

## **Chevron Nigeria Limited**

### **A Chevron Company**

## **Advert For Tender Opportunity Provision of Mail and Courier Handling Services for both International and Domestic Routes**

### **Introduction:**

Chevron Nigeria Limited (CNL) on behalf of NNPC/CNL Joint Venture invites interested, reputable, competent companies for this tender opportunity for the provision of **Courier and Mail Handling Services for both International and Domestic Routes**

The contract is proposed to commence in 2<sup>nd</sup> quarter of 2013 for two (2) years duration and one (1) year extension option.

### **Scope of Work:**

Contractor shall provide Courier and Mail handling services of Company's mails, parcels, and luggage for Company's Chevron Africa and Latin America Exploration and Production Company (CALAEP), Chevron – United Kingdom (CUK) routes, comprising of North America, South America, Canada, Eastern Europe, Western Europe, Australia, Far East, Asia and Africa. Domestic routes comprising of Lagos, Port Harcourt, Onne, Warri, Asaba, Yenagoa, Abuja and other cities and towns within the Federal Republic of Nigeria as may be directed by Company..

Contractor shall provide desktop computer, Worldwide Web Tracking system for both Local and International mail deliveries, a wireless telephone, packaging materials, and one personnel at Company's mail services centre at Company's Head Office, Lekki, Lagos.

Contractor shall train Company's authorized personnel in utilizing the Web Tracking system and its mail handling procedure.

Contractor's personnel shall be conversant with Mail and Courier Handling Services and Company Practices, Standards and Procedures.

All Contractor Personnel shall comply with all Company's Safety Rules and Regulations.

, 1, To be eligible for this tender interested contractors are required to be pre-qualified in the 3:03,09 and 3,99\*99 (Courier Services and other

support services; .Mail & courier\* (Personnel\* Porterage, Staff welfare I services) category in NipeX Joint Qualification System (NJQS) database ( All successful pre-qualified suppliers in this category by the bid close date will receive Invitation to Ifechiical Tender (ITT),

### **Mandatory Requirements:**

1. To be eligible for this tender exercise interested contractors are required to be pre – qualified in the 3.08.09 and 3.99,99 (Courier Services and other support services: Mail & courier, Personnel, Portorage, Staff welfare services,) category in NipeX Joint Qualification System (NJQS) database. All successful pre-qualified suppliers in this category by the bid close date will receive Invitation to technical Tender (ITT).
1. Please note that interested bidders including their sub-contractor(s) shall be required to:
  1. Meet all JQS mandatory requirements to be listed as “PREQUALIFIED” for a category in the JQS database.
  2. Meet all Nigerian Content requirements stated in this advert in their responses to the Invitation to Technical Tender

### **(Failure to meet the Nigerian Content requirements is a “FATAL FLAW”)**

1. To determine if you are pre-qualified and view the product/service category you are listed for:  
Open [www.nipexng.com](http://www.nipexng.com) and access NJQS with your log in details, click on continue Joint Qualification Scheme tool, click check my supplier status and then click supplier product group.
1. If you are not listed in a product/service category you are registered with DPR to do business, contact NipeX office at 30, Oyinkan Abayomi Street, Ikoyi Lagos with your DPR certificate as evidence for verification and necessary update
1. To initiate and complete the JQS prequalification process, access [www.nipexng.com](http://www.nipexng.com) to download the application form, make necessary payments and contact NipeX office for further action.

### **Nigerian Content Requirement**

Demonstrate that the entity is a Nigerian Registered Company, or Nigerian Registered Company as the contracting entity in genuine alliance or joint venture with foreign company with details on scope and responsibilities of parties for this work. Such companies must show evidence of joint venture binding agreement duly signed by the CEO of both companies including evidence or plans of physical operational presence and set-up in Nigeria

- Furnish details of company ownership and share holding structure. Also submit clear photocopies of your CAC Forms CO2 and CO7
- Provide evidence of what percentage of key management positions is held by Nigerians and what percentage of the total work force are Nigerians. Also, show overall percentage of work to be performed by Nigerian resources relative to total work volume.

- Provide a Nigerian Content Plan providing a detailed description of the role, work scope, man-hours and responsibilities of all Nigerian companies and personnel that would be involved in executing the work. Also provide details of Nigerian Content focal point or manager.
- State proposed total scope of work to be conducted by Nigerian personnel (whether contracted directly or under subcontract agreements) with names and addresses including evidences of well equipped offices and workshop; attach past experience of such patronage.
- Specific to this project, provide detailed plan for staff training and development on engineering, project management and procurement (including all software to be used, number of personnel, name of organisation providing such training and evidence of past training record) for Nigerian personnel including description of any specific programs in place for transfer of technology and skills to indigenous businesses and Nigerians over the next five (5) years.
- Provide evidence of domiciliation of project management and procurement centers in Nigeria with physical addresses (not RO. Box).
- Contractor must be willing and able to provide evidence of maximization of made in Nigeria goods and services.
- Provide details on any other Nigerian Content initiative your company is involved in.
- Training and Skill transfer plans to Nigerians, Contractor is to state training plans for the Nigerian Crew or cadets supported by their CV stating training discipline, manhours, duration and location, Contractor to provide plans for human capital development.

#### **Close Date**

Only tenderers who are registered with NJQS Product/Category 3.08.99 and 3.99.99 (Courier Services and other support services: Mail & courier, Personnel, Portorage, Staff welfare services (Courier: Services) by 4:00pm, 7<sup>th</sup> January, 2013 being the advert close date shall be invited to submit technical bid

#### **Please note the following:**

- Suppliers eligible for this tender opportunity are expected to be prequalified in NJQS under this product /service category.
- The Invitation to Tender (ITT) and any further progression of this tender shall be via NipeX.
- Bidders who for the purpose of this bid process enter into a JV, Partnership, Consortiums, etc with another bidder bidding this tender will be disqualified.
- All costs incurred in preparing and processing NJQS prequalification shall be to the contractor's accounts.

- This advertisement shall neither be construed as any form of commitment on the part of Chevron Nigeria Limited to award any contract to any company and or associated companies, sub-contractors or agents, nor shall it entitle prequalified companies to make any claims whatsoever, and/or seek any indemnity from Chevron Nigeria Limited and or any of its partners by virtue of such companies having been prequalified in NJQS.
- The tendering process shall be the NNPC contracting process requiring pre-qualified companies to submit technical tenders first. Following a technical review, only technically and financially qualified contractors will be requested to submit commercial tenders.
- Chevron Nigeria Limited will communicate only with authorised officers of the pre-qualifying companies and NOT through individuals or Agents.

Please visit NipeX portal at [www.nipexng.com](http://www.nipexng.com) for this advert and other information.

### **Management**

Chevron Nigeria limited, 2 Chevron Drive, Lekki Peninsula, P.M.B.12825, Lagos.