

Overview

SEPLAT PETROLEUM DEVELOPMENT COMPANY PLC

(ON BEHALF OF THE NPDC/SEPLAT JOINT VENTURE)

TENDER OPPORTUNITY: PROVISION OF FACILITY MAINTENANCE SERVICES

(1.0) INTRODUCTION:

The SEPLAT, Operator of the NNPC/SEPLAT JV is seeking qualified Vendors for the Provision of Facility Maintenance Services for Sapele West Field Logistics Base (FLB). The newly constructed SEPLAT Field Logistics Base at Sapele West, Delta State, Sapele New FLB consists of 74 living accommodations, kitchen, canteen, facility management offices, recreational area, gym, etc. while the Sapele Old FLB consists of 24 living accommodation and other facilities. The FLBs require day-to-day scheduled and unscheduled maintenance of building facilities, appliances, in addition to rendering of services which include but not limited to janitorial services, gardening, waste management, and maintenance to ensure smooth running of the FLBs. The proposed strategy will utilize the NipeX contracting platform to run the tender. This will involve placing of both advert text and contract strategy on the NipeX portal for NPDC/NIPEX approval, and thereafter followed by publication in both portals and two national Newspapers concurrently. The advert will focus on instructions to intending bidders to get prequalified or registered for appropriate Product/Services codes via the NIPEX Joint Qualification System (NJQS). Invitation to Tender (ITT) documents will only be issued to interested and qualified bidders. The tenderers will then upload technical/commercial bids for evaluation and award, respectively.

(2.0) SERVICES REQUIRED/SCOPE OF WORK:

As a minimum requirement, the selected Contractors shall have the necessary experience, capability and shall be fully responsible for the provision of service as detailed in the table below for use in Sapele West New & Old Field Logistics Base (Sapele Field Logistics Base)

S/N	SERVICE CODE	Tender Ref. Number	SERVICES	BRIEF DESCRIPTION OF SCOPE OF WORK (INCLUDES BUT IS NOT LIMITED TO THE UNDERSTATED)
1	1.16.02	SEPLAT/LAG/ ITT/2021/HR/ 115327	Sapele West New & Old Field Logistics Base (Sapele Field Logistics Base).	<ul style="list-style-type: none"> <li data-bbox="1320 402 1913 427">· Horticulture and landscaping maintenance <li data-bbox="1320 467 1692 492">· Cleaning and fumigation <li data-bbox="1320 578 1755 602">· Waste disposal management <li data-bbox="1320 688 1776 712">· General electrical maintenance <li data-bbox="1320 799 1829 823">· Plumbing maintenance Category 1; <li data-bbox="1320 909 1818 933">· Provision of the following services: <ul style="list-style-type: none"> <li data-bbox="1320 1024 2049 1243">· Janitorial services and Housekeeping – includes but limited to the cleaning of tables, chairs, cabinets, mirrors, TVs, credenzas, floors, terraces, waits, fixtures, decorations, beds and beddings, and ceiling.

-
- Cleaning and fumigation- Pest Controls within Seplat accommodation areas.

Horticulture and landscaping maintenance; Horticulture for outdoor plants including clearing of leaves, lawn mowing.

Category 2:

Provision of the following services: Cleaning Materials and Housekeeping materials

Category 3:

Provision of the following services:

- Skilled/Routine maintenance Minor Civil/MEP maintenance works such as painting, replacement of lights bulbs, repair of sockets, repair and replacement of windows, doors, hinges, locks, or other internal fittings. Also, minor repair to walls, exterior and interior plaster works, paint
-

works, tiling and other surfaces of the floors, ceilings, furniture, and walls. Air-conditioning maintenance (maintaining optimum indoor air quality in all the rooms)

- Domestic waste disposal: Waste Bin disposal at designated points within the premises
- Water treatment plant maintenance
- Sewage treatment and sewage disposal. The vendor shall be responsible for supervising the performance of the Scope of Work, including performance by any related sub-contractors.

Contract Strategy

The Strategy is to engage the service of reputable Nigeria registered Companies having 'world class' experience in the Provision of Facility Management Services for major Oil and Gas companies. The bid process strategy will follow the NipeX tender. The successful qualification of a contractor through the technical and commercial process will lead to the final selection of the winning companies. The successful bidder shall be awarded the contract to cover the complete scope of works in each of the 2 categories. Also take utmost care during transportation, placing, and installation of items within Seplat properties. He shall be responsible for any loss/damages to Seplat property, or Injury to Seplat persons during and throughout the period of the installation. Successful bidder shall promptly replace or restore such damaged items without much ado. The Proposed contract duration is 2 YEAR, with the option of one (1) year extension. Following this

advertisement, companies will be evaluated and ranked based on their performance. Contract shall be awarded to the lowest evaluated responsive bidder. Seplat shall retain the selected company to provide required services during the contract durations.

(3.0) MANDATORY TENDER REQUIREMENTS:

(1) To be eligible for this tender exercise, interested Companies are required to be pre-qualified in the relevant Product/Services categories of NipeX Joint Qualification System (NJQS) database as indicated In 2.0 above. All Successfully prequalified suppliers in this category will receive invitation to Technical Tender (ITT).

(2) To determine if you are pre-qualified and view the product/service category you are listed for: Open <http://vendors.nipexJqs.com> and access NJQS with your log in details. Click on Products/Services Status tab to view your status and product codes.

(3) If you are not listed in a Product/Service category and you are registered with DPR to do business, contact NipeX office at 8, Bayo kuku Street, Ikoyi, Lagos with your DPR certificate as evidence for verification and necessary update.

(4) To initiate the JOS pre-qualification process, access www.nipex-ng.com, click on services tab followed by NJQS registration.

(5) To be eligible, all tenders must comply with the Nigerian Content requirements in the NipeX system.

(4.0) NIGERIAN CONTENT DEVELOPMENT:

Seplat as an indigenous Exploration and production Company in Nigeria is committed to the development of the capabilities of Nigerian companies in compliance with the provisions of the Nigerian Oil and Gas Industry Content Development (NOGICD) Act 2010 for Nigerian content Development. Tenderers are to note that they will be requested in the technical tender to provide details of their relevant strategy to ensure that they fully comply with the Nigerian Oil & Gas Industry Content Act, 2010 as provided at <http://www.ncdmb.gov.ng/images/GUIDELINES/NCACT.pdf>, in view of the fact that non-compliance will constitute a fatal flaw in all contract evaluations. In light of the above, Tenderers shall be expected by the Nigerian Content Development Monitoring Board (NCDMB) to:

- Demonstrate that the entity proposed for execution of the service, is a Nigerian Registered Company, or Nigerian Registered Company as the contracting entity in genuine alliance or joint venture with foreign company with details on scope and responsibilities of parties for this work. Such companies must show evidence of joint venture binding agreement duly signed by the CEO of both companies including evidence or plans of physical operational presence and setup in Nigeria.
- Furnish details of company ownership and shareholding structure. Also submit photocopies of its CAC Forms C02 and C07.
- Provide evidence of what percentage of its key management positions are held by Nigerians and what percentage of the total work force are Nigerians. Also show overall percentage of work to be performed by Nigerian resources relative to total work volume.
- Provide a Nigerian Content Plan with detailed description of the role, work scope, man-hours and responsibilities of all the Nigerian companies and personnel that will be involved in executing the work.
- State proposed total scope of work to be conducted by Nigerian personnel (whether contracted directly or under subcontract agreements) with names and addresses including evidence of well-equipped offices and workshop.
- Provide detailed plan for staff training and development on engineering, project management and procurement (including all software to be used, number of personnel, name of organization providing such training and evidence of past training record) for Nigerian personnel including description of any specific programs in place for transfer of technology and skills to indigenous businesses and Nigerians over the next five (5) years.
- Provide evidence of domiciliation of project management and procurement centers in Nigeria with physical addresses (not P.O. Box).
- Provide detailed description of the location of in-country facilities (Equipment, storage, workshops, repair, maintenance and testing facilities)
- Provide detailed statement with evidence of how it intends to maximize the use of Nigerian made goods and services.
- Provide details on any other Nigerian Content initiative the company is involved in.
- In line with the NCD Human Capacity Development initiative, Bidder shall commit to providing Project-Specific training, man-hour, budget, skill development and understudy plan for Nigerian personnel utilizing OGTAN registered trainee(s) or other approved NCDMB training institution(s),
- Provide evidence of minimum 50% equity ownership of equipment by Nigerian subsidiary.
- Provide evidence of NCEC (Nigerian Content Equipment Certificate).
- Evidence of Registration on the NCDMB NOGIC JQS Portal,

Please note that failure to provide any of the above documentation (or requirements) will be a fatal flaw.

(5.0) CLOSING DATE:

SEPLAT shall download Bidders' List from NIPLEX PORTAL for Companies who are pre-qualified and LIVE In relevant NJQS Product/Services Codes indicated in 2.0 above as at **3:00pm on 3 December, 2021**. Thereafter, a competitive bidding process shall be adopted- Invitation To Tender (ITT) shall be Issued for both Technical and Commercial tenders to the approved bidders. Bidders shall revert with 2copies each of bid packages (hard & soft copies).

(6.0) ADDITIONAL INFORMATION:

(1) All costs incurred in preparing and processing NJQS prequalification and responding to this Tender Opportunity shall be to the Contractor's own account.

(2) This "Invitation To Tender" shall neither be construed as any form of commitment on the part of SEPLAT to award any contract to any Contractor and or associated contractors, subcontractors or agents, nor shall It entitle Prequalified Contractors to make any claims whatsoever, and/or seek any indemnity from SEPLAT and/or any of its partners by virtue of such Contractors having been pre-qualified in NJQS.

(3) The tendering process shall be undertaken in accordance with the NNPC contracting process in compliance with Public Procurement Act 2007

(4) SEPLAT will communicate only with authorized officers of the qualifying Companies at each stage of the Tender process, as necessary, and will NOT communicate through individuals or appointed Agents.

(5) This tender and any related process neither creates any commitment by SEPLAT nor establish any legal relationship.

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

(7) Notwithstanding the pre-qualification in NJQS, SEPLAT is neither committed nor obliged to include your company on any bid list or to award any form of contract to your company and/or associated companies, sub-contractors, or agents.

(8) SEPLAT will not enter any form of communication with interested bidder(s) from the commencement date of this "Invitation To tender".

(9) Willful submission of any fictitious document will attract suspension from participation in future bids.

(10) Only pre-qualified companies in the appropriate supplier Categorization shall be invited for tendering.

(11) SEPLAT is not obliged to any contract to the lowest bidder or any bidder, it is the sole discretion of NPDC/SEPLAT JV to make a decision on award of contract.

(12) SEPLAT will not enter correspondence with any company or individual on why a company was short-listed or not short-listed.

(13) Evaluation of tenders and selection of successful bidders will be based on proven capability of a bidder to offer the service and submission of the lowest evaluated responsive tender. The services will be provided by the successful bidder on a Call Off basis during the duration of the contract

The expected duration of the Services is two (2) years plus 1 optional extension period of 1 year.

Please visit NipeX portal at www.nipex-ng.com for this advert and other information and note that this tender will be processed through NipeX system.

Disclaimer:

This “Invitation To Tender” shall not be construed to be a commitment on the part of NPDC/SEPLAT to award any form of contract to any company and/or associated companies, sub-contractors or agents; nor shall it entitle any company submitting documents to claim any indemnity from NPDC/SEPLAT and/or any of its partners by virtue of such companies having responded to this advertisement.