

Nigerian National Petroleum Corporation (NNPC)
NNPC Towers, Herbert Macaulay Way, Central Business District,
P.M.B. 190, Garki, Abuja – Nigeria.

Invitation to Tender (“ITT”) for the Sale and Purchase of Nigerian Crude Oil Grades

(1) INTRODUCTION:

Nigerian National Petroleum Corporation (NNPC) is empowered pursuant to NNPC Act (LFN Cap. 320) to engage in all commercial activities relating to Petroleum Operations. In compliance with NNPC’s policies and guidelines and the Public Procurement Act 2007, NNPC intends to engage qualified and credible companies for the purchase and lifting of Nigerian crude oil grades.

NNPC therefore invites interested and credible companies to participate in the tender process.

(2) BRIEF DESCRIPTION OF SCOPE OF SALE:

NNPC sells Nigerian crude oil grades on Free On Board (FOB) basis subject to the execution of Sale and Purchase Agreement with buyers.

(3) WHO MAY APPLY:

Categories:

- (a) A bona fide end user who owns a Refinery and/or retail outlets. Possession of refineries that can process Nigerian crude grades will be an added advantage;
- (b) Government to Government arrangement (Bilateral relationships) with high energy consuming countries;
- (c) An established and globally recognized large volume crude oil trader;
- (d) An Indigenous company engaged in Nigerian oil and gas value chain business activities.

Kindly indicate the category being applied for. Please note, that Memorandum of Understanding (MOU) shall not be entertained.

(4) DURATION AND COMMENCEMENT:

The duration of the term contract shall be One year (12 calendar months).

(5) PRE-QUALIFICATION REQUIREMENTS:

Interested bidders are required to submit the following documents specified below:

- (5.1) Certificate of Incorporation and/or similar evidence of company registration issued by Corporate Affairs Commission (CAC) for Nigerian companies or issued by Home Country's Government agency for foreign companies
- (5.2) Certified true copies of Memorandum and Article of Association of the company and/or similar statutory documents indicating ownership structure of company, name(s) of major shareholders and percentage shareholding.
- (5.3) Detailed Company Profile – with full details of company's resume demonstrating company's capabilities.
- (5.4) Company Tax Clearance Certificate for the last three (3) years (2013, 2014 and 2015 for Nigerian companies) or similar tax certification documents for foreign companies.
- (5.5) Evidence of compliance with Pension Reform Act 2004 by inclusion of valid Pension Clearance Certificate (for Nigerian companies) or similar document for foreign companies.
- (5.6) Evidence of compliance with the Nigeria Social insurance Trust Fund (NSUF) Act by inclusion of current NSITF Clearance Certificate (for Nigerian companies)
- (5.7) Evidence of compliance with the Industrial Training Fund (ITF) Amendment Act 2011 by inclusion of copy of Compliance Certificate from Industrial Training Fund (ITF) (for Nigerian companies) or similar documents for foreign companies.
- (5.8) 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).
- (5.9) Audited Account for the past three (3) years (2013, 2014 and 2015) which must bear the stamp and seal of the Audit Firm.
- (5.10) Minimum Turnover of \$500 Million (or the Naira Equivalent) and Networth \$250 Million (or the Naira Equivalent) for the Financial Year Ending of 2015.
- (5.11) Ability to establish a credit line for an irrevocable letter of credit from a reputable financial institution for the payment of any allocated crude oil.
- (5.12) Evidence of current relevant certification with the Department of Petroleum Resources (where applicable).

(5.13) Details of the applicant's facilities, markets and volume of crude oil traded in tabular form over the last three years (2013/2014 and 2015) in the following regions

- (a) Africa
- (b) Asia and the Far East
- (c) Middle East
- (d) North America
- (e) South America
- (f) Europe

(5.14) Evidence of verifiable similar services carried out within the last three years (2013, 2014 and 2015).

(5.15) Company's CASHES plans and QA/QC policy and details of safety records for accidents, incidents, injuries and damages for the past three (3) years (2013, 2014 and 2015).

(5.16) 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.

(5.17) Certainty of business integrity and pre-signed undertaking to strictly comply with Nigerian Anti-Corruption laws in processing the bid and executing the contract if successful.

(5.18) Compliance with the Nigerian Content Act

(a) Compliance with Nigerian Content Act shall be a major consideration in the tender process. Companies must provide a detailed Nigerian Content execution strategy to the satisfaction of Nigerian Content Development and Monitoring Board (“NCDMB”), clearly setting out Nigerian Content commitments in areas of:

(b) Patronage of Nigerian shipping companies

(c) Insurance and Legal Services

(d) Banking and Financial Services

(e) Nigerian Content plan that demonstrates full utilization of Nigerian labour and services with detailed description of role, work scope and man-hours in order to achieve minimum target as set out in the requirement of the NOGICD Act 2010.

(f) Current and in-place organizational structure with detailed experience and skills of key management personnel with names. Provide evidence (personnel list and position organizational chart) percentage of management that are Nigerian nationals and the percentage of the total workforce that are Nigerians.

(g) Detailed past/present commitment to staff training and development of Nigerian personnel (where applicable).

(6) TENDER SUBMISSION:

(6.1) All completed bids should be sealed and submitted in Two (2) separate envelopes clearly marked – One (1) original, One (1) copy and one (1) electronic copy (CD ROM)duly signed by the bidder’s authorised representative clearly marked Invitation to Tender for “the Sale and Purchase of Nigerian Crude Oil Grades”

(6.2) The Local content requirement as stated above (No. 5.18) must be submitted in a separate envelope and clearly marked “Invitation to Tender for. “the Sale and Purchase of Nigerian Crude Oil Grades – Local Content”

(6.3) The Submission/Closing date: All documents should be submitted **on or before Thursday, 24th November, 2016 at 12noon** prompt addressed to:

**The Secretary
GEC HQ Tenders Board
Nigerian National Petroleum Corporation
The Bid Management Room
Room 45B, 1st Floor, Block D, NNPC Towers
Herbert Macaulay Way,
Central Business District
Abuja, Nigeria**

(6.4) All bids received shall be publicly opened and endorsed immediately following the deadline for the submission in the presence of invited observers and prospective bidders.

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

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

(7) IMPORTANT INFORMATION

It must be noted that:

(7.1) Late submission shall be rejected

(7.2) All Submissions should be arranged and numbered in the order listed in 5 above

(7.3) 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

(7.4) 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

(7.5) This process of pre-qualification neither creates any commitment nor establishes any legal relationship with NNPC.

(7.6) All information must be provided in English Language

Signed:
NNPC Management