

# **TENDER OPPORTUNITY PROVISION OF INTERNATIONAL FREIGHT FORWARDING SERVICES AND IMPORT CLEARANCE SHELL PETROLEUM DEVELOPMENT COMPANY OF NIGERIA LIMITED (SPDC)**

**TENDER REF: NG01024046; NipeX Tender No. 1000003548**

## **INTRODUCTION:**

SHELL hereby announces to interested and prequalified companies an upcoming tendering opportunity for the Provision of International Freight Forwarding Services and Import Clearance for SPDC. The proposed contract will commence in Q2 of 2019 and remain active for Five (5) Years duration, followed by one (1) year option.

Please visit the Nigerian Petroleum Exchange Portal [www.nipex-ng.com](http://www.nipex-ng.com) for further details.

## **SCOPE OF WORK:**

International Freight Forwarding Services and Import Clearance consists of Services Listed below:

- Provision of International hubs (consolidation centres) in various regions.
- Provision of Technology/Software for Consolidation – Evidence and Historical statistics.
- Provision of evidences of Tools, Softwares and Methodologies for tracking and tracing of deliveries.
- Picking materials and equipment from various vendor locations, in various regions and delivery of shipments to Nigerian port/airport.
- Consolidation of cargoes picked up from various regions.
- Importation/re-importation of general cargo to ultimate destination outside Nigeria.
- Packaging and repackaging.
- Maintaining all necessary controls to ensure that all import/export formalities and import destination requirements are satisfied prior to shipment.
- Preparing all necessary forwarding documents in accordance with customs regulations, and settling all third-party charges legally raised on SHELL as the consignee.
- Ensure that OEM documentation is correct for importation into Nigeria.
- Forwarding other third party receipts for services provided on Shell's behalf to Shell without delay.
- Provision of a Freight Forwarding coordinator – Local and International.
- Provision of machinery and manpower for material/equipment handling, loading and unloading, including preservations of materials while in-transit (i.e. at FF holding warehouse or while on board of vessels).
- Ensure availability of Green House Policy Reduction.
- Provision of bonded warehouse facilities if required.
- Bond cancellation.
- Locally clear imported goods from the Nigerian ports through customs.
- Seek cargo release from customs.

- Transportation and delivery of customs cleared goods from port/airport to destination if required.
- Representation of Shell in all customs transactions.
- Collection and reconciliation of invoices for shipping/terminal charges.
- Payment of shipping/terminal charges.
- Preparation of final customs documentation like Export Certificate, Commercial invoice, Proforma for raising of Form M, CCVO, Packing list etc.
- Import/re-importation documentation and processing/clearance.
- Maintain full records of all documents relating to the import/export of Shell's consignments.
- Prepare process and distribute all required documents in accordance with airline and shipping line instructions and/ or other specific written instructions from the contractor holder.
- Handling of importation documentation and verifying the correctness and completeness outside Nigeria.

**MANDATORY REQUIREMENTS:**

(1) To be eligible for this tender exercise, interested contractors are required to be pre-qualified as essential service vendors in the NJQS category Reference: 3.08.10 (Freight Forwarding Services Air, Haulage, Sea, Secure, Road, Customs clearance Product/ Services category in NipeX Joint Qualification System (NJQS) data base. Only successfully pre-qualified suppliers in this category will receive Invitation to Technical Tender (ITT).

(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 8, Bayo Kuku 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:**

Tenderers are to demonstrate strict compliance with the provisions of NOGICD Act 2010 and also provide the following requirements:

- Only Nigerian registered companies with 51% or greater Nigerian shareholding shall bid for this work scope.

- Demonstrate that the entity is a Nigerian indigenous company, Provide details of its Ownership Structure.
- Submit certified true copies of CAC form (C02 and CO7) including Memorandum and Article of Association. Including evidence of being registered on the NCDMB NOGIC JQS.
- Provide description of in-country committed infrastructure (asset, equipment, technical office, and administrative space, storage, workshop, packaging and unpacking area) to support the scope of work.
- Provide in detail how it intends to source for materials in-country not limited to softwares and tools.
- Demonstrate how it intends comply with a minimum of 65% Man-hours as specified in the NODICD ACT for Freight forwarding/Logistic Management Services.
- Demonstrate evidence of registration with Courier Regulatory Department (CRD) of the Nigerian Postal Services for Courier Services
- Provide description of Project-specific training, man-hour, budget, skill development and understudy plan for Nigerian personnel in key areas, In line with NCD Human Capacity Development Initiative.

**(5.0) CLOSING DATE:**

Only Tenderers who are registered in the NJQS product/category 3.08.10 (Freight Forwarding Services Air, Haulage, Sea, Secure, Road, Customs clearance as at **24 May 2019** being the advert close date shall be invited to submit Technical bids.

**(6.0) ADDITIONAL INFORMATION:**

- All costs incurred in preparing and processing NJQS prequalification shall be to the contractor's accounts.
- This advertisement shall neither be construed as any form of commitment on the part of SPDC to award any contract to any company and or associated companies, sub-contractors or agents, nor shall it entitle prequalified companies to make any claims whatsoever, and/or seek any indemnity from SPDC and or any of its partners by virtue of such companies having been prequalified in NJQS.
- SPDC will communicate only with authorized officers of the pre-qualifying companies and NOT through individuals or Agents.

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

NCDMB Certification No.: ES/NCDMB/SPDC-ADVERT/0504/1900/UPD/INTERNATIONAL FREIGHT FORWARDINGSERVICES & IMPORT CLEARANCE – NG01024046.