

Nigerian National Petroleum Corporation

NNPC Towers, Herbert Macaulay Way, Central Business District,

P.M.B. 190, Garki, Abuja – Nigeria.

Expression of Interest for the Provision of Security Guarding Services for NNPC Towers and Outside NNPC Locations in Abuja

(1.0) Introduction

The Nigerian National Petroleum Company (NNPC), invites reputable Security Service Providers with proven experience and capacity to submit expression of interest for the provision of third party security personnel in NNPC Towers and other NNPC assets in Abuja

(2.0) Brief Description of the Scope of Work

The Security Service Provider will provide security personnel to complement service delivery by NNPC Security staff, assisted by Government Security Force (GSF) personnel deployed to the Corporate Headquarters, Abuja.

The scope of this contract is for the Provision of Security Guarding Services for NNPC Towers, and Outside Locations in Abuja. As part of the scope, the contractor is expected to carry out the following.

(A) Protection of NNPC assets and facilities in Corporate Headquarters, Executive residences and other NNPC locations in Abuja. This will be achieved through engagement of competent security personnel that will carry out the following duties;

- Control public access to the facility/premises concerned.
- Respond promptly and appropriately to security related emergencies.
- Patrol and keep surveillance within and around the facility/premises and to provide visible presence to discourage unauthorized entry.
- To notify the appropriate law enforcement agency and NNPC Security Department representatives immediately of any unlawful activities in or around the facility/premises.
- To implement access control policy of the corporation and ensure compliance with Corporation Security Policy/Procedure at NNPC Towers/Executive Residences,

(B) Security services shall be provided twenty-four (24) hours daily inclusive of Saturday, Sunday and Public holidays.

(C) Security incidences at various facilities/Executive Residences shall immediately be reported by the Service provider(s) to NNPC Security Department.

(D) Proposed Duration: 2 years plus an option for one year renewal

(3.0) Pre-Qualification Requirements

NNPC in compliance with the provision of Public Procurement Act 2007 request interested companies to submit the details listed below in their pre-qualification bid documents:

(3.1) Full details of company profile with certificate of incorporation in Nigeria, certified true copies of Memorandum and Articles of Association of the Company and CAC form C02 and C07 (Particulars of Directors)

(3.2) Company Tax Clearance Certificate for the last three (3) years (2012, 2013 and 2014)

(3.3) Evidence of similar jobs executed by contractor in the last ten (10) years in oil & gas companies. Please attach reference letter

(3.4) Evidence of operating a standard Security Training Academy

(3.5) Must possess Grade A Private Guarding license

(3.6) Audited accounts for the last three- (3) years – 2012,2013 & 2014 (the audited accounts must bear the stamp and seal of the Audit Firm)

(3.7) ISO Certification will be an added advantage

(3.8) Evidence of VAT registration and remittance,

(3.9) Clearance certificate from National Pension Commission as evidence of compliance with Pensions Reform Act, 2004.

(3.10) Evidence of compliance with the Industrial Training Fund (ITF) Amendment Act 2011 by inclusion of copy of Compliance Certificate from the Industrial Training Fund.

(3.11) Evidence of NIPEX registration

(3.12) Nigerian Content plan that demonstrates full utilization of Nigerian labor and services with detailed description of role, work scope and man-hours in order to achieve minimum target as set out in the requirement of the NOFICD Act 2010

(3.13) 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).

(3.14) Evidence of operating a security training Academy

(3.15) Submission of Bank reference

(3.16) List of verifiable similar service detailing companies that the service is being rendered to. Company full contact address (Not P.O. Box), Functional phone numbers and e-mail address,

(3.17) Any additional information that will enhance the potential of the company.

Note:

Requirements met in item 3.1 – 3.6 are deemed critical

(4.0) Submission of Pre-Qualification Documents

All prospective Security Service Providers should submit one clearly marked original and one photocopy of pre-qualification documents on A4 format neatly bound. The document should be in a single package sealed and marked “**Pre-Qualification for Provision of Security Guarding Services at Nnpc Towers and other NNPC outside Locations in Abuja**” The envelope should be clearly labelled with company name.

Submission of Bids should reach the address below **on or before Thursday May, 19th 2016 by 12.00**

Noon

The Secretary

Corporate Services DEXCOM Tenders Board

Block D, First Floor, Room 45B

NNPC Towers,

Central Business District, Abuja

The bids shall be opened and endorsed immediately after the closing date and time.

(5.0) Important Information

(5.1) Only shortlisted companies will be contacted.

(5.2) Late submissions shall be rejected.

(5.3) Company letter of Authority to verify all claims made in your submission must be included.

(5.4) Please note that this is not an invitation to tender. Only companies selected by NNPC under this pre-qualification procedure will be invited to participate in the competitive tender.

(5.5) All claims must be adequately substantiated and verifiable, NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents (ownership is therefore essential)

(5.6) All costs incurred by your company as a result of this pre-qualification exercise and any subsequent request for information shall be to your account.

(5.7) The pre-qualification and any related process neither creates any commitment by NNPC nor establish any legal relationship.

Signed:

Management