

**THE SHELL PETROLEUM DEVELOPMENT COMPANY OF NIGERIA LIMITED
OPERATOR OF THE NNPC/SPC/SPDC/TEPNG/NAOC JOINT VENTURE
TENDER OPPORTUNITY SPDC JV OPERATIONAL INSURANCE POLICIES**

TENDER REF: CW247745

NIPEX NO.: SPDC.00000288

(1.0) INTRODUCTION AND PROJECT OUTLINE

The Shell Petroleum Development Company of Nigeria Limited (SPDC) is seeking qualified insurers for the Provision of Operational Insurance coverage for its Assets and Liabilities which include the following: General 3rd Party liability and Marine Hull Insurance Policies.

SPDC invites submission from reputable Nigerian registered Insurance Companies having 'world class' experience in the provision of insurance services for major Oil and Gas companies. The proposed contract is estimated to commence in Q2 2019 and remain active for one (1) year duration, followed by two (2) one (1) year extension options.

Please visit the Nigerian Petroleum Exchange Portal www.nipexng.com for further details

(2.0) SCOPE OF WORK/SERVICE REQUIREMENTS

The scope of the works shall include, but not limited to the following:

The Insurance would cover physical loss and, or damage to the Assets, control of wells and third-party liabilities risks.

The Insurer shall retain 70 percent of the risk in Nigeria. The Insurer will liaise with the appointed local Broker for the purpose of good underwriting, claims administration, policy documentation, renewals, endorsement etc.

Please visit the Nigerian Petroleum Exchange Portal www.nipex-ng.com for further details.

BASIC REQUIREMENTS

Any Insurance Company seeking to be selected must satisfy the following conditions:

- (1) Be a Limited Liability Company registered in Nigeria and licensed by the National Insurance Commission (NAICOM) to transact General Insurance Business.
- (2) Have a net asset of not less than N3billion as per its last published Accounts for its general business.
- (3) Have acquired good experience in Oil and Gas insurance business.
- (4) Have adequate and qualified staff with experience in Oil and Gas Insurance business.
- (5) Must be in good standing as regards prompt settlement of fall claims reported to date.
- (6) Must be a good corporate citizen of Nigeria that pays its-taxes as and when due.

SUPPORTING DOCUMENTATION

The interested Insurer must have the following documents:

- (1) A certified true copy of the Corporate Affairs Commission (CAC) of the company's Certificate of Incorporation
- (2) A certified true copy by NAICOM of the Company's License as an Insurer to transact Life and/or general insurance business.
- (3) Current registration with the Department of Petroleum Resources (DPR)
- (4) Documentation/evidence demonstrating experience in similar Oil and Gas insurance cover that Insurer has provided in the last 3 years (2015 to 2017), including clients' names and dates of cover (please attach copies of participation slips).
- (5) Provide company profile indicating Nigerian Shareholding, Company's financial details, and published annual Report and Accounts for the past 3 years (2015 to 2017)
- (6) Evidence of NAICOM's approval of Annual Returns and Accounts for previous underwriting year (2017).
- (7) A profile of six (6) top management staff of the Company with their qualifications and insurance working experience in Oil and Gas insurance business.
- (8) Provide evidence of qualified professional staff and training plans, and Industrial Training Fund (ITF) levy payments.
- (9) In case of Joint venture, an attached copy of the Joint Venture agreement and details of the Interest of each of the Joint Venture partner, the role of each party clearly indicated.
- (10) A signed Declaration by the Chief Executive Officer that the Company has settled all discharged claims.
- (11) Company's Tax Clearance certificates for the past three (3) years (2015 to 2017).
- (12) Company's VAT registration and payment (remittance) details.
- (13) Give brief description of re-insurance strategy and provide names of foreign Re-Insurers and principal Brokers (please attach copies of participation slips)
- (14) Provide relevant information of two (2) contact persons: name, telephone, fax numbers and e-mail address.
- (15) Current registration with NSITF Board and evidence of payment of monthly Employees compensation levy.
- (16) Evidence of Group life insurance Compliance certificate for its own employees
- (17) Certificate of compliance from the pensions commission (PENCOM)

(3.0) MANDATORY REQUIREMENTS

(1) To be eligible for this tender exercise, interested contractor are required to be pre-qualified as essential service vendor in 31432_ **Non-Life Insurance product/services category** in NipeX Joint Qualification System (NJQS) data base. All successfully pre-qualified suppliers in this category will receive an Invitation to Technical Tender (ITT).

(2) To determine if you are pre-qualified and view the product/service category you are listed for, open www.nipexng.com and access NJQS with your login details, click on continue Joint Qualification Scheme tool, click check my supplier status and then click supplier product group.

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

(4) To initiate the JQS prequalification process, access www.nipexng.com to download the application form, make necessary payments and contact NipeX office for further action.

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

(4.0) NIGERIAN CONTENT REQUIREMENTS

Vendors are to demonstrate strict compliance with the provisions of Nigerian Oil and Gas Industry Content Development (NOGICD) Act, 2010 and Insurance Act, 2003 amongst others:

- Demonstrate that entity is a Nigerian-registered company. Only Nigerian indigenous companies with at least 51% shareholding are allowed to bid for onshore tenders as stated in the Nigerian Oil and Gas Industry Development Act, 2010 which stipulates that onshore tenders are exclusively reserved for Nigerian indigenous companies. Submit copies of CAC forms 10, 02 and 07 (or its equivalent; CAC 2.3, 2.4, 2.5, etc.) and other evidence of entity's incorporation, shareholding and ownership structure in Nigeria.
- Provide detailed description of the location of in-country committed facilities and infrastructure (assets, equipment, technical office, and administrative space, storage, workshop, assembly area, repair and maintenance, testing, laboratory, etc) in Nigeria to support this contract or submit a credible and verifiable plan towards setting-up.
- Provide a project-specific organogram showing Names and Nationalities of all key personnel that will execute the work scope for this service. CV's of these personnel should also be submitted. For any position to be occupied by Expatriate personnel, tenderer shall commit to obtaining expatriate quota approval from NCDMB before project execution.
- Provide a plan detailing the training, man-hour budget, skill development and technology transfer plan for Nigerian personnel or indigenous business including evidence of past performance on training and development for Nigerians nationals and indigenous business. Plan for sponsorship of Nigerians to acquire competence and/or certification.
- Provide a Nigerian Content Plan (NCP), which shall explain the methodology of how it intends to comply with the requirements of Act and how to achieve the set target(s) in the Schedule of Nigerian Oil and Gas Industry Content Development Act and any targets set by The Board. How it intends to give first consideration to services provided from within Nigeria, first consideration to goods manufactured in Nigeria and first considerations for employment and training of Nigerians in work programme.

(5.0) CLOSING DATE

Only Tenderers who are registered in the NJQS product/category; 31432_Non-Life Insurance product/services category as at **26 April, 2019** being the advert's, close date shall be invited to submit Technical bids

(6.0) ADDITIONAL INFORMATION

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

NCDMB certification Number is ES/NCDMB/CERT/SPDC- ADVERT/1803/ 1900/TSD/JV OPERATIONAL INSURANCE JULY 2019 – JUNE 2022

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