

Nigerian National Petroleum Corporation

NNPC Towers, Herbert Macaulay Way, Central Business District, Abuja – Nigeria

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

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

The contract(s) for the insurance of the Non-Oil Assets and Liabilities shall be awarded to the successful bidder(s) for a period of 12 months. The classes of insurance envisaged include but not limited to Fire and Additional Perils, Burglary, Marine Hull and Cargo, Automobiles, Money, Combined

Workmen Compensation / Group Personal Accident, Group Life, General Third Party and Product Liability, Retail Outlets and Travel Medical

ELIGIBILITY CRITERIA

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

- (A) Be a Limited Liability Company registered with the Corporate Affairs Commission (CAC) in Nigeria and licensed by the National Insurance Commission (NAICOM) to transact Life or General Insurance business or both.
- (B) Have a Paid up Capital of not less than N3,000,000,000 for general, N2,000,000,000 for life assurance and N5,000,000,000 for composite business as per its 2015 Published Annual Report and Accounts.
- (C) Satisfy the margin of solvency requirements as prescribed by the Insurance Act 2003.
- (D) Be a good corporate citizen of Nigeria that pays its taxes as at when due.
- (E) Fulfill all statutory requirements to operate as an Insurer in the Nigerian Oil and Gas Industry.

All bidders must submit the following documents as evidence to satisfy A to E above:

- (1) Certified True Copy of the Certificate of Incorporation obtained from the Corporate Affairs Commission

- (2) Certified True Copy by National Insurance Commission (NAICOM) of the Company's current Licence as an Insurer to transact the class of business it intends to bid.
- (3) Company's NAICOM approved and published Annual Reports and Accounts for the years ending 2015, 2014 and 2013. Minimum Paid up Capital of not less than N3,000,000,000 for general, N2,000,000,000 for life assurance and N5,000,000,000 for composite business.
- (4) NAICOM's approval of annual returns and accounts for underwriting year ending 31st December, 2015.
- (5) 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 2015, 2014 and 2013 (Receipts not acceptable).
- (6) Certificate of Compliance with the provisions of the Pension Reform Act, 2004 issued by the National Pension Commission.
- (7) Group Life Insurance Certificate in compliance with the Pension Reforms Act 2004. Evidence of Staff Strength will be obtained from GLA Certificate
- (8) Evidence of Compliance with the provisions of the Employee Compensation Act 2010 issued by Nigerian Social Insurance Trust Fund. (Receipts not acceptable)
- (9) Evidence of compliance with the provisions of Industrial Training Fund (ITF) Act 2011 as issued by the ITF.
- (10) Certificate of registration with the Department of Petroleum Resources.
- (11) 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).
- (12) 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 or 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.

Failure to meet any of the above stated conditions shall amount to a fatal flaw (outright disqualification)

PRINCIPAL EVALUATION CRITERIA

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

- (1) Company's financial Capability
- (2) Company, Personnel and Management Profile
- (3) Capacity and Experience
- (4) Nigerian Content Submission
- (5) Re-Insurance strategy and Claims settlement

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

- (1) Evidence to prove number of years relevant experience in Life and General insurance business
- (2) A signed declaration by the Chief Executive Officer that the Company is in good standing with NNPC as regards prompt settlement of all claims reported up to 31st October, 2016 (where applicable)
- (3) Evidence of staff strength to demonstrate that the Company has qualified and capable staff for the class of business the Insurer intends to bid

(4) Evidence of the Re-Insurance program for the class of business the Insurer intends to bid and documentary proof that the Insurer has paid its Re-Insurance premium up to date.

(5) Current and in-place organizational structure. Experience and skills of management and technical personnel with resume provided for each.

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 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 a current organization structure with evidence of the percentage of the management that are Nigerian nationals and the percentage of toe total workforce that are Nigerians.
- Provide past details and present commitment to staff training and development of Nigerian personnel.
- Must have a verifiable office address(es) in Nigeria.

NIGERIAN CONTENT SUBMISSION

Interested insurers must also submit two copies of the following documents in separate sealed envelopes marked “Nigerian Content” with the company’s name clearly stated at the back of the envelope:

(1) Certified True Copies of the Certificate of Incorporation, Forms 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 toe 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 proposals that would enhance Nigerian Content for the insurance program.

COLLECTION OF BID DOCUMENTS

All companies wishing to participate in this tender process should pick up the detailed bid documents from NNPC's Bid Management Room, Room 45B, Block D, NNPC Towers, during working hours between 10am – 3pm each day upon the presentation of evidence for payment (i.e. Remita Retrieval Reference – RRR) of non-refundable fee of N25,000.00 (twenty- five thousand Naira) through the NNPC Corporate Headquarters' Page on the Remita platform (www.remita.net).

BID SUBMISSION:

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

- Two (2) copies marked "Technical Bid" As An Insurer For NNPC Non-Oil Assets And Liabilities 2017 / 2018" written on the front left hand corner of a sealed envelope with the name of the company stated at the back of the envelope.
- Two (2) copies marked "Commercial Bid" As An Insurer For NNPC Non-Oil Assets And Liabilities 2017 / 2018" written on the front left hand corner of a sealed envelope with the name of the company stated at the back of the envelope.
- All bids and submissions (Technical / Commercial Bids and Nigerian Content Submission) should be addressed and forwarded to:

**The Secretary,
NNPC NTS HQ Tenders Board,
Room 45B1st 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:

- Late submission shall be rejected
- All Submissions should be arranged and numbered in the order listed in this tender

- 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
- 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
- This process of pre-qualification neither creates any commitment nor establishes any legal relationship with NNPC.
- All information must be provided in English Language.

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

Signed:

NNPC Management