit firm.
- ii. Demonstration by company or consortium partnerships of a minimum average annual turnover of at least Two Billion Eight Hundred Million Naira (₦2,800,000,000.00) and networth of Three Billion Naira (₦3,000,000,000.00) for the financial years ending: 2017, 2018, 2019 and 2020 respectively.
- iii. Bank reference letter from a credible banking institution indicating a willingness to fund the contract if awarded

4.12 TECHNICAL EXPERIENCE

- i. Evidence of current relevant Department of Petroleum Resources (DPR) permit.
- ii. Evidence of three(3) verifiable similar services (preferably in Nigeria) executed in the last five (5) years (2016 to date). Please attach reference letters, copies of letters of award, Work progress photographs, valuation certificates, 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.

- iii. Detailed proposed implementation approach
- iv. Proposed project schedule presented in Gantt chart
- v. Stakeholder management plan
- vi. Change management plan
- vii. Detailed Communication plan
- viii. Project organizational chart, including details and Curriculum Vitae of proposed resources which must include at least
 - a. 2 certified Cloud Solutions Architect Associate and Cloud Solutions Professional each and
 - b. an ISACA and CISSP certified resources
- ix. Provide evidence of delivered cloud assessment and cloud migration projects on an enterprise-scale within the last 5 years with reference site(s)
- x. Provide evidence of being a certified cloud platform integrator/partner with at least one Cloud Service Provider (CSP).
- xi. Provide evidence of setup/implemented/managed Public-, Hybrid-, and Multi-Cloud deployments on an enterprise-scale within the last 5 years with reference site(s)
- xii. Provide evidence of at least 2 projects at an enterprise scale in the areas of (Cloud Architecture, Cloud Migration, Cloud Strategy, and Cloud Governance) delivered within the last 5 years
- xiii. Provide ISO/IEC 19086 certification.
- xiv. Must submit letter stating willingness to to work with a Cloud Service Provider (CSP) that:
 - c. Are leaders in the Gartner magic quadrant and Forrester wave
 - d. Have a local support structure for levels 1 to 3 support
 - e. Is hosting clients reputable organisations locally or regionally.

4.13 CASHES AND QA/QC POLICIES

- i. Company's Community Affairs, Safety, Health, Environment & Security (CASHES) and Quality Assurance/Quality Control (QA/QC) Policy.

4.14 COMPLIANCE WITH THE NIGERIAN CONTENT ACT

- i. 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.
- ii. Detailed past/present commitment to staff training and development of Nigerian personnel.

4.15 MANDATORY BID DOCUMENT

All interested bidders are required to pay a mandatory non-refundable Tender Fee of Ten Thousand Naira (₦10, 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.

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, Monday 11th 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.
- 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, , Monday 11th October, 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, Tuesday 2nd November, 2021**:to www.nipex-ng.com.
- 5.6 All bids shall be opened virtually, following the deadline for bids submission at **12:00 noon, Tuesday 2nd November, 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. A detailed Bid document which forms part of this tender will be issued as stated in section 4.15 above and is deemed as Mandatory
- b. NNPC will only accept documents received electronically via the designated NipeX portal. Bids received in any other form shall not be accepted.
- c. Timely submission is the responsibility of the bidder.
- d. At the deadline of bids submission, bidders will no longer have access to the NipeX portal to submit their bid.
- e. 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.
- f. 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.
- g. Bidders are advised that corrupted or unreadable files may not be accessible to them until after the bidding process.
- h. 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.

- i. NNPC accepts no responsibility for Bidder's misunderstanding of the instructions or incorrect usage of the NipeX portal system.
- j. 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.
- k. NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents.
- l. Only qualified bidders would be invited to participate in the Commercial stage with a quality-based selection criteria applied
- m. 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.
- n. This Invitation to the tender process and any related process neither creates any commitment by NNPC nor establishes any legal relationship.
- o. NNPC 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.
- p. All information must be provided in the English Language.

SIGNED: NNPC MANAGEMENT