

**Nigerian National Petroleum Corporation**

**NNPC Towers, Herbert Macaulay Way, Central Business District,**

**P.M.B. 190, Garki, Abuja – Nigeria.**

**Invitation for Pre-qualification as an Insurer for NNPC Oil Assets and Aviation 2012**

The Nigerian National Petroleum Corporation is desirous of calling for bids from registered Insurers in Nigeria as the Insurer for its Oil and Aviation insurance programme.

All interested Insurance Companies seeking to be considered must satisfy the following conditions:

- A. Be a Limited Liability Company registered in Nigeria and licensed by the National Insurance Commission to transact general insurance business.
- B. Have a net asset of not less than N7.0billion as per its latest published Accounts for its general insurance business.
- C. Have acquired good experience in energy and aviation insurance business.
- D. Have adequate and qualified staff with experience in energy and aviation insurance business.
- E. Must be in good standing with NNPC as regards prompt settlement of all claims reported up to 30<sup>th</sup> November, 2011
- F. Have business relationship with competent Reinsurance Broker(s) with good experience of energy and aviation business and access to the international markets,
- G. Be a good corporate citizen of Nigeria that pays its taxes as and when due.

**NIGERIAN CONTENT**

In compliance with the Nigerian Oil and Gas Content Development Act, NNPC is committed to providing opportunities for indigenous capacity development and utilization. Prospective underwriters must therefore, comply with the following criteria:

- Demonstrate that the entity is a Nigerian company as stipulated by the Act
- Prepare a Nigerian Content Plan for the insurance services to be provided
- Provide current organization structure with evidence of the percentage of the management that are Nigerian nationals and the percentage of the total workforce that are Nigerians
- Provide past details and present commitment to staff training and development of Nigerian personnel
- Must have verifiable locational address in Nigeria

## **NATIONAL PENSION**

Prospective underwriters must provide evidence of compliance with the provisions of the Pension Reform Act, 2004 as they relate to pensions.

In line with the provisions of the Public Procurement Act, 2007 all interested Insurers must submit the following documents:

1. Original certified true copy of the certificate of incorporation obtained from the Corporate Affairs Commission,
2. Original certified true copy by NAICOM of the Company's License as an Insurer to transact general insurance business.
3. Evidence of Leading in at least 1 major Energy and Aviation account.
4. Company's published Annual Report and Accounts for 2010, 2009, 2008.
5. NAICOM's approval of annual returns and accounts for underwriting year ending 31<sup>st</sup>December, 2010.

6. A profile of 5 (five) technical and a minimum of 2 (two) top management staff of the Company with their qualifications and insurance working experience in energy and aviation insurance business.
7. A signed Declaration by the Chief Executive Officer that the Company has settled all NNPC claims as at 30<sup>th</sup> November, 2011.
8. Name, address and profile of the Reinsurance Broker(s) that handled the Insurer's energy and aviation reinsurance business in the past 12 months.
9. Original certified true copies by The Federal Inland Revenue service of the Company's Tax Clearance Certificates for 2010, 2009 and 2008 (Receipt not acceptable)
10. A written statement of not more than one page signed by the CEO of the strategy the Company will employ in securing the NNPC Oil and Aviation Assets.
11. Evidence of compliance with the provisions of the Pension Reform Act, 2004. Pension registration and Group Life insurance certificates to be included.
12. Employee Compensation Insurance as provided by the Employee Compensation Act 2010 from NSITF.

**Interested insurers must also submit the following documents in a separate envelope marked**

**“NIGERIAN CONTENT”:**

1. Original certified true copy of the certificate of incorporation obtained from the Corporate Affairs Commission. Copies of Forms CO2 and CO7 including evidence of physical and operational presence and set up in Nigeria
2. Nigerian Content Plan for the insurance services to be provided using Nigerian resources, past and present.
3. Current organization structure with evidence of the percentage of the management that are Nigerian nationals and the percentage of the total workforce that are Nigerians
4. Details of training budget for Nigerian human capital development
5. A list of in-country registered office addresses
6. Number of jobs to be created by this opportunity
7. Further innovative proposal that would enhance Nigerian Content for the insurance programme.

All interested and qualified Insurer wishing to apply must do so in writing accompanied by Three (3) copies each of the bound application and supporting documents in a sealed envelope clearly marked as “Pre-qualification for Primary Insurer for NNPC Oil and Aviation Insurance 2012” and “NIGERIAN CONTENT” and forward to:

The Office of the Group Executive

Director, Finance and Accounts,

Block A, 5<sup>th</sup> Floor,

NNPC Towers,

Herbert Macaulay way,

Central Business District Abuja, FCT.

The submission should reach the above address by 2.00 P.M (Nigerian Time) on or before Friday 20<sup>th</sup> January, 2012.

This notice and pre-qualification process shall not place any commitment on NNPC nor establish any legal relationship whatsoever No communication will be entered into with any unsuccessful applicant.

**Signed: NNPC Management**