

Nigerian National Petroleum Corporation (NNPC)

NNPC Towers, Herbert Macaulay Way,

Central Business District,

P.M.B. 190, Garki, Abuja – Nigeria.

Invitation to Bid for the Provision of Call-Out Servicing/Maintenance of Pollution Control Equipment and Cleaning/Fumigation, Grass-Cutting and Landscaping Services at Warri, Mosimi, Kaduna, Atlas Cove and Port Harcourt Pollution Control Centres.

1.0 Introduction:

The Nigerian National Petroleum Corporation (NNPC) intends to enter into call-out contracts with interested and qualified contractors for the provision of servicing/maintenance of Pollution Control equipment, cleaning, fumigation, grass-cutting and landscaping services at its Pollution Control Centres located in;

- Warri
- Port Harcourt
- Kaduna
- Mosimi/Atlas Cove.

NOTE:

NNPC reserves the right to award the contract as a single package or as a combined package comprising different locations as the case may be.

2.0 Description and Brief Scope of the Project:

A. Contract Description/Scope of Work for Equipment Maintenance

The Scope of Works of the contract shall cover regular scheduled routine servicing and maintenance of various identified Pollution Control Equipment at designated locations and shall include but not limited to the following:

2.1 All equipment and ancillary facilities requiring Service or Overhaul under the classes listed below:

- CLASS A – Vehicles (Vacuum Trucks, Forklifts & Command Centres)
- CLASS B – Engines (Gen-Sets & Out Board Boats)
- CLASS C- Compressors & Pumps

- class D – Lightings (Inspection Lamps, etc.)
- CLASS E – Miscellaneous (Chain blocks, Skimmers,)

2.2 Periodic checks, lubrication and maintenance of all equipment in line with Equipment Manufacturer's Operation & Maintenance manuals;

2.3 In case Of breakdown, the contractor shall ensure procurement/replacement of genuine parts, repairs and start-up of all equipment in line with Equipment Manufacturer's Operation & Maintenance manuals procedures.

2.4 Carry out minor Civil and Electrical works on the facilities when the need arises.

B. Contract Description/Scope of Work for Cleaning Services

2.5 The Scope of Work for the cleaning job shall include but not limited to the following:

- Replacement of withered and dead plants.
- General cleaning of the Centres including settees, tables, chairs, stools, etc.
- Hovering and washing rugs/carpets.
- Cleaning and disposal of all rubbish/garbage from dustbins.
- Cleaning of all glass walls internally and externally.
- Maintenance of landscapes, including trimming/watering of flowers.
- Regular grass cutting within and outside the perimeter fence of the PCCs.
- Quarterly fumigation of the premises.
- Daily cleaning of all washrooms and toilets.
- Provision of toiletries (hand -wash, tissue paper, air freshener etc.)

The services to be provided shall cover a period of five (5) days a week and shall be in accordance with the local arrangement at the premises and locations of the Pollution Control Centres.

3.0 Prequalification Requirements:

NNPC, in compliance with the provisions of the public procurement Act 2007 and Bureau of Public Procurement guidelines, request interested companies to submit the details listed here under in their prequalification bid documents:

- 3.1** Full details of company profile with CAC certificate of incorporation in Nigeria ,certified true copies of Memorandum and Articles of Association of the company and CAC forms C 02 and C07 (Particulars of Directors).
- 3.2** Company Tax Clearance certificate for the last three (3) years (2012, 2013 and 2014).
- 3.3** Evidence of VAT registration and Remittance.
- 3.4** Evidence of compliance with Part IV, Section 16 (6d) of the public Procurement Act 2007 as it relates to Pension (Certificate or Exemption from PENCOT) and section 1 (2) of the pension Reform Act 2004.
- 3.5** Audited account for the past three years (2012, 2013 and 2014).
- 3.6** Nigerian content plan that demonstrates the full utilization of Nigerian labour and services with detailed description of roles, work scope and man-hours in order to achieve the minimum target as set out in the requirements of the NOGCID Act 2010.
- 3.7** Current and in-place organizational structure with detailed experience and skills of key management personnel with names .Provide evidence (personnel lists and positions with organizational chart to substantiate) of percentage of management that are Nigerian nationals and the percentage of the total workforce that are Nigerians.
- 3.8** Evidence of Financial Capability/Bank Reference.
- 3.9** Evidence of relevant verifiable work experience on similar projects in Nigeria over the last five (5) years. (Please attach job completion certificates for the completed projects and status report for on-going projects including year, project title, client, project value and duration, clients contact person, phone number and e-mail address, etc.)
- 3.10** Company full contact address (not P.O Box), Functional phone numbers and e-mail address.
- 3.11** Confirm willingness to commence with the execution of the provision of the call-out servicing/maintenance of pollution control equipment and cleaning/fumigation, grass-cutting and landscaping services on the basis of a Letter of intent (LOI).
- 3.12** 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, incidents, injuries and damages for the past three (3) years e.g. Lost time incidents ,down-time etc.

3.13 Any additional information that will enhance the potentials of the company.

Note: Failure to meet any of 3.1- 3.9 above is a “FATAL FLAW”

4.0 Pick-Up of Invitation to Bid (ITB):

Accordingly, reputable, competent and experienced contractors are invited to pick up Invitation to Bid (ITB) documents at the under listed locations;

- Room 08, 8th Floor, Block B, NNPC Towers, CBD, Garki, Abuja.
- Port Harcourt Pollution Control Center, Near PPMC Area Office, Okrika, Port Harcourt, Rivers State.
- Warri Pollution Control Center, Near PPMC Area Office Warri, Delta State.
- Kaduna Pollution Control Center, Near PPMC Area Office Kaduna.
- Mosimi Pollution Control Center, Near NNPC Housing Estate, Mosimi, Ogun state.

5.0 Submission of Bids and Prequalification Documents:

Interested contractors should submit bids in accordance with the contents of the bid document. The bid and prequalification documents (3 Hard Copies each and one electronic copy in a CD ROM or Flash drive) should be sealed and clearly marked;

- “Technical Tender for PCC CALL-OUT MAINTENANCE, CLEANING/FUMIGATION, GRASS-CUTTING AND LANDSCAPING” at the top left corner of the envelope(s).
- “Un-priced Commercial Tender for PCC CALL-OUT MAINTENANCE, CLEANING/FUMIGATION, GRASS-CUTTING AND LANDSCAPING” at the top left corner of the envelope(s).
- “Priced Commercial Tender for PCC CALL-OUT MAINTENANCE CLEANING/FUMIGATION, GRASS-CUTTING AND LANDSCAPING” at the top left hand corner of the envelope(s) and addressed to:

The Secretary,

E&T DEXCOM Tenders Board

Room 45B, 1st Floor, Block D, NNPC Towers,

Abuja.

These documents should reach the address given above **not later than 3pm, Friday 16th March,2015.**

6.0 Important Information:

It must be noted that:

6.1 Only short listed companies will be contacted.

6.2 Late submission shall be rejected.

6.3 Your registration on the NIPEX Portal shall be added to your advantage

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

6.5 Note that this advertisement and any related process neither creates any commitment by NNPC nor establishes any legal relationship with NNPC.

6.6 NNPC reserves 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.

6.7 All cost incurred by your company as a result of this advert and any subsequent request for information shall be to your account.

Note:

This advert supersedes the initial advert that was placed on 23rd January 2015.

Signed:

Management