

Nigerian National Petroleum Corporation (NNPC)

NNPC Towers, Herbert Macaulay Way, Central Business District,

P.M.B. 190, Garki, Abuja – Nigeria.

Invitation to Tender (“ITT”) As A Broker for Insurance of NNPC Non-Oil Assets and Liabilities for the Year 2017/2018

The Nigerian National Petroleum Corporation invites interested Insurance Brokers registered in Nigeria, to bid as Brokers for its Non-Oil Assets and Liabilities Insurance programme.

ELIGIBILITY CRITERIA

All interested Insurance Brokers seeking to be considered must satisfy the following eligibility and qualification criteria:

- (A) Be a Limited Liability Company registered with the Corporate Affairs Commission (C.A.C) in Nigeria and licensed by the National Insurance Commission (NAICOM) to operate as an Insurance broker.
- (B) Maintain adequate Professional indemnity Cover for its activities.
- (C) Be a good Corporate citizen that pays its taxes as at when due and be in possession of current Tax Clearance Certificate.
- (D) Fulfill all statutory requirements to operate as an Insurance Broker in the Nigerian Oil and Gas Industry.

Qualified Insurance Brokers willing to bid must submit the following documents as evidence to satisfy A to D above:

- (1) Certified True Copy of the Certificate of Incorporation obtained from the Corporate Affairs Commission
- (2) Certified True Copy by NAICOM of the company’s current license to operate as an Insurance Broker.
- (3) Published Annual Reports and Accounts (Audited) for Year 2015, 2014, 2013. Only NAICOM Approved Audited Accounts duly stamped by NAICOM will be accepted.
- (4) Certified True Copy by the Federal Inland Revenue Service or Notary Public or Commissioner of Oaths of:
 - (a) Three (3) years tax clearance certificates (Receipts not acceptable).

- (b) Current VAT registration
- (5) Certificate of Insurance in respect of current Professional Indemnity cover
- (6) Copy of Membership Certificate from Chartered Insurance Institute of Nigeria for Company's Managing Director
- (7) Certificate of Compliance with the provisions of the Employee Compensation Act 2010 issued by Nigeria Social Insurance Trust Fund
- (8) Certificate of Compliance with the provisions of the Pension Reform Act, 2004 issued by the National Pension Commission.
- (9) Group Life Assurance (GLA) Current Certificate in compliance with the Pension Reform Act 2004. Evidence of Staff Strength will be obtained from GLA Certificate
- (10) Evidence of compliance with the provisions of Industrial Training Fund (ITF) Act 2011 issued by the ITF.
- (11) Relevant certificate of registration with the Department of Petroleum Resources.
- (12) Evidence of registration on the Bureau of Public Procurement (BPP's) National Data Base of Federal Contractors, Consultants and Service Providers (NDCCSPs) by inclusion of interim Registration Report (IRR) (for Nigerian companies).
- (13) A prospective bidder shall make provision of sworn affidavit to support action as follows:
 - (a) To allow NNPC verify all claims made in your submission
 - (b) To allow NNPC verify that your organization is not in receivership, nor the subject of any form of insolvency of bankruptcy proceedings or the subject of any form of winding up petition or proceedings.
 - (c) To confirm that the company is not a replacement for a hitherto tax defaulting company.
 - (d) To confirm whether or not any of the members of relevant committees of NNPC or Bureau of Public Procurement (BPP) is former or present Director, shareholder, or has any pecuniary interest in your Company.

(e) A written statement confirming that your company does not have any Director who has been convicted in any country for a criminal offence relating to fraud or any financial impropriety or criminal misrepresentation or falsification of facts relating to any matter.

PRINCIPAL EVALUATION CRITERIA

Bidders who meet the eligibility criteria shall be further evaluated on the following basis:

- (1) Company's Professional Broking Experience
- (2) Company's Personnel and Management Profile
- (3) Nigerian content submission

In aid of evaluation, bidders are required to submit the following documents / evidence to meet the criteria above:

- (1) Evidence of participating in any major IOC / NOC energy insurance account as a broker
- (2) Professional Experience of Chartered Insurance Managing Director – Copies of professional/academic Certificates.
- (3) Professional Experience of Insurance Technical Staff – Copies of professional/academic Certificates.
- (4) Evidence of Total Number of Staff provided by Company's ID Cards as per number of staff in the company's Group Life Certificate

NIGERIAN CONTENT REQUIREMENTS

- In compliance with the Nigerian Oil and Gas Content Development Act, NNPC is committed to providing opportunities for indigenous capacity development and utilization. Prospective brokers 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 brokerage 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 office address(es) in Nigeria.

NIGERIAN CONTENT SUBMISSION

Interested Brokers must also submit Two (2) copies of the following documents in separate sealed envelopes marked "Nigerian Content" written on the top left hand corner of the envelope with the company name stated at the back of the envelope:

- (1) Original Certified True Copies of the Certificate of Incorporation, Form C02 and C07 obtained from the Corporate Affairs Commission.
- (2) Evidence of physical operational presence and set up in Nigeria.
- (3) Nigerian Content Plan for the brokerage 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 programme.

The successful bidder shall be determined on the basis of Technical Evaluation only.

BID SUBMISSION:

All applications must be in writing and should be submitted as follows

Two (2) copies marked “Technical Bid As A Broker for NNPC Non-Oil Assets And Liabilities Insurance Programme 2017 / 2018” written on the top left hand corner of a sealed envelope with the company’s name stated at the back of the envelope.

All bids and submissions (Technical Bids and Nigerian Content Submission) should be addressed and forwarded to:

**The Secretary,
NNPC HQ Tenders Board,
Room 45B 1st Floor, Block D,
NNPC Towers, Herbert Macaulay Way,
Central Business District, Abuja FCT**

The submission should reach the above address **not later than 12 noon, on 5th December, 2016.** All bids received shall be publicly opened and endorsed immediately following the submission deadline in the presence of invited observers and prospective bidders,

All bidders are hereby, invited to attend the bid opening session holding at:

**The Amphitheatre
First Floor, Block A
NNPC Towers,
Nigerian National Petroleum Corporation
Garki,
Abuja.**

IMPORTANT INFORMATION

It must be noted that:

- (1) Late submission shall be rejected
- (2) All Submissions should be arranged and numbered in the order listed in this tender
- (3) Only companies who submit the required information and meet the pre-qualification criteria will be contacted after evaluation. NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents
- (4) All costs incurred by your company as a result of this Invitation to Tender and other associated cost in respect of this exercise shall be borne solely by your company
- (5) This process of pre-qualification neither creates any commitment nor establishes any legal relationship with NNPC
- (6) All information must be provided in English Language.

This advertisement is also published in our website www.nnpcgroup.com

Signed:

NNPC Management