

Total Nigeria Plc

Request for Proposal for Consultancy Services

(1.0) INTRODUCTION

Total Nigeria PLC, in line with her sustainable growth and development objectives, hereby announces to interested and reputable companies to submit technical and financial proposals for engineering consultancy services.

(2.0) SCOPE OF WORK

The prospective consultants companies' scope of work would include the following, but not limited to;

- (1) Conduction of site inspection visits to define scope of work required in various outlets so as to upgrade the assets to be in line with the standards and norms of TOTAL
- (2) Carrying out detailed engineering analysis and design services (Civil/Structural, Mechanical, Electrical etc) as may be required
- (3) Production of detailed drawings to include design drawings, fabrication/working drawings, existing and as-built drawings according to standard engineering practice and norms of TOTAL
- (4) Supervision of multiple projects, ensuring implementation is according to validated design including production of detailed reports (with pictures) on ongoing projects and submission of recommendations to the project team/project lead.

3.0 SELECTION CRITERIA/ REQUIREMENTS

To be eligible for consideration, interested companies are requested to provide the following information/documents for consideration:

Detailed company profile including key profile of staff and their qualifications, organizational structure including project management methodology and processes, previous jobs handled and jobs currently handled.

- Certificate of Incorporation
- Tax clearance for the last three (3) years
- Company's Audited account for the last two (2) years
- Valid DPR License for the subject category of work
- Evidence of HSE performance and compliance records
- Evidence of possession of any or all of the following would be an advantage:
- Experience in the downstream oil and gas industry, specifically in network stations, plants or depots
- Presence in, or ability to be represented in, all geopolitical zones in the country
- Flexible and agile organizational structure, capable of working with external project team(s)

SUBMISSION OF PROPOSAL

Technical proposals should be submitted, clearly demonstrating the capacity and structure of the company as well as the methodologies/processes applied in project design and supervision (including project management, quality assurance and quality control processes).

In addition, a financial proposal for offering the services identified in Section 2.0 of this publication should be submitted. The preferred format should be in the form of a bill of quantities or bill of rates, clearly indicating the cost of each service. Other services that can be offered which are not mentioned in this document may also be included in the proposal. However, ALL the services described in the required scope of work must be clearly priced accordingly.

The proposal documents should be submitted as pdf documents by e-mail to conreptdesigns@total.com.ng with **CONFIDENTIAL-REQUEST FOR PROPOSAL FOR CONSULTANCY SERVICES** in the subject line and should be addressed to **THE TECHNICAL COORDINATOR, TOTALNIGERIA PLC.**

All documents must be received **no later than by 12:00 noon (Nigerian Time) on the 22nd of November 2016.**

For any enquiries or clarifications required, an email may be sent before the stipulated deadlines to conceptdesigns@total.com.ng.