

## **NIGERIAN NATIONAL PETROLEUM CORPORATION**

**NNPC TOWERS, HERBERT MACAULAY WAY, CENTRAL BUSINESS DISTRICT,**

**P.M.B. 190, GARKI, ABUJA – NIGERIA.**

### **REQUEST FOR EXPRESSION OF INTEREST (“EOI”) AS A BROKER FOR INSURANCE OF NNPC OIL ASSETS AND LIABILITIES FOR THE YEAR 2019/ 2020**

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

In compliance with the Public Procurement Act 2007, NNPC hereby invites qualified Insurance Brokers interested in this bid to 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 twelve months ending November 2018 and CAC form C02 (statement of share capital and return of allotment) and C07 (particulars of Directors).

(2) Certified True Copy by NAICOM of the company’s current license to operate as an Insurance Broker issued by NAICOM within the last twelve months ending November 2018.

(3) Published Annual Accounts and Reports (Audited) for Year 2015, 2016 and 2017. Only NAICOM Approved Audited Accounts duly stamped by NAICOM will be accepted.

- (4) Provide a detailed Company Profile and a clear list of verifiable location(s) of your operational Head office and current Branch Network [spread of your branch office(s)]
- (5) Certified True Copy by the Federal Inland Revenue Service or Notary Public or Commissioner of Oaths of three (3) years tax clearance certificates for 2015, 2016 and 2017 (Receipts not acceptable).
- (6) Certificate of Insurance in respect of current Professional Indemnity cover.
- (7) Employee Compensation Scheme (ECS) Clearance Certificate as evidence of compliance with the provisions of the Employee Compensation Act 2010 issued by the Nigerian Social Insurance Trust Fund expiring not earlier **than 31 December, 2018** (Receipts not acceptable).
- (8) Certificate of Compliance with the provisions of the Pension Reform Act, 2004 issued by the National Pension Commission expiring not earlier **than 31 December, 2018**.
- (9) Evidence of certificate of compliance with the provisions of Industrial Training Fund (ITF) Act 2011 issued by the ITF expiring not earlier than 31 December, 2018.
- (10) Interim Registration Report (IRR) for Nigerian companies as evidence of registration in the National Data Base of Bureau of Public Procurement (BPP) for Federal Contractors, Consultants and Service Providers (NDCCSPs).
- (11) Relevant certificate of registration with the Department of Petroleum Resources.
- (12) All documentary/verifiable Evidence of participation in energy insurance account as a broker in the last 5 years (E & P and Oil Servicing Companies only).
- (13) List and attach evidence of top 10 (ten) clients showing the premium income and the class of business of each of the clients for 2017 and 2018 insurance year.
- (14) Professional Experience of Managing Director and/or CEO – Years of insurance experience, Companies worked with showing dates, copies of professional and academic Certificates. Please attach one (1) page resume.
- (15) Professional Experience of Insurance Technical Staff – Years of insurance experience, Companies worked with showing dates, copies of professional and academic Certificates. Please attach one(1) page resume for each of the technical staff.
- (16) 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 whether or not any of the members of relevant committees of NNPC or Bureau of Public Procurement (BPP) is a former or present Director, shareholder, or has any pecuniary interest in your Company.

(e) 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.

(17) All documents for submission must be transmitted with a covering/forwarding letter under the Company/Firm's letter head paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.) and Email Address. The letter head paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorized officer of the firm

#### **(18) NIGERIAN CONTENT REQUIREMENTS**

In compliance with the Nigerian Oil and Gas Content Development Act, Prospective brokers must submit the following documents:

(a) Certified True Copies of the Certificate of Incorporation, Form C02 and C07 obtained from the Corporate Affairs Commission.

(b) Nigerian Content Plan for the brokerage services to be provided using Nigerian resources. (Past and present).

(c) 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.

(d) Provide past details and present commitment to staff training and development of Nigerian personnel.

(e) Evidence of physical operational presence and set up in Nigeria. (Must have verifiable office address (es) in Nigeria)

(f) Details of training budget for Nigerian human capital development.

(g) A list of in-country registered office addresses.

(h) Number of jobs to be created by this opportunity.

(i) Further innovative proposal that would enhance Nigerian Content for the Insurance programme.

**BID SUBMISSION:**

All applications must be in English language and should be submitted as follows:

Two (2) copies marked “Expression of Interest as a Broker for NNPC Oil Assets and Liabilities Insurance Programme 2019/2020” written on the top left hand corner of the envelope while the name of the bidding company is indicated clearly at the back of the envelopes.

Nigerian Content Submission – Interested Brokers must also submit Two (2) copies of their Nigerian Content documents in separate envelopes marked “Nigerian Content” written on the top left hand corner of the envelopes while the name of the bidding company is indicated clearly at the back of the envelopes

All bids and submissions (Expression of Interest and Nigerian Content Submission) should be addressed and forwarded to:

**The Secretary,**

**NNPC Tenders Board (NTB),**

**The Bid Management Office,**

**Room 45B 1<sup>st</sup> Floor, Block D,**

**NNPC Towers, Herbert Macaulay Way,**

**Central Business District,**

**Abuja, FCT**

The submission should reach the above address **Not Later than 12 Noon on or before 29 November, 2018.**

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

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

## **The Amphitheatre**

**1<sup>st</sup> Floor, Block A**

**NNPC Towers,**

**Herbert Macaulay Way,**

**Central Business District,**

**Abuja, FCT**

### **Important Information**

It must be noted that:

- (1) Late submissions shall be rejected
- (2) All Submissions should be arranged and numbered in the order listed above
- (3) Only companies who submit the required information and meet the prequalification criteria will be contacted after evaluation. NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents
- (4) All costs incurred by your company as a result of this "Expression of Interest" (EOI) and any subsequent request for information shall be to your account.
- (5) The "Expression of Interest" and any related process neither creates any commitment by NNPC nor establish any legal relationship.
- (6) All information must be provided in English Language.
- (7) NNPC will not enter into any form of communication with interested bidder(s) from the commencement date of this advertisement.
- (8) Wilful submission of any fictitious document will attract suspension from participation in future bids.
- (9) NNPC reserved the right to verify the information and documents provided from regulatory authorities.

**SIGNED:**

**NNPC MANAGEMENT**