

# Overview

## **NIGERIAN NATIONAL PETROLEUM CORPORATION**

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

## **REQUEST FOR EXPRESSION OF INTEREST (“EOI”) AS INSURER FOR NNPC NON-OIL ASSETS AND LIABILITIES FOR THE YEAR 2020/2021**

The Nigerian National Petroleum Corporation invites interested Insurance Companies registered in Nigeria, to bid as Insurer for its Non-Oil Assets and Liabilities Insurance Programme.

The contract(s) for the insurance of the Non-Oil Assets and Liabilities shall be awarded to the successful bidder(s) for a period of 12 months.

**The classes of insurance** include but not limited to:

**(a) LIFE** (Group Life)

**(b) NON – LIFE** [Automobiles, Group Personal Accident, Travel Medical, Retail Outlets, Marine Cargo, and Combined All Risks (Fire and Special Perils, Burglary, Marine Hull, Electronic Equipment, and General Third Party Liability)]

### **ELIGIBILITY CRITERIA**

All interested Insurance Companies seeking to be considered must satisfy the following eligibility and pre- 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 transact Life or General Insurance business or both.
- (B) Have a minimum Paid up Capital as approved by NAICOM for the different classes of Insurances.
- (C) Satisfy the margin of solvency requirements as prescribed by the Insurance Act 2003.
- (D) Be a good corporate citizen of Nigeria that pays its taxes as at when due.
- (E) Fulfill all statutory requirements to operate as an Insurer 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 E above:

- (1) Certified True Copy of the Certificate of Incorporation obtained from the Corporate Affairs Commission within the last twelve months ending November 2019 and CAC form C02 (statement of share capital and return of allotment) and C07 (particulars of Directors).
- (2) Certified True Copy by National Insurance Commission (NAICOM) of the Company's current Licence as an Insurer to transact the class of business it intends to bid.
- (3) Company's NAICOM approved and published Annual Audited Accounts and Reports for the years ending 2016, 2017 and 2018.
- (4) NAICOM's approval of Annual Audited Accounts and Returns for underwriting year ending 31st December, 2018.
- (5) Certified True Copy by The Federal Inland Revenue Service or Notary Public or Commissioner for Oaths of the Company's Tax Clearance Certificate for years 2016, 2017 and 2018 (Receipts not acceptable).
- (6) Certificate of Compliance with the provisions of the Pension Reform Act, 2004 issued by the National Pension Commission (PENCOM) expiring not earlier than 31st December, 2019.
- (7) Employee Compensation Scheme (ECS) Clearance Certificate as evidence of compliance with the provisions of the Employee Compensation Act 2010 issued by Nigerian Social Insurance Trust Fund expiring not earlier than 31st December, 2019 (Receipts not acceptable).
- (8) Evidence of Certificate of compliance with the provisions of Industrial Training Fund (ITF) Act 2011 as issued by the ITF expiring not earlier than 31st December, 2019.
- (9) 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) expiring 31st January, 2020.
- (10) Relevant certificate of registration with the Department of Petroleum Resources.
- (11) Evidence to prove number of relevant years of experience in Life and General insurance business. (A minimum of ten (10) years' experience in Life and General insurance business is expected) Please attach reference letters; copies of letters of

awards including client's company full contact details (Not P.O.Box), functional phone numbers and e-mail address.

(12) A signed declaration by the Chief Executive Officer that the Company is in good standing with NNPC as regards prompt settlement of all claims reported up to 30th September, 2019 (where applicable)

(13) Current and in-place organizational structure. Experience and skills of management and technical personnel with one page resume showing companies worked with dates provided for each class of business the Insurer intends to bid

(14) Evidence of the current Re-Insurance program and premium payment receipt for the class of business the Insurer intends to bid.

(15) 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.

(16) All documents for submission must be transmitted with a duly signed covering/forwarding letter by the authorized officer of the firm under the Company/Firm's letter head 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 No.) and Email Address.

**PLEASE NOTE** that a company indebted to NNPC in respect of any discharged claim as at 30<sup>th</sup> September, 2019 will be automatically disqualified.

**COLLECTION OF BID DOCUMENT**

(17) (a) A prospective bidder is required to pay a mandatory non-refundable Tender Fee of Fifty Thousand Naira (N50,000.00) only, through Remita, in favor of Nigerian National Petroleum Corporation, Corporate Headquarters (CHQ), Abuja.

(b) Commercial bid document will be available for collection during the duration of the advertisement on presentation of the receipt of payment at:

**The Secretary,  
NNPC Tenders Board (NTB),  
The Bid Management Office,  
Room 45B 1st Floor, Block D,  
NNPC Towers, Herbert Macaulay Way,  
Central Business District,  
Abuja, FCT**

**(18) NIGERIAN CONTENT REQUIREMENTS**

In compliance with the Nigerian Oil and Gas Content Development Act, prospective underwriters must submit the following document:

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

(b) Nigerian Content Plan for the insurance 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 proposals that would enhance Nigerian Content for the insurance program.

**BID SUBMISSION:**

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

THREE (3) copies marked “EXPRESSION OF INTEREST AS AN INSURER FOR NNPC NON-OIL ASSETS AND LIABILITIES 2020/2021” 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.

THREE (3) copies marked “COMMERCIAL BID AS AN INSURER FOR NNPC NON-OIL ASSETS AND LIABILITIES 2020/2021” 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.

NIGERIAN CONTENT SUBMISSION – Interested insurers 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/Commercial Bids and Nigerian Content Submission) should be addressed and forwarded to:

**The Secretary  
NNPC Tenders Board (NTB),  
The Bid Management Office,  
Room 45B V 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 12 November, 2019**. All bids received shall be publicly opened and endorsed immediately after 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  
1st Floor, Block A NNPC Towers,  
Herbert Macaulay Way,  
Central Business District,  
Abuja FCT**

#### **IMPORTANT INFORMATION**

It must be noted that:

Late submission shall be rejected

All Submissions should be arranged and numbered in the order listed above 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.

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.

The Expression Of Interest and any related process neither creates any commitment by NNPC nor establish any legal relationship.

All information must be provided in English Language.

NNPC will not enter into any form of communication with interested bidder(s) from the commencement date of this advertisement.

Wilful submission of any fictitious document will attract suspension from participation in future bids. NNPC reserved the right to verify the information and documents provided from regulatory authorities.

**SIGNED: NNPC MANAGEMENT**