

**National Petroleum Investment Management Services (NAPIMS)  
A Subsidiary of Nigerian National Petroleum Corporation (NNPC)**

**Invitation for Pre-Qualification**

**Nipex Tender Reference No: 0100024**

**Provision of Consultancy Services for Nipex Joint Qualification System (NJQS)**

**(1.0) Introduction:**

Nigerian National Petroleum Corporation-National Petroleum Investments Management Services (NNPC-NAPIMS) is seeking for interested, reputable and qualified software companies to provide hardware and supplier management application software for NipeX Joint Qualification System (NJQS).

The NipeX Joint Qualification System (NJQS) provides a standard Supplier sourcing tool for the Nigerian Petroleum Industry using common standards. This increases efficiency, transparency and integrity in the pre-qualification of Contractors/Suppliers registered in Nigeria through the application of a clear and consistent qualification process.

The NJQS also registers and evaluates participating Contractors/Suppliers to support the development and performance improvement of companies registered in Nigeria and operating in the Oil and Gas Industry.

The proposed contract will commence tentatively in January, 2016 and remain active for two (2) years, with an option of (1) year extension.

**(2.0) Scope of Work:**

The scope of services to be undertaken by your Company pursuant to the entire consultancy service shall include, but not limited to the following:

- Provide Consultancy services for the day-to-day activities of the NipeX Joint Qualification System (NJQS).
- Develop, implement and execute in conjunction with NipeX, the annual plan and manage all resources efficiently to the benefit of the stakeholders.
- Register prospective Contractors /Suppliers.

- Carry out desktop pre-qualification of registered Contractors /Suppliers.
- Carry out on-site visit in collaboration with stakeholders to pre-qualify and categorize registered Contractors/Suppliers using approved assessment criteria.
- Undertake biennial on-site visit of pre-qualified Contractors/Suppliers to ascertain their current capabilities and status in collaboration with stakeholders.
- Undertake desktop review and on-site verification (if required) for pre-qualified Contractors/Suppliers that have acquired new competence (ies).
- Report on agreed Key Performance Indicators (KPIs) to stakeholders periodically.
- Provide Assessors and Customer Support personnel for NJQS activities
- This service shall be carried out using competent and qualified personnel, safely, efficiently and with respect to applicable national laws.

**Pre-qualification Requirements:**

- (1) Certificate of incorporation from Corporate Affairs Commission (CAC) and Full details of company profile, certified true copies of Memorandum and Articles of Association, and CAC Forms C.02 & C07 in Nigeria.
- (2) In case of Joint Ventures, the prospective Consortium shall provide certified true copy of the Joint Venture Agreement. If the Contractor is registered in Nigeria but represents an offshore internationally established company, the contractor shall in addition to the requirement no. 2, provide the full company profile and evidence of registration of his offshore partner.
- (3) Relevant Department of Petroleum Resources (DPR) Certificate(s).
- (4) Detailed company profile giving names and list of key professionals, technical and administrative staff with their CVs, qualifications and verifiable affiliations.
- (5) Evidence of tax clearance for the last three (3) years.
- (6) Evidence of verifiable similar consultancy experience.
- (7) Evidence of financial capability/guarantee from a reputable bank.

- (8) Evidence of audited account for the last three (3) years.
- (9) Evidence of company's CASHES (Community Affairs, Safety, Health, Environment and Security) and QA/QC policies and plans for consulting services.
- (10) Evidence of compliance with relevant Pension Reform Act 2004 provisions.
- (11) Evidence of compliance with Industrial Training Fund Act 2011 provisions.
- (12) Evidence of VAT registration.

**(4.0) Nigerian Content Requirements:**

Contractors/Suppliers are to demonstrate strict compliance with the provisions of Nigerian Oil & Gas Industry Content Development Act and also provide the following requirements:

- 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.
- International or multinational company working through a Nigerian subsidiary must demonstrate that a minimum of 50% of equipment to be deployed for execution of work shall be owned by the Nigerian subsidiary by providing a list of equipment for this tender and indicating those that will be owned by the Nigerian subsidiary.
- Furnish details of company ownership and shareholding structure. Also submit clear photocopies of your CAC Forms C02 and C07
- Provide evidence of what percentage of your 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 in Nigeria and those 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 evidence of well-equipped offices and workshop; attach past experience of such patronage.
- Specific to this work, provide detailed plan for staff training and development on equipment repairs & maintenance and procurement (including all software to be used, number of personnel, name of organization 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.
- Location of in-country facilities (storage, workshops, repair & maintenance facilities and testing facilities)
- 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
- Provide evidence of Nigerian Content Equipment Certificate (NCEC) from Nigerian Content Development & Monitoring Board (NCDMB) or evidence of the application of the certificates.

**(5.0) Submission of Documents:**

Two (2) sealed Hardcopies and Two (2) copy of the pre-qualification documents duly signed and clearly labelled “**Invitation For Pre-Qualification: Provision of Consultancy Services for Nipex Joint Qualification System (NJQS)** Reference No 0100024” shall be submitted to the address below:

**The Secretary**

**NAPIMS Management Tender Committee (NMTC)**

**NNPC-NAPIMS**

**36, Gerrard Road**

**Ikoyi, Lagos.**

**(6.0) Closing Date:**

All bids must be submitted to the above address latest by **4.00pm, 5th June, 2015 being the bid submission deadline for this advert.** Incorrectly addressed or labeled submission, and those received after the specified date and time shall be rejected. In all correspondence please quote the tender reference and the title shown above.

**(7.0) Additional Information:**

- All costs incurred in preparing and processing this tender shall be to the contractor's accounts.
- This advertisement shall neither be construed as any form of commitment on the part of NNPC-NAPIMS 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 MPC-NAPIMS and or any of its partners by virtue of such companies having been pre-qualified.
- NNPC-NAPIMS will communicate only with authorized officers of the pre-qualifying companies and not through individuals or

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

**Signed:**

**Management**