

Invitation for Pre-Qualification at Nigerian National Petroleum Corporation (NNPC)

Nigerian National Petroleum Corporation

NNPC Towers, Herbert Macaulay Way, Central Business District,
P.M.B. 190, Garki, Abuja – Nigeria.

Invitation to Pre-Qualify Interested Contractors/Companies for Renovation of the Group Finance & Accounts Division (GFAD) Eastern Zonal Archive, EPCL, Port-Harcourt

1.0 Introduction

The Nigerian National Petroleum Corporation (NNPC) intends to undertake Renovation of the GFAD Eastern Zonal Archive in EPCL Port Harcourt River State.

By this publication, competent and reputable Contractors/Companies are invited to submit pre-qualification documentation as a prelude to undertake the Renovation of the GFAD Eastern Zonal Archive in EPCL Port Harcourt, River State.

2.0 Description of the Project Scope

The scope of works for the renovation of the GFAD Eastern Zonal Archive includes but not limited to the following:

2.1 Mobilization and demobilization of temporary facilities.

2.2 **Superstructure works:** Construction of new roof, flooring, windows, doors, office furniture, storage racks and equipment for the proposed archive and adjoining administrative block building.

2.3 **External works:** Construction of perimeter fencing, access road, car park, drainages and landscaping.

3.0 Submission of Expression of Interest

All companies interested in bidding for this project shall submit relevant documentation for prequalification as stipulated in **4.0 below**.

Only companies adjudged acceptable/suitable shall be invited to collect Tender Documents upon payment of a non-refundable bid fee of fifty thousand naira (N50,000.00) only for the works as described in **2.0 above**.

All payments shall be in Bank Draft issued in favour of: **Nigerian National Petroleum Corporation**

4.0 Prequalification Requirements

By this publication, NNPC in compliance with the provisions of the Public Procurement Act 2007 and the Bureau for Public Procurement guidelines, invite interested and competent Companies for prequalification to bid for the services described in 2.0 above. Interested companies shall submit the documents listed hereunder for the prequalification exercise:

4.1 Full details of company profile complete with CAC Certificate of Incorporation in Nigeria, Certified true copies of Memorandum and Articles of Association of the Company and CAC Form C07 (Particulars of Directors).

4.2. Evidence of Company Registration with the Department of Petroleum Resources (DPR).

4.3 Evidence of Company Registration with NNPC Headquarters or any of its subsidiaries in Category C or pending application for same.

4.4 Proof of Company's financial capabilities, including audited for the last three (3) years along with corresponding certificates, Value-Added Tax (VAT) registration certificate and evidence of past VAT remittances.

4.5 Organizational structure and available work force with CV's of key personnel showing evidence of adequate human capital for the required services.

4.6 Relevant and verifiable cognate experience with NNPC, or other organizations on similar projects in the past five (5) years. (Please attach job completion certificates for completed projects and contract award letter and latest status report for on-going project including year, project title, client, project value and duration, client's contact person(s), phone number and e-mail address: etc.)

4.7 Provide, with verifiable evidence, list of relevant equipment owned and/or to be sourced by the company as required by this project.

4.8 Confirm willingness to commence with the execution of this project on the basis of a Letter of Intent (LOI).

4.9 Nigerian Content Development Plan indicating utilization of Nigerian materials, goods, services and manpower as required by this project. Verifiable evidence of established presence in Nigeria including investment(s) and sufficient plan for training/transfer of technology to Nigerians.

4.10 Company's obligation to pay taxes, pensions and social security contributions in line with Section 16 (6) d of the Public Procurement Act (PPA) 2007 and Section 1 (2) of the Pension Reform Act including tax clearance certificates for the past three years.

4.11 Company's CASHES and QA/QC policy: Demonstrable ability and verifiable evidence to handle very volatile host communities and topical community issues; Details of safety records for accidents, injuries and damages for the past three (3) years – e.g. Lost Time Incidents, Down-time, etc.

4.12 Any additional information that will enhance the potentials, of the Company.

5.0 Submission of Prequalification Documents

The requested information and any supporting documents in respect of these requirements should be submitted in one original plus three duplicate hard copies and two electronic copies (CD ROM). The documents shall be in single package, sealed and marked: "Prequalification for the Renovation of the GFAD Eastern Zonal Archive Building in EPCL, Portharcourt"

The sealed package should be addressed to reach the address given below, not later than 30th April 2014.

**The Secretary,
E & T Tenders Board,
Nigerian National Petroleum Corporation,
NNPC Towers, Block D, First (1st) Floor, Room 99,
Central Business District,
Abuja.**

6.0 Important Information

It must be noted that:

6.1 Your company shall provide NNPC with a letter of Authority to verify all claims made in your submissions.

6.2 For Joint Ventures or Partnerships, the previous experience being claimed may include those executed by the Joint Venture or Partnership where applicable, as well as the individual relevant experiences, provided the Joint Venture or Partnership Agreement/Memorandum plus the Power of Attorney linking the companies is submitted.

6.3 Please note that this is not an Invitation To Tender. Only Companies adjudged qualified by NNPC under this prequalification procedure shall be invited to participate in the competitive tender.

6.4 NNPC reserves the absolute discretion and right to either accept or reject any documents and it shall not be required to assign a reason for refusal to invite your company to participate in the bidding exercise or to enter any correspondence concerning the selection of any contractor for the services.

6.5 All costs incurred by your company as a result of this prequalification exercise and any subsequent request for information shall be to your account.

6.6 The prequalification and any related process neither creates any commitment by NNPC nor establishes any legal relationship.

Signed: Management