

## Overview

### **NIGERIAN NATIONAL PETROLEUM CORPORATION**

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

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

### **EXPRESSION OF INTEREST (EOI) FOR THE PROVISION OF DEALERSHIP OF NNPC RETAIL FLOATING MEGA STATION (FMS) BUGUMA, RIVERS STATE**

#### **(1) INTRODUCTION**

The Nigerian National Petroleum Corporation (NNPC) is an integrated Oil and Gas company engaged in petroleum/gas exploitation, 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 introduction of Floating Mega Stations in Nigeria. In compliance with the Public Procurement Act 2007, NNPC Retail Limited seeks to engage the services of an experienced and qualified Dealer for the NNPC Retail Floating Mega Station (FMS) Buguma, Rivers State.

#### **(2) DESCRIPTION**

The proposed scope of service which the Dealer will be expected to cover includes but is not limited to the following:

(2.1) Dealer shall be responsible for the sales of petroleum products at the approved pump price at the FMS for an agreed commission per litre.

(2.2) Dealer shall be responsible for the haulage of petroleum products from designated jetty to the FMS at an agreed rate per litre.

(2.3) Dealer shall be responsible for the day-to-day management of the facility and the station's security

(2.4) Dealer shall be responsible for the engagement of relevant staff for the daily operations at the station

### **(3) ELIGIBILITY CRITERIA**

#### **(3.1) STATUTORY REQUIREMENTS:**

(3.1.1) 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. (Fatal flaw)

(3.1.2) Company's Tax Clearance Certificate for the last three (3) years (2018, 2019 & 2020) expiring on 31st December 2021.

(3.1.3) Full details of company profile and a signed letter of application indicating interest on the company's letterhead paper bearing amongst others, telephone number, email address and company's full address

(3.1.4) 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).

(3.1.5) Evidence of compliance with the Nigeria Social Insurance Trust Fund (NSITF) Act by inclusion of current copy of clearance certificate expiring on 31st December 2021 (where applicable).

(3.1.6) Evidence of compliance with PENCOM Reform Act 2004 by inclusion of valid Pension clearance certificate expiring on 31st December 2021 (where applicable).

(3.1.7) 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 (where applicable).

(3.1.8) Company should present a workable business plan on the operation of the Floating Retailing Fuel Station.

(3.1.9) Company must possess a seaworthy Self-Propelled Barge (Barge for transporting product from trucks to the Floating Mega Station). Otherwise Company shall provide evidence of exclusive lease for barges for the period of the dealership agreement All Equipment must have requisite certifications for operations as issued by Regulatory Agencies of the Federal Republic of Nigeria

(3.1.10) Company will provide for physical inspection to NNPC Retail or its appointees all equipment (Self- propelled Barges) of not more than Ten (10) years of age, and not more

than Three (3) years since their last Dry-Dock; before engagement in the operations of the FMS.

(3.1.11) All equipment presented for inspection shall meet pre-specified criteria for acceptance before engagement

(3.1.12) The barge must have a capacity of between 100,000 – 300,000 litres and should have enough compartments to carry three different products simultaneously.

(3.1.13) Copy of current Department of Petroleum Resources (DPR) registration certificate in relevant category to operate as a contractor in the oil industry.

(3.1.14) Organizational structure and available work force (with proposed organizational chart for this specific service and verifiable CVs with relevant experience).

(3.1.15) Evidence of NIMASA Certification (Fatal Flaw).

(3.1.16) Company's CASHES and QC/QA policies. The policy must be signed.

## **(3.2) BUSINESS INTEGRITY REQUIREMENTS**

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

(3.2.1) 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

(3.2.2) To allow NNPC verify all claims made in your submission;

(3.2.3) To allow NNPC verify that your organization is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings To confirm that the company is not a replacement for a hitherto tax defaulting company.

(3.2.4) 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;

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

(3.2.6) 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.

### **(3.3) FINANCIAL REQUIREMENTS**

(1) Audited Accounts for the past four (4) years (2017, 2018,2019, & 2020) including Income Statement, Balance Sheet and Cash Flow Statement

(2) Company must have financial capacity to pay the mandatory security deposit of N40,000,000.00 (Forty Million Naira) only

(3) Demonstration of a minimum average annual turnover of at least 50 Million Naira for the financial years ending: 2017, 2018, 2019 and 2020 respectively.

### **(3.4) TECHNICAL REQUIREMENTS**

(3.4.1) Provide detail of your Company's current operational permits:

- (i) Boat Licence
- (ii) Boat Line Certification
- (iii) NIMASA Certification
- (iv) NIWA Permit
- (v) Dry Docking Certificate

Note: Expired permits would not be accepted.

(3.4.2) Experience in Nigeria

Provide at least 3 specific examples of Marine services experience within Nigeria. Please include experiences specific to the Niger-Delta Region.

- (i) Title of experience
- (ii) Client name
- (iii) Facility name and location

- (iv) Facility type
- (v) Length of services provided (dates in dd/mm/yy format)
- (vi) Scope and services provided (please include type of units managed)

**(3.4.3) Management Team and Manpower**

(1) Provide details of your organization structure, organizational chart, team size and the capabilities of your management in the following areas:

- (i) Global management
- (ii) Marine service
- (iii) Product haulage/movement
- (iv) Petroleum Product Station Management
- (v) Nigeria country management (If any)

(2) Provide detailed information on your company's HR processes and capabilities in training and development of workforce,

**(4) COMPLIANCE WITH THE NIGERIAN CONTENT ACT**

(4.1) 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.

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

**(5) SUBMISSION OF EOI DOCUMENTS/CLOSING DATE**

(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](mailto:SCMTenders@nipex.com.ng) on or before **12:00 noon, Monday 5 July, 2021**.

- (a) Company's name

- (b) Company's full address
- (c) Company's authorized contact person(s) name
- (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 on the NNPC/NipeX tender process portal.

(5.3) All interested firms who do not provide the mandatory details as requested in Section 5.1 (a-e) above as at 12:00 noon, Monday 5 July 2021 will no longer have access to the NNPC/NIPEX Portal.

(5.4) 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.

(5.5) All EOIs bid documents should be submitted online through the electronic NNPC/NIPEX Tender Portal **on or before 12:00noon Tuesday, 20 July, 2021** to: [www.nipex-ng.com](http://www.nipex-ng.com).

(5.6) All EOIs bid documents shall be opened virtually, following the deadline for bids submission at **12:00noon Tuesday, 20 July, 2021**, using the NNPC Microsoft Teams.

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

## **(6) 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. EOIs submitted in any other form shall not be accepted.
- (b) Timely submission is the responsibility of the bidder.
- (c) At the deadline of EOIs submission, bidders will no longer have access on the NipeX portal to submit their EOI.

- (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 EOIs 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) Bidders are advised that NNPC may not discover corrupted or unreadable files submitted via the NipeX portal until after the EOI's 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 EOI opening session through Microsoft Teams.
- (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 Expression of Interest (EOI) and any subsequent request for information.
- (l) This Invitation to EOI 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 EOI evaluation will be invited at a later date for collection of Request for Proposals.
- (o) NNPC 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.
- (p) Only shortlisted firms at EOI evaluation will be invited at a later date for collection of Request for Proposals.

(q) NNPC 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**