

## **BRASS LNG LIMITED**

**NNPC/ CONOCOPHILLIPS / ENI /TOTAL**

**INVITATION FOR PRE QUALIFICATION- (ES/NCDMB/CERT BRSSLNG-ADVERT/26/05/11000-MD/DYN AMICS)**

### **Introduction**

Brass LNG Limited intends to award a Contract for the provision and implementation of Microsoft Dynamics AX as the Company's principle information system for financial, procurement and human resources management. The implementation work will be

carried out in the Brass LNG Head Office on Vitoria Island, Lagos Nigeria

Brass LNG therefore invites only interested suitable, reputable, qualified and experienced Microsoft Dynamics AX Certified Partners, having proven experience and resources in performing complete systems installations and executing services of this nature and size within Nigeria with adequate resources in terms of manpower expertise and finance to submit proposals for the pre-qualification of Contractors to tender for the following brief and indicative Scope of Work.

### **Scope of Work**

The scope of work that is hereby presented in this advertisement and that will be subsequently awarded by Brass LNG is for the provision and implementation of Microsoft Dynamics AX as the Company's principal information system for Finance, Procurement and Human Resources. The successful contractor will provide the personnel required to perform the work at the company Head Office, respecting normal office hours; Brass LNG will make no provision for transport or accommodation of such personnel. The works to be performed are summarized below as a premise for this advertisement but shall be defined in detail in the scope of work to be presented in the invitation to tender document that will be issued to qualified bidders after this prequalification exercise. Below is a summary of the works to be performed.

1. Project Planning and Quality Management ,
2. Verification of server hardware

3. Software installation
4. Validation and documentation of previously identified business processes
5. Definition of functionality to be configured in AX, -in Microsoft SharePoint and in Microsoft SQL Server Reporting Services and Analysis Services
6. Configuration, implementation and testing of the system
7. User training
8. Data cleaning and migration from existing systems
9. Pre- and post-go-live support
10. On-going business support,

### **Licensing, Permits and HSE**

Contractor shall have the necessary permits, licences, and accreditations to perform the Work in Nigeria Contractor shall provide an appropriately qualified project manager to supervise the work.

The Contractor shall be responsible for applying, obtaining maintaining all required licensing, registrations and permits that may be required under the prevailing laws of

Nigeria for the performance of these services. Contractor shall comply with all applicable health, safety and environmental laws and will be solely responsible for initiating, maintaining and supervising all HSE precautions and programs in line with the Company HSE Policy.

### **Pre-Qualification Requirements**

To pre-qualify it is mandatory that interested Contractors, Consortia & Subsidiaries must provide the following required information and supporting documents for itself, its affiliates, partners, holding company and any sub-contractors in the manner and sequence listed below.

Failure to provide any of the requested information will disqualify the applicant

### **1. Company Profile**

Ownership, Form, Structure-sole contractor/consortium/with Parent company as subsidiary/ partners, affiliates, giving name and details. Organization structure, charts, with list of key management & technical personnel, giving names, position, qualifications, experience, age, role, nationality with CVs for Contractor and each participating member, parent holding, partners, affiliates, etc. If not a sole contractor then provide structure, charts, list of key management & technical personnel, giving names, position, experience, qualifications, age, responsibility with CVs required for the management of the consortium / JV / partnership, etc. Contact person name, position & contact details. Signed Agreement/ MOU between the members specifying management structure and work responsibility. Any literature, brochures, etc.

### **2. Certificates and Registrations**

Current copies of Certificate of Incorporation Registration in Nigeria Department of Petroleum Resources (DPR) Permit Pay As You Earn (PAYE) Value Added Tax (VAT)\* Business Permit and Income Tax Clearance (ITC) Certificate\* for last three (3) years. ISO Certification. Memorandum and Articles of Association.

### **3. Accounts and Insurance Records**

Audited accounts and balance sheets for test, three (3) years, Financial ratios to assess liquidity profitability; e.g. current, asset turnover debt/equity, turnover, etc, Fixed assets certified list & values, Bankers in Nigeria and Overseas, Bank -reference letters giving limits, and Insurance Policies- list giving type, coverage, term & premium.

### **4. Resources**

List with evidence of Contractor's owned resources covering Manpower (permanent contract staff) list giving name, position, qualifications, age, experience, scope of work, and nationality.

### **5. Past Work Experience**

List with evidence of Contractors and any sub-contractors' past similar work experience on projects and service contracts during the last four (4) years in Nigeria and Overseas giving brief scope of work, Client name, work site, contract award value, contract duration, final contract value, actual completion date and duration, Project Manager's name, and client contract details.

In the above project list, indicate where a third party contractor or sub-contractor was specifically involved and provide details of the requirements that were delivered by using their skills

## **6. Current Workload**

List with evidence of Contractor/Consortium ongoing and future projects (2011-2012) in Nigeria and Overseas giving brief scope of work, client name , work site, contract award value, contract duration, percentage completion supported by milestone completion certificates, Project Manager's name and contact details.

Graphical presentation showing availability of equipment, finance and manpower, for executing this work during 2011 and 2012.

## **Procurement**

Procurement Policy & Procedures,

Plan & Organization structure used in a major Services. Contract of a similar scope.

## **8. Health, Safety and Environment**

Standard written Policy and Program, Track record – fatalities, lost workdays, etc. & experience for the last. {3} years.

## **9. QA/QC**

Policies, Standards & Program used for subcontractors and Services in major Services Contract of a similar scope.

**10. Planning, Cost & Doc. Control**

Standard Policies and Procedures for project, cost and documentation control used in a major Services Contract of a similar scope.

**11. Community Relations**

Not applicable for the current work.

**12. Nigerian Content**

Fully compliant with the Nigerian Oil and Gas Industry Content Development Act of April 2010, Brass LNG Ltd is committed to providing maximum opportunities for Nigerian capacity utilization and development of in-country expertise.

Therefore, Brass LNG expects Contractors and Consortia to fully comply with the Nigerian Government Act on Nigerian Content supporting activities and periodic reporting requirements assigned to Project promoter, Contractor shall provide a plan and strategy showing commitment to meeting the Nigerian Content targets and how the Contractor intends to perform the work consistent with the Nigerian Government Act.

All **Microsoft Dynamics AX** potential bidders must indicate their partners /affiliates and provide evidence of their readiness to fully comply with the Government's directives on Nigerian Content. They must also be ready to demonstrate how they intend to perform the work with substantive Nigerian content as required by the above stated Law.

Contactors and consortia that are structured simply as agencies or representatives will be excluded.

Responses must include the following;

List of works sub-contracted to Nigerian contractors and suppliers, in the last three (3) years for similar Services Contracts giving name of subcontractor/supplier, LGA, work site location, client's name, contract description, contract value, brief scope of work, duration, and percentage of total contract value.

Nigerian manpower hired giving number, and value during the contract period in the similar Services Contract.

13. Any additional Information that will enhance Contractor's / 'Consortium's prospect for pre-qualifications.

In case of a Consortium, the above requirements are to be furnished for each and every member demonstrating joint and-several liabilities to perform.

Failure to provide any of the requested information and documents will disqualify the applicant. Please note that contractors/consortia will be evaluated for the completeness and quality of the information presented with supporting documents, demonstrating their technical, financial and managerial capabilities in executing entire and not part of the scope of work.

Pre-qualification proposals should be submitted in three (3) sets of hard copy plus two (2) sets of CD-Rom. Each set must be properly indexed, separated and arranged into the 13 sections, in the serial order as indicated above & submitted in a sealed envelop printed to show the following:

Confidential- Brass LNG

PPQ/UO/XXX/o6Q/UO/XX/o6

Pre-qualification for ERP Services Contract

Name of Contractor or Consortium

Pre-qualification documents must be submitted on or before 3.00pm of the 11<sup>th</sup> of July, 2011 at the following address:

The Purchasing Manager

Brass LNG Limited

Plot 1680 Sanusi Fafunwa

Victoria Island, Lagos, Nigeria.

Late submission of the proposals will not be considered under any circumstances.

**Please Note**

This advertisement is not an “Invitation to tender” but only an ‘invitation for pre-qualification’ and must not be construed as a commitment on part of Brass LNG Ltd nor shall it entitle potential tenderers to make any claims whatsoever and/or seek any indemnity from Brass LNG Ltd and/or any of its shareholders by virtue of such potential tenderers having responded to this advertisement.

Notwithstanding submission of the pre-qualification information, Brass LNG Ltd is neither committed nor obliged to include your Company on any bid list or bear any expenses related to the preparation and submission of the pre-qualification documents or to award any form of contract to your Company and/or associated Companies, Consortium, Subcontractors or Agents.

Only short-listed Contractors and Consortia having similar past experience, adequate equipment and financial, manpower, technical capabilities and resources will be invited to participate in further activities leading to tender stage.

Full tendering procedure will be provided only to the pre-qualified companies. In addition to the review of the proposals, team visits to facilities, and safety, technical & financial audits may be conducted.

Brass LNG will only deal with authorized officers (with Power of Attorney) of the pre-qualifying & tendering companies and NOT through individuals or agents.

Brass LNG will not enter into correspondence with any or individual on why it was shortlisted or not shortlisted.