

## **Mobil Producing Nigeria Unlimited**

**An ExxonMobil** Subsidiary

Operator of the NNPC/MPN Joint Venture

### **Tender Opportunity:**

#### **Provision of Non Regular Staff**

##### **1. INTRODUCTION:**

Mobil Producing Nigeria Unlimited Operator of NNPC/MPN Joint Venture plans to engage the services of competent and qualified indigenous companies to provide Non-regular staffing to address cyclical workloads, and non-core activities at various Company locations in Nigeria for an anticipated contract term of two (2) years with a one (1) year optional renewal period.

##### **2. SCOPE OF WORK:**

The scope of work includes, but is not limited to the provision of Non-regular staff in support of Company base business. Non-regular Staff personnel will be needed for a wide variety of skills.

Interested companies must be able to provide the following agency services include:

- Identification and recruitment of qualified Nigerian candidates
- Matching credentials of candidates to defined experience and expertise requirements and submitting screened candidates to Company for final selection
- Administration of security background and medical checks
- Administration of compensation packages
- In-processing and orientation training administration
- Basic training of personnel in areas of business ethics, sexual harassment, safety management
- Salary, benefits and personnel administration for Non Regular Staff
- Administration and liability of all payment concerns including tax, pension, payroll burdens, life insurance and workmen's compensation

- Administration of agency's Alcohol and Drug use policy (in compliance with MPN Alcohol and Drug Policy)
- Administration of non-regular staff relocations as required
- Provision of routine medical and emergency medical treatment regardless of cause (including Medivac in serious cases)
- Provision of appropriate safety PPE
- Administration of NRS safety measures at assigned locations
- Develop, maintain and implement a training plan to enhance business practice capabilities and improve performance during the term of the contract
- Administer Labour relations strategy; meetings, bargaining and all required to ensure industrial harmony is maintained
- Tracking of Key Performance Indicators (KPI's) to monitor efficiencies/effectiveness.

### **3. MANDATORY REQUIREMENTS**

1. To be eligible for this tender exercise, interested contractors are required to be prequalified in the Manpower Supply, Temporary Staff Hiring (Administrative) – Service Code 39910 and Manpower Supply, Temporary Staff Hiring (Technical) – Service Code 39918 category in NipeX Joint Qualification Scheme (NJQS) database. All successfully prequalified suppliers in this category will receive Invitation to Technical Tender (ITT).
1. To determine if you are prequalified and view the product/service category you are listed for:  
Open [www.nipexng.com](http://www.nipexng.com) and access NJQS with your log-in details, click on continue Joint Qualification Scheme tool, click check my supplier status and then click supplier product group.
1. If you are not listed in a product/service category you are registered with DPR to do business, contact NipeX office at 30 Oyinkan Abayomi Street Ikoyi, Lagos with your DPR certificate as evidence for necessary update.
1. To initiate the JQS prequalification process, access [www.nipexng.com](http://www.nipexng.com) to download an application form, make necessary payments and contact NipeX office for further action,
1. To be eligible, all tenders must comply with the Nigerian Content requirements in the NipeX system.

### **4. CLOSE DATE**

This tender opportunity is open for fifteen (15) working days and shall close to interested bidders by 4:00pm, **on or before Tuesday, 22<sup>nd</sup> June 2010.**

## 5. ADDITIONAL INFORMATION

1. Interested suppliers must be prequalified for this product/service category in NJQS
1. Full tendering procedure will be provided only to contractors that have been successfully prequalified in NJQS
1. This advertisement shall neither be construed as an Invitation to Tender (ITT) nor a commitment on the part of MPN award a contract to any supplier and/or associated companies, subcontractors or agents
1. This advertisement shall not entitle prequalified companies to make any claims whatsoever, and/or seek any indemnity from MPN and/or its partners by virtue of such companies having been prequalified in NJQS
1. NNPC/MPN reserves the right to reject any and or all prequalified suppliers at its sole discretion and at no costs whatsoever
1. All costs incurred in registering and prequalifying for this and other product/service categories in NJQS shall be borne solely by suppliers
1. Suppliers that are prequalified for this product /service category in NJQS must ensure that the name and contact details (physical address, email address and telephone number) of their company and authorized/responsible personnel is up-to-date in their company profile in the NJQS database
1. MPN shall communicate only with the authorized/responsible personnel of prequalified companies and not through unauthorized individuals or agents.

**Please visit the NipeX Portal at [www.nipexng.com](http://www.nipexng.com) for this Advert and other information.**