

Nigerian National Petroleum Corporation

**NNPC Towers, Herbert Macaulay Way, Central Business District, P.M.B. 190,
Garki, Abuja – Nigeria.**

**Invitation to Tender as a Broker for Insurance of NNPC Oil and Aviation Assets
for the Year 2014 / 2015**

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

Eligibility Criteria

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

1. 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.
2. Maintain adequate Professional Indemnity Cover for its activities.
3. Be a good Corporate citizen that pays its taxes as at when due and be in possession of current Tax Clearance Certificate.
4. 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 within the last 12 months including Forms C O 2 and CO7.
2. Certified True Copy by NAICOM of the Company's current license to operate as an Insurance Broker.
3. Company's Published Annual Reports and Accounts (Audited) for the years ended 2012, 2011 and 2010.
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. Certificate of Compliance with the provisions of the Employee Compensation Act 2010 issued by Nigeria Social Insurance Trust Fund.
7. Certificate of Compliance with the provisions of the Pension Reform Act, 2004 issued by the National Pension Commission.
8. Group Life Insurance Certificate in compliance with the Pension Reform Act 2004.
9. Evidence of compliance with the provisions of Industrial Training Fund (ITF) Act 201 issued by the ITF.
10. Certificate of registration with the Department of Petroleum Resources.

Failure to meet any of the above stated conditions shall amount to a fatal law (outright dis-qualification)

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

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 Insurance Brokerage
2. Evidence of verifiable full time employees, highlighting staff strength and experience in all classes of Insurance
3. Evidence of participating in any IOC/NOC energy insurance account as a broker
4. A profile of two (2) top management and five (5) technical staff of the Company with their qualifications and insurance working experience highlighted. A one page Resume of each Technical and Management staff showing qualifications and relevant experience must also be included.

5. A statement signed by the Company's Chief Executive Officer detailing its office location(s) and addresses

Bid Submission:

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

THREE copies marked "**Technical Bid as a Broker for NNPC Oil and Aviation Assets Insurance Programme 2014 / 2015**" written on the top left hand corner of the envelope with the company's name stated at the back of the envelope.

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 THREE (3) copies of the following documents in separate 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.

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

**The Secretary/
Headquarters Tenders Committee,
Room 415,4th Floor, Block A,
NNPC Towers, Herbert Macaulay Way,
Central Business District, Abuja F.C.T.**

The submission should reach the above address by 4.30 P.M on or before Friday 17th January, 2014.

This notice and pre-qualification process shall not place any commitment on NNPC nor establish any legal relationship whatsoever and only successful companies will be contacted.

**Signed:
NNPC Management**