

Nigerian National Petroleum Corporation

NNPC Towers, Herbert Macaulay Way, Central Business District,

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

Invitation for Pre-Qualification/Bid for the Provision of Lubricant Warehouse for NNPC Retail Ltd

NNPC Retail Ltd, a leading company in the retail marketing of Petroleum products in the Nigerian Downstream Industry, seeks to complement its activities with the introduction of NNPC Retail Limited branded lubricants for sale in Nigeria.

NNPC Retail Ltd seeks to engage the services of third party companies to provide Warehouse facilities in nine (9) pilot locations across the country namely; **Abuja, Kaduna, Kano, Gombe, Lagos, Ibadan, Benin, Enugu and Port Harcourt.**

Scope:

- Warehouse owner will be responsible for the security and safe keep of the products in the warehouse.
- The warehouse will be equipped with facilities such as Racks, Pallets and forklifts for product storage and handling.
- Warehouse owners will be responsible for the operation of all warehouse equipment; loading and offloading of products from trucks; and transfer to the warehouse.
- The Warehouse will be on Rent/ Lease basis, renewable annually. Rates to be charged on thru-put per Cubic Meter of storage space used by NNPC Retail; to be agreed.
- Products stored in Warehouse to be insured by warehouse owner at the terms agreed with NNPC Retail Ltd.
- NNPC Retail will locate one of its representatives in each warehouse engaged to sign off and receive products on behalf of NNPC Retail Ltd.

Criteria for Engagement of Reputable Companies to Provide Lubricant Warehouse

(A) Eligibility Criteria

- Bids must only be submitted by warehouse owners, with warehouse locations in Nigeria and within the specified locations listed below.
- Copies of ownership of title documents must be submitted.

- The property offered for warehousing must be free of any financial or legal encumbrances.
- For company owned Warehouse, copies of company's registration with Corporate Affairs Commission (CAC)-form CA2, CA7) must be provided.
- Prospects must show evidence of VAT registration Certificate and Tax Clearance Certificate for the last 3 years.

B) Principal Evaluation Criteria

Each warehouse bidder should be able to offer a minimum required space / capacity as shown in the table below:

Warehouse Location	Volume Required in cubic meter
Lagos	657
Ibadan	474
Benin	597
Port Harcourt	898
Enugu	548
Kano	960
Kaduna	657
Abuja	1760
Gombe	885

- Evidence of Adequate security arrangement in the warehouse.
- Prospects must show evidence of adherence to Health Safety and Environmental Quality norms in line with the standard operating practice in the industry.
- Warehouse owners are to submit specified drawing showing the warehouse size, Plot size and estimated capacity and year of construction.
- Warehouses must be free from any encumbrances (legal or physical).
- The Warehouse must be located in a secure environment.
- Evidence of available facilities and existing equipment e.g. forklifts; shelves for products storage and handling.

Suitable companies are hereby invited to submit their commercial bids (proposed rent/lease amount) to NNPC Retail Limited for consideration.

Submission:

All applications must be sent with a covering letter on company letter head and should be made in three (3) copies with supporting documentation and submitted in sealed envelopes, addressed to:

**The Chairman Tenders Board,
(Office of the Managing Director),
NNPC Retail Limited, Room 725, 7th floor,
Block A, NNPC Towers, Central Business District,
P.M.B 190, Garki, Abuja.**

Not later than 14th July 2014.

Note:

- Details of Tender and Company name to be indicated at the back of the sealed envelope.
- Please take note of the attached criteria as a guide to your application as it will be strictly adhered to during the selection process.

Signed:

Management