

Addax Petroleum Development (Nigeria) Limited (RC No RC 333615)

Addax Petroleum Development (Nigeria) Limited (RC No RC 333613)

Tender Opportunity: Provision of Insurance Services

1. Introduction:

Addax Petroleum Development (Nigeria) Limited and Addax Petroleum Exploration (Nigeria) Limited (hereinafter together referred to as “ADDAX”, are seeking interested and pre-qualified contractors for the provision of insurance Service’s as detailed in item 2 below. The contract duration is two (2) years with an option to extend for one (1) additional year.

2. Scope of Services:

This Scope of Services will cover the provision of Insurance Services (Life & Non Life) associated with ‘ADDAX’ Operations. The insurer will also handle policy documentation, renewals, endorsement, claims etc.

As a minimum requirement, the selected Contractor shall have the necessary experience, capability and shall be fully responsible for the provision of the following insurance services:

Motor Vehicle Insurance
Group personal Accident Insurance
Group Life Assurance Policy
Marine Insurance
Plant All Risks Insurance
Combined Industrial All Risk Insurance (All Risk, Money Insurance, Fidelity Guarantee Insurance, Electronic Equipment Insurance, Public Liability Insurance)

3. **Mandatory Requirements:**

3.1 To be eligible for this tender exercise, interested Contractors are required to be pre-qualified in the Life Insurance Services (3.14.30) and Non-Life Insurance Services (3.14.32) (Product/Services) category in NipeX Joint Qualification System (NJQS) database. All successfully pre-qualified Suppliers in this category will receive Invitation to Tender (ITT).

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

3.3 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 verification and necessary update.

3-4 To initiate the JQS Pre-qualification process, you may access www.nipexn.com to download the application form, make necessary payments and contact NipeX office for further action.

3.5 To be eligible, all Tenderers must comply with the Nigerian Content requirements in the NipeX system

4. **Nigerian content Requirements**

Tenderers are to note that they will be requested during 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 www.nnpcgroup. and www.nigcontent.com , in view of the fact that non-compliance constitute a fatal flaw in all contract evaluations.

The Nigerian Content Development Monitoring Board (NCDMB) will require each Tenderer 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 set-up in Nigeria.

- Furnish details of company ownership and shareholding structure. With photocopies of its CAC Forms CAC2 and CAC7.
- Provide evidence of what percentage of its key management positions are held by Nigerians and what percentage of the total Workforce are Nigerians and 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 evidences of well equipped offices and workshop.
- Provide evidence of NAICOM's approval of Annual Returns and Accounts for previous underwriting year.
- Provide certified true copy of NAICOM approval of recapitalization and Consolidation to continue to transact insurance business within the Federal Republic of Nigeria.
- Provide detailed plan for staff training and development on insurance.
- 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 office.
- Provide details on any other Nigerian Content initiative the company is involved in.

5. Closing Date

Only Tenderers who are registered with NJQS Product Groups 3.14.30 (Life Insurance Services) and 3.14.32 (Non Life Insurance Services) as at Wednesday, 18th day of April, 2012 being the closing time/date shall be invited to submit Technical Bids.

General Conditions

- Please note that all interested Contractors are required to strictly adhere to following conditions in relation to their response to this Advert.
- As stated in item 3 hereto, Contractors are required to be pre-qualified in NJQS under this specific Services category to be eligible to participate in this tender opportunity.
- All costs incurred in preparing and processing NJQS pre-qualification and responding to this Tender Opportunity shall be to the Contractor's own account.
- This Advert shall neither be construed as any form of commitment on the part of ADDAX to award any contract to any Contractor and or associated contractors, sub-contractors or agents, nor shall it entitle pre-qualified Contractors to make any claims whatsoever, and/or seek any indemnity from ADDAX and/or any of its partners by virtue of such Contractors having been pre-qualified in NJQS.
- The tendering process shall be undertaken in accordance with the NNPC contracting process which requires pre-qualified Contractors to submit their documentation in the following manner:
 - (i) Pre-Qualified contractors in the relevant Services category in NJQS will be requested to submit their Technical Tenders.
 - (ii) Following the Technical evaluation process, only technically acceptable and financially qualified, contractors will be requested to submit their Commercial Tenders.

In addition to the above the following documentation shall be required from Tenderers:

- Valid and current DPR Certification in the category of the subject service;
- Original certified true copy of certificate of incorporation by the CAC;
- Original certified true copy of Naicom certificate;

- 3 years Tax Clearance Certificate (years 2008-2010) certified copies by FRIS;
- 3 years Audited Accounts (years 2008-2010); and
- Evidence of PENCOT and NSITF registration employees registration
- ADDAX will communicate only with authorized officers of the qualifying contractors at each stage of the Tender process, as necessary, and will Not communication through individuals or appointed Agents.

Please visit the Nipex portal at www.nipexng.com for this advert and other relevant information.