

**Total, E&P Nigeria Limited**

**Operator of the NNPC/TOTAL Joint Venture**

**Tender Opportunity: Frame Agreement for Provision and Maintenance of Laptops and Desktops**

**Nipex Tender Number: 0500215**

**(1) Introduction**

Total Exploration & Production (TEPNG) Nigeria Limited operator of the NNPC/TEPNG Joint Venture invites interested and reputable Contractors with suitable equipment and relevant experience to tender for the technical bidding phase for the Frame Agreement for Provision and Maintenance of Computer Laptops and Desktops.

**(2) Scope of Work**

Upon request from Company, Contractor shall provide hardware and maintenance services as set forth hereunder in a productive, cost efficient and service-minded manner:

- Contractor shall provide all necessary manpower, tools, spare parts and support on a continuous basis until 3 years from the date the hardware was first delivered to the Company.
- The Service shall include provision of hardware systems consisting of various models of DELL Desktops, DELL Laptops, DELL Technical Laptops and Desktops and ZINOX Desktops. The provision of other hardware upon request from Company. Such hardware shall be either identified on an agreed catalogue or shall be ordered outside catalogue. This material shall be eventually delivered to Company's designated premises as stated in the call-off order.
- The provision of a three (3) year Warranty (parts, labour, on-site intervention) including the on -site assistance and more generally any curative maintenance which would be needed during the Warranty period. The maintenance shall apply to the equipment installed in Company premises located in Abuja, Lagos, Port-Harcourt, Onshore and Offshore locations The Contractor shall source and deliver the hardware as per the model and quantity requested by Company as per the list of Hardware to be made available after Technical Evaluation.
- If during the life of the contract, a hardware model covered under the agreement becomes obsolete or is replaced by a new model from the manufacturer or if a new model of similar hardware from the manufacturer becomes commercially available,

and provided this new model is acceptable to Company, then Contractor shall, if the Company so demands, supply the new model to the Company at the price of the replacing model as contained in the contract.

- If during the life of the contract, the Company needs a hardware which is not displayed in the list provided in the agreement, Contractor agrees hereby to supply the requested Hardware at a price calculated as per the provisions of the contract "Remuneration".
- During 3 years following the delivery of the material to the Company, the Contractor shall provide a full Warranty, inclusive of provision of parts, labour, on site assistance and replacement as necessary.
- During this period Contractor shall carry out at no additional costs other than the remuneration stipulated in the Contract all curative maintenance to the relevant material whether such material is installed in Company premises located in Lagos or in Port-Harcourt.
- Response time: Contractor shall be on-site four (4) hours after Company's If the problem cannot be solved immediately, the maximum resolution time shall be within two (2) working days subject to section 9.1 of this Scope of Work.
- Where a hardware provided under contract is reported faulty by the Company to the Contractor, the contractor shall provide a loaner unit of equivalent make and model as the faulty hardware. When the faulty hardware is repaired, the Contractor shall return it to the Company to replace the corresponding loaner unit.

### **(3) Mandatory Requirements**

(a) To be eligible for this tender exercise, interested contractors are required to be pre-qualified in the Information Technology Category (3.11.08 – User Support / Help Desk Services ad 1.14.01 – Computer Hardware – Work Stations (PCs and Unix)) in NipeX Joint Qualification System (NJQS) database. All successfully pre-qualified suppliers in this category will receive Invitation to Technical Tender (ITT).

(b) To determine if you are pre-qualified and view the product services category you are listed for; open [www.nipexng.com](http://www.nipexng.com) and access NJQS with your log in details, click on continue Joint Qualification Scheme tool, click check my supplier status and then click supplier product group.

(c) If your company is not listed in the product/service category and you are registered with DPR to do business in this category, please contact NipeX office at 30,

Oyinkan Abayomi Street, Ikoyi Lagos with your DPR certificate as evidence for verification and necessary update.

(d) To initiate the JQS pre-qualification process, access [www.nipexng.com](http://www.nipexng.com) to download the application form, make necessary payments and contact NipeX office for further action.

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

#### **(4) Nigerian Content**

Company is committed to the development of the Nigerian Oil and Gas business in compliance with the Nigerian Content Act 2010 for Nigerian Content Development.

As from the commencement of this Act, the minimum Nigerian Content in any project, service or product specification to be executed in the Nigerian oil and gas industry shall be consistent with the level set in the Schedule of the Act and any other targets as may be directed by the Nigerian Content Development and Monitoring Board (The Board) Tenderer shall comply with all the provisions of the Nigerian Content Act that relate to this contract but in particular comply with the minimum Nigerian Content % for the scopes which are covered in the Schedule of the Act and any other requirement that may arise from time to time not explicitly stated in this contract but which apply to the contract in fulfillment of the Nigerian Content Act, in the submission of their Tender.

Failure to fully comply with the Nigerian Content Act or demonstrate commitment-to Nigerian Content Development Policy of the Nigerian government shall result to disqualification from bidding this contract.

#### **As part of their submissions, Tenderer shall:**

(1) Develop a Nigerian Content Plan (NCP), which shall explain the methodology of how it intends to comply with the requirements of the Act and how to achieve the set target(s) in the Schedule of Nigerian Oil & Gas Industry Content Development Act and any targets set by The Board. NOGICD Act NC target for this service to be 100%

spend. Demonstrate evidence of procurement in-country of equipment, materials and consumables of Nigerian origin. Workforce shall be 100% Nigerian national employees.

All companies bidding for this service shall be exclusively only Nigerian indigenous service companies having verifiable Nigerian equity shareholding of 51% and above.

The procurement of office equipment shall be sourced from Nigerian OEMs with manufacturing and assembly capacity in Nigeria and/or companies having a Nigerian Content Equipment Certificate issued by NCDMB for the product supply. Where product specification is not manufactured or assembled in-country, the OEMs who are established in Nigeria with manufacturing and assembly capacity shall be given first consideration to procure the equipment.

NOGICD act target applicable to this service is 60% by way of spend.

(2) Develop a Research & Development Plan which shall explain the methodology of how it intends to promote education, attachments, training, research and development in Nigeria in relation to the contract. R&D shall be carried out on the contract under the auspices of NCDMB approved R&D cluster.

(3) Develop a Technology Transfer Plan which shall explain the methodology of how it intends to promote the effective transfer of technologies from alliance partners to Nigerian individuals and companies. Develop an employment and training plan which shall explain how first considerations shall be given to employment and training of Nigerians in work programme on the contract, hiring and training needs with a breakdown of the skills needed and anticipated skill shortage in the Nigerian labour force including the training and understudy program for succession planning. NCDMB HCD training shall be 10% of project man-hours or 3% of contract value whichever is greater. Trainees shall be selected using the NCDMB empirical formula to estimate number of trainees.

(4) Submit a plan for how you intend to give first consideration to services provided from within Nigeria with a list of work packages, 3rd party services and subcontracts that should be reserved for Nigerian indigenous contractors and those for Community

Contractors including the list of services that will be provided by companies of Nigerian origin.

(5) Submit a plan for how you intend to give first consideration to raw materials and manufactured & assembled goods of Nigerian origin which shall include a breakdown of all raw materials to be utilized and identifying those that are found locally, finished products and materials that will be procured from Nigerian Manufacturing & assembly plants, finished goods that order can be placed from outside Nigeria through Nigerian authorized vendors and accredited agents and those that would be directly imported.

(6) Demonstrate that entity is a Nigerian-registered company. Submit certified true copies of CAC forms 10, 02 & 07 (or its equivalent; CAC 2.3, 2.4, 2.5, etc) including company memorandum & article of association and other evidence of entity's incorporation, shareholding & ownership structure in Nigeria. Maximizing Nigerian Content is a key contract priority, therefore for foreign companies and multinationals in alliance with a local company, submit evidence that the local company is an indigenous company and the binding Agreement of the alliance duly signed Agreement by the CEO of both parties and stating the specific work scope to be performed by each member of the alliance.

(7) Provide detailed description of the location of in-country committed facilities & infrastructure (assets, equipment, technical office, and administrative space, storage, workshop, assembly area, repair & maintenance, testing, laboratory, etc) in Nigeria to support this contract, evidence that 50% of all equipment deployed to work by multinational and international companies are owned by the local subsidiaries.

(8) Provide a project-specific 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 & indigenous business. Plan for sponsorship of Nigerians to acquire competence and/or certification. Further development of local employees as professionals. Proposed training plan for Nigerians on the project including a brief training outline for OEM products, engineering, software & hardware, project management, procurement,

construction, installation, startup & commissioning, maintenance, testing and operations.

(9) Provide evidence (personnel list and positions with organization chart to substantiate) of percentage of management that are Nigerian Nationals and the percentage of the total workforce that are Nigerians.

(10) Submit Tenderer's corporate organization's overall human resources structure (mgt, supervisors, senior & junior skilled officers, etc) identifying positions manned/occupied.

1. Tenderer shall be expected to submit verifiable evidence of the OEM's Nigerian Content Equipment Certificate (NCEC) issued by NCDMB during the technical phase of bidding.

**Note:** Failure to comply with the provision of the Nigerian Content Act 2010 or to demonstrate commitment to the development of the Nigerian Content Policy shall result in disqualification from this bidding process.

**(5) Closing Date**

Only Tenderers who are registered in the Information Technology Category (3.11.08 - User Support / Help Desk Services and 1.14.01 – Computer Hardware – Work Stations (PCs and Unix)) as **at 20th November, 2014 being the advert close date**, shall be invited to submit Technical Bids.

**(6) Additional Information**

(a) Failure to provide any of the listed documents or information may automatically disqualify the Supplier.

(b) This notice and the ensuing qualification process neither creates any commitment by TEPNG nor establish any legal relationship with TEPNG.

(c) All costs incurred in registering and prequalifying for this and other service categories in NJQS shall be borne solely by the Contractors/suppliers.

(d) This advertisement shall neither be construed as an invitation to Tender (ITT) nor a commitment on the part of TEPNG to award a contract to any supplier and/or associated companies, subcontractors or agents.

(e) The ITT and any further progression of this tender shall be via NipeX. Interested bidders are therefore advised to ensure that their profiles in NipeX are active with a valid official email address accessible by their organization as this shall be the only means to transmit the ITT.

(f) Tendering process will be the NNPC contracting process requiring prequalified companies to submit technical tender first. Following a technical review, only technically and financially qualified contractors will be requested to submit commercial tenders.

(g) Man hour figures for Capital Project Portfolios are estimates to provide definition to the scope and do not constitute guaranteed quantities.

(h) Company will only recognize and correspond with duly authorized officers of the pre-qualified bidders and NOT through individuals or agents acting on their behalf.

(i) Interested contractors should note that TEPNG has very cordial relationship with the host communities of the sites where these services will be performed based on existing Memorandum of Understanding (MOU).

Prospective contractors will be required to implement the obligations of the MOU as part of their contract.

**Please visit NipeX portal at: [www.nipexng.com](http://www.nipexng.com) for this advert and other information**