

**SHELL NIGERIA EXPLORATION AND PRODUCTION COMPANY LIMITED (SNEPCO)  
TENDER OPPORTUNITY: CONTRACTING AND PROCUREMENT SUPPORT OPERATIONS  
SERVICES**

**NIPEX NUMBER: 00000054**

**TENDER REF: NG02002902**

**1.0 INTRODUCTION**

Shell Nigeria Exploration and Production Company Limited (SNEPCO) in its role as operator of the NNPC/SHELL/TEPN/AGIP Joint Venture, in its capacity as Operator of Oil Mining Lease 118 (OML 118) on behalf of itself and other Co-Ventures consisting of Nigerian Agip Oil Company Limited, Total E&P Nigeria and Esso Exploration and Production Nigeria (Deepwater) Limited under a Production Sharing Contract (PSC) with Nigerian National Petroleum Corporation (NNPC) hereby invites reputable and competent registered Nigerian companies (DPR registered and licensed) with proven experience in the provision of Contracting and Procurement Support Operations Services for SNEPCo listed in the scope of work below to apply for inclusion into the bid list of the tender.

**2.0 SCOPE OF WORK**

- Provision of Procurement and Expediting services
- Provision of Contracting services
- Provision of Inventory Management and stock check services
- Provision of Vendor Management, IDD and Compliance Services
- Provision of Archiving and Office services

**3.0 MANDATORY REQUIREMENTS**

(1) To be eligible for this tender exercise, interested tenderers are required to be pre-qualified as essential service vendor in the following product groups "3.02.04 – Human Resources and Development Consultancy, in NipeX Joint Qualification System (NJQS) data base. Only successfully pre-qualified suppliers in this category will receive Invitation to submit Technical and Commercial bids.

(2) To determine if you are pre-qualified and view product/service category you are listed for, open [www.nipex-ng.com](http://www.nipex-ng.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 30, Oyinkan Abayomi Street, Ikoyi, Lagos with your DPR certificate as evidence for necessary update.**

(4) To initiate the JQS prequalification process, access [www.nipex-ng.com](http://www.nipex-ng.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 & Gas Industry Content Development Act and also provide the following requirements:**

- Demonstrate that the entity 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 set-up in Nigeria
- International or multinational company working through a Nigerian subsidiary must demonstrate that a minimum of 50% of equipment to be deployed for execution of work shall be owned by the Nigerian subsidiary by providing a list of equipment for this tender and indicating those that will be owned by the Nigerian subsidiary
- Furnish details of company ownership and shareholding structure. Also submit dear photocopies of your CAC Forms C02 and C07
- Provide evidence of what percentage of your key management positions is held by Nigerians and what percentage of the total work force are Nigerians. Also, show overall percentage of work to be performed in Nigeria and those by Nigerian resources relative to total work volume.
- Provide a Nigerian Content Plan providing a detailed description of the role, work scope, man-hours and responsibilities of all Nigerian companies and personnel that would be involved in executing the work. Also provide details of Nigerian Content focal point or manager.
- State proposed total scope of work to be conducted by Nigerian personnel (whether contracted directly or under subcontract agreements) with names and addresses including evidences of well-equipped offices and workshop; attach past experience of such patronage.
- Specific to this work, provide detailed plan for staff training and development on equipment repairs & maintenance and procurement (including oil 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.
- Location of in-country facilities (Storage, workshops, repair & maintenance facilities and testing facilities)
- Contractor must be willing and able to provide evidence of maximization of mode in Nigeria goods and services.
- Provide details on any other Nigerian Content initiative your company is involved in.

#### **5.0 CLOSING DATE**

Only Tenderers who are registered in the NJQS product/category as **at 28th February, 2017** being the advert close date shall be invited to submit Technical and Commercial bids.

#### **6.0 ADDITIONAL INFORMATION**

Proposed contract start date is Q1 2017

Contract Duration: 2 years + 1 year extension option.

All costs incurred in registering and prequalifying for this and other product/service categories shall be borne solely by suppliers.

Suppliers that are prequalified for this product/service category in NJQS must ensure that the name and contact details (physical address, email address and telephone number) of their company and authorised/responsible personnel are up-to-date in their company profile in the NJQS database.

SNEPCo shall communicate only with authorized/responsible personnel of prequalified companies and not through unauthorized individuals or agents.

All respondents to SNEPCo must ensure full compliance with the Nigerian Oil and Gas Industry Content Development Act, 2010. (NOGICD) All respondents should educate themselves on the requirements of the NOGICD and ensure full compliance, Non-Compliance is a FATAL FLAW.

This advertisement of “**Invitation to tender**” shall not be construed to be a commitment on the part of NNPC/SNEPCo 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 NNPC/SNEPCo and/or any of its partners. NNPC/SNEPCo reserves the right to take final decision on any of the documents received in the pre-qualification/ Technical package.

**Please visit NipeX portal at [www.nipexng.com](http://www.nipexng.com) for this advert and other information. Also note that this contract will be progressed through NipeX system.**