

**Nigerian National Petroleum Corporation**

**NNPC Towers, Herbert Macaulay Way, Central Business District,**

**P.M.B. 190, Garki, Abuja – Nigeria.**

**Invitation for Prequalification as a Broker for**

**Insurance NNPC Non-Oil Assets 2011**

The Nigerian National Petroleum Corporation is desirous of calling for bids from registered Insurance Brokers in Nigeria for its Non-Oil Insurance programme.

All interested Insurance Brokers seeking to be considered must satisfy as a minimum, the following NAICOM's conditions:

1. Be a Limited Liability Company incorporated in Nigeria and licensed by the National Insurance Commission to operate as an Insurance broker.
2. Have verifiable full time employees with cognate experience in all classes of Insurance.
3. Must have verifiable locational address in Nigeria.
4. Maintain adequate Professional Indemnity Cover for its activities, evidence of which must be provided. Companies who want to lead must provide minimum cover of **N100M**.
5. Be a good Corporate citizen that pays its taxes as and when due and be in possession of current Tax Clearance Certificate.

Qualified Insurance Broker willing to apply must do so in writing submitting the following documents:

1. A true copy certified by the Corporate Affairs Commission of the Company's Certificate of Registration.
2. A true copy certified by NAICOM of the company's current license as an Insurance Broker.
3. Company's Published Audited accounts for the last three years.
4. Certified True Copy of current tax clearance certificate.
5. A profile of the Management staff of the company with their qualifications and insurance working experience including the technical staff.

6. A statement signed by the Company's Chief Executive Officer of its staff strength and locational address.
7. Evidence of current professional indemnity cover.

Three (3) copies of the bound application and supporting documents must be submitted in a sealed envelope marked "**Bid for Prequalification of Insurance Broker for NNPC Non-Oil Insurance 2011**" to reach

**The Secretary,**

**Headquarters Tender Committee,**

**Block A, 4<sup>th</sup> Floor, Room 415,**

**NNPC Towers, Herbert Macaulay way,**

**Central Business District Abuja, FCT.**

**On or before 2:00p.m on Friday 26<sup>th</sup> November, 2010**

This notice and pre-qualification process shall not place any commitment on NNPC nor establish any legal relationship whatsoever. No communication will be entered into with any unsuccessful applicant.

**Signed:**

**Management**