

Nigerian National Petroleum Corporation (NNPC)
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 Non- Oil Assets for the Year 2016 / 2017

The Nigerian National Petroleum Corporation invites interested Insurance Brokers registered in Nigeria, to bid as Brokers for its Non-Oil Assets 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 within the last 12 months including Forms C02 and C07.
- (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 2014, 2013 and 2012.
- (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 2011 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 flaw (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 business
- (2) Evidence of verifiable full time employees, highlighting staff strength and experience in all classes of Insurance
- (3) Evidence of participating in any major 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. **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

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 bidders shall be determined on the basis of Technical Evaluation only.

Bid Submission:

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

- **Three copies marked “Technical Bid as a Broker for NNPC Non-Oil Assets and Liabilities 2016 / 2017” written on the top left hand corner of the envelope and 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 GEC 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 2.00pm on or before 3rd December, 2015.**

Disclaimer

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.

Closing Date: 3rd December 2015.

Signed: Management