

# Overview

## **NIGERIAN NATIONAL PETROLEUM CORPORATION**

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

## **EXPRESSION OF INTEREST FOR THE PROVISION OF EXECUTIVE AIRCRAFT SPOT CHARTER SERVICES TO NNPC CORPORATE HEADQUARTERS, ABUJA**

### **(1.0) INTRODUCTION**

The Nigerian National Petroleum Corporation (NNPC) invites reputable Charter Services (Rotary and/or Fixed Wing) Operators to submit Expression of Interest (EOI) for the provision of Aircraft Spot Charter Services to NNPC Corporate Headquarters, Abuja.

### **(2.0) BRIEF DESCRIPTION OF THE SCOPE OF WORK**

The main scope of this contract is to PROVIDE AIRCRAFT (ROTARY AND/OR FIXED WING) SPOT CHARTER SERVICES TO NNPC that meet international standards in best practices and safety.

Additionally, the Company would be expected, within its fleet, to provide:

(2.1) Executive Jet Charter Services using the following aircraft: Learjet 45XR, Hawker 900, Legacy 650, Gulf Stream 4, Gulf Stream 5, Challenger 604 or Challenger 605 with seating capacities of 8,12 and 14 passengers as may be required.

(2.2) Executive Helicopter Charter Services using Augusta AW 139 with seating capacity of 14 passengers.

(2.3) All services at competitive prices.

(2.4) All services at a fixed price per hour

### **(3.0) ELIGIBILITY CRITERIA**

All interested Aviation Companies seeking to be considered, must satisfy the following eligibility criteria:

(3.1) Provide evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC), certified true copies of Memorandum and articles of Association of the Company, CAC form C02 and C07 (particulars of Directors), certified true copies of statutory documents indicating ownership structure of company, name(s) of major shareholders and percentage shareholding.

(3.2) Provide Certified True Copy by NCAA of the company's current license to operate as a Spot Charter service provider and Air Worthiness Certificate of your fleet.

(3.3) Provide evidence of current Aviation Insurance Cover for its fleet and operations.

**Each requirement as listed in Sections 3.1 – 3.3 are deemed as mandatory and non-submission of such documentation will be considered as 'fatal flaw'.**

(3.4) Provide evidence of statutory tax payment for the years 2018, 2019 and 2020. For Nigerian companies, a certified true copy of the tax clearance certificate issued by the Federal Inland Revenue Services and expiring on 31 December, 2022.

(3.5) Provide evidence of Compliance with the Nigerian Social insurance Trust Fund (NSITF) Act by inclusion of current copy of compliance certificate expiring on 31st December 2022.

(3.6) Provide evidence of compliance with the provision of Industrial Training Fund (ITF) Amendment Act 2011 by inclusion of current copy of compliance certification from the Industrial Training Fund (ITF) expiring on 31<sup>st</sup> December 2022.

(3.7) Submit evidence of compliance with PENCOR Reform Act 2014 by inclusion of valid Pension Clearance Certificate expiring on 31 December, 2022.

(3.8) Provide evidence of registration on the national data base of federal contractor's consultants and service providers by submission of Interim Registration Report (IRR) expiring on 31 December, 2022 or valid certificate issued by BPP.

(3.9) Provide evidence of current relevant certification with Department of Petroleum Resources.

(3.10) Submit company's CASHES (Community Affairs, Safety, Health, Environment and Security) policy. The policy must be signed.

(3.11) Provide evidence of quality assurance/quality control policies, details of safety records for accidents, incidents, injuries and damages for the past three (3) years (2019, 2020 and 2021).

(3.12) Provide verifiable evidence of having successfully executed similar services within the last five years by providing the following details:

(I) Title and brief description of project

(II) Clients

(III) Scope of works performed

(IV) Total contract sum

(V) Date of award of contract

(VI) Contractual period for execution of service

(VII) Name and address of referee in client's company for each referenced project (provide telephone numbers and email addresses for quick reference)

### **(3.13) FINANCIAL REQUIREMENT**

(1) Submit copies of its audited accounts for four (4) previous financial years (2017, 2018, 2019 and 2020) which must bear the stamp and seal of a reputable audit firm for all parties involved in the Expression of Interest, including consolidated financial statements in respect of the corporate group to which each such party belongs.

(3.14) A prospective bidder shall provide a 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 if any officer of the relevant committees of the Nigerian National Petroleum Company Limited or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bid.

(e) To confirm that all information presented in its bid are true and correct in all particulars.

(f) To confirm 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.

All documents for submission must be transmitted with a duly signed covering/forwarding letter by the authorized officer of the Company on the Company's Letterhead paper bearing amongst others: The Names and Nationalities of the Directors of the Company, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM Number) and current Email Address.

#### **(4.0) NIGERIAN CONTENT REQUIREMENTS**

In line with the Nigerian Oil and Gas Industry Content Development Act, respondents are to include evidence of Nigerian Content Compliance documents, such as:

(4.1) Nigerian Content Plan for the aviation services to be provided using Nigerian resources (past and present Nigerian content plan).

(4.2) Current organizational structure with evidence of the percentage of the management that are Nigerian nationals and the percentage of the total workforce that are Nigerians.

(4.3) Past details and present commitment to staff training and development of Nigerian personnel.

(4.4) Evidence of verifiable physical operational presence in Nigeria.

#### **(5.0) BID SUBMISSION:**

ALL EOIs MUST BE SUBMITTED ELECTRONICALLY TO THE NNPC/NipeX TENDER PORTAL.

(5.1) To be eligible for this EOI exercise, interested bidders are required to submit the following mandatory details as outlined below to [SCMTenders@nipex.com.ng](mailto:SCMTenders@nipex.com.ng) on or before **12:00 Noon, Monday 14 February, 2022:**

(a) Company's name

(b) Company's full address

(c) Name(s) of Company's authorized contact person(s)

(d) Phone number(s) of Company's authorized contact person(s)

(e) Company's e-mail address

(5.2) Provision of 5.1 (a-e) above is a mandatory requirement to register your company for participation in this EOI process in the NNPC/NipeX tender process portal

(5.3) All interested bidders who do not provide information as requested in 5.1 (a-e) above on or before **12:00 Noon, Monday, 14 February, 2022** will no longer have access to submit the mandatory details.

(5.4) Individual bidders would be duly notified of their registration in the NNPC/NipeX tender portal. Thereafter, the bidder would have access to make their submissions on the Portal.

#### **(6.0) THE SUBMISSION/CLOSING DATE:**

(6.1) All documents should be submitted online through the electronic NIPEX Tender Portal on or before **12:00 Noon, Monday 28 February, 2022** to: [www.nipex-ng.com](http://www.nipex-ng.com)

(6.2) All EOIs shall be opened virtually, following the deadline for EOIs submission at **12:00 Noon, Monday 28 February, 2022** using the Microsoft Teams. Bidders who have submitted their EOIs and external observers shall be invited to attend the virtual live stream bid opening session.

(6.3) In the event of any unscheduled holiday on the Bid submission date, the new deadline for submission of EOIs will be on the next working day. Accordingly, Expression of Interest Closing Date/Time will be extended to the next working day and time.

#### **(7.0) IMPORTANT INFORMATION**

All bidders shall acknowledge and accept as follows:

(7.1) NNPC will only accept documents received electronically via the designated NipeX portal. EOIs submitted in any other form shall not be accepted.

(7.2) Timely submission is the responsibility of the bidder.

(7.3) At the deadline of EOIs submission, bidders will no longer have access on the NipeX portal to submit their bid.

(7.4) The uploading of large electronic files may take time and as such, bidders must allow for sufficient time to fully transmit/upload all files prior to the closing time of the Expression of Interest.

(7.5) All submissions must be in a readable PDF format. If the electronic files containing the EOI documents are corrupted, contain a virus or are unreadable for any reason, NNPC reserves the right to reject the EOI documents.

(7.6) Bidders are advised that NNPC may not discover corrupted or unreadable files submitted via the NipeX portal until after the Expression of Interest submission deadline.

(7.7) NNPC is not responsible for errors or failures in the Bidder's own systems, and no extension of the submission deadline or time will be granted.

(7.8) NNPC accepts no responsibility for Bidder's misunderstanding of the instructions or incorrect usage of the NipeX portal system.

(7.9) All companies who have submitted their mandatory details and registered on the NipeX portal and external observers shall be invited to attend a virtual Expression of Interest bid opening session through Microsoft Teams at a date and time to be communicated.

(7.10) NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents.

(7.11) All costs incurred in the course of this Expression of Interest exercise shall be borne by the bidder.

(7.12) NNPC reserves the right to verify the information and documents provided with regulatory authorities.

(7.13) This Invitation to EOI and any related process neither creates any commitment by NNPC nor establishes any legal relationship/obligation.

(7.14) All information must be provided in English Language.

(7.15) Only shortlisted firms will be contacted at a later date for technical and commercial bids.

(7.16) NNPC is not bound to shortlist any bidder and reserves the right to annul the procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

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**SIGNED: NNPC MANAGEMENT**