

**Nigerian National Petroleum Corporation**

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

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

**Invitation for Qualification as an Insurer for NNPC Oil and Aviation Assets for the Year 2013/2014**

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 N7,000,000,000 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 31<sup>st</sup> October, 2012

- 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.

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 National Insurance Commission of the Company's License as an Insurer to transact general insurance business.
3. Evidence of Leading in at least one major Energy account.

4. Company's published Annual Report and Accounts for the years ending 2011, 2010 and 2009.
5. National Insurance Commission's approval of annual returns and accounts for underwriting year ending 31<sup>st</sup> December, 2011.
6. A profile of 2 (two) top management and 5 (five) technical 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 31<sup>st</sup> October, 2012.
8. Name, address and profile of the Reinsurance Broker(s) that handle the Insurer's energy and aviation reinsurance business in the past 12 months.
9. **Original Certified True Copy** by The Federal Inland Revenue Service or Notary Public or Commissioner of Oaths of the Company's Tax Clearance Certificate for years 2011, 2010 and 2009 (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. Certificate of Compliance with the provisions of the Pension Reform Act, 2004 Issued by Pension Commission
12. Group Life Insurance Certificate in compliance with the Pension Reforms Act 2004.
13. Evidence of Compliance with the provisions of the Employee Compensation Act 2010 issued by Nigerian Social Insurance Trust Fund.
14. Evidence of compliance with the provisions of Industrial Training Fund (ITF) Act, 2011 as issued by the ITF.
15. Certificate of registration with Department of Petroleum Resources.

Applications in writing should be submitted as follows:

Three (3) copies marked "Technical Bid" And "Qualification as an insurer for NNPC Oil Assets and Aviation 2013" written on the left hand cornr of the envelope

**Nigerian Content:**

In compliance with the Nigerian Oil and Gas Content Development Act, NNPC is committed to providing opportunities for indigenus capacity development and utilization. Prospective unders-writers 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.

Interested insurers must also submit the following documents in Three copies in a separate envelope marked “Nigerian Content”:

1. Original Certified True Copies of the Certificate of Incorporation, Forms CO2 and CO7 obtained from the Corporate Affairs Commission.
2. Evidence of physical operational presence and set up in Nigeria.
3. Nigerian Content Plan for the Insurance services to be provided using Nigerian resources, past and present.
4. 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.
5. Details of training budget for Nigerian human capital development.
6. A list of in-country registered office addresses.
7. Number of jobs to be created by this opportunity.
8. Further Innovative proposal that would enhance Nigerian Content for the insurance program.
9. Certificate of compliance with Nigerian Content Development in respect of past businesses placed.

All the bids should be addressed and forwarded to:

**The Secretary,**

**Finance and Accounts Tender Board ,**

**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 18<sup>th</sup> January 2013.

This notice and 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**