

## **Total Upstream Nigeria Limited**

Operator of the OML 130

### **Tender Opportunity: Provision of Manpower Supply – Temporary Hire Services for Deepwater Exploration & Production Activities**

**Call for Tender Reference:** DW00000800

**NipeX Reference:** 2500211

#### **1. Introduction**

TOTAL UPSTREAM NIGERIA LIMITED (TUPNI) operators of the OML 130, invites interested and NJQS prequalified reputable companies with relevant experience to apply for consideration to tender for the provision of Manpower Supply Services - Temporary Hire for Deepwater Exploration & Production activities.

#### **2. Scope of Work Summary**

The scope of service is to provide Manpower Supply Services – Temporary Hire on a Call-Off basis to support the Deepwater Exploration & Production activities which includes but is not limited to the provision of Personnel Services to COMPANY in relation to both Expatriate and Local personnel working in temporary positions, and contracted through NJQS qualified Vendors. Vendors shall carry out the SERVICES using competent and qualified personnel, safely, efficiently and with due respect for the environment, applicable local laws and COMPANY facilities/equipment. Cutting across the following service areas of the COMPANY:

- a) Business Support Services
- b) Engineering, Construction and Project Technical/Support Services
- c) Drilling Engineering and GSR Technical/Support Services
- d) Field Operations and Health Safety, Social, Security and Environment Technical / Support Services
- e) Technical Logistics Technical/Support Services

This shall be a non-exclusive CONTRACT and COMPANY shall not guarantee any minimum Call-Offs against the CONTRACT

**The services shall include but not limited to**

Conducting the recruitment process Proposing qualified personnel to fill new or existing temporary positions

Ensuring prompt payment of delegates as per contractual terms and conditions

Provision of mobilisation and demobilisation for delegates

Provision of appropriate expatriate quota, residency, work permit and visas

Ensuring that delegates hold valid and statutory certificates where appropriate

Enrolling delegates and direct dependants (spouse and children) in “Health Care Plan” supplied by creditable Health Maintenance Organisation (HMO) able to cover as a minimum standard platinum plan Pay Personal Income Tax (PIT) and Pension Contribution Tax to Tax Authorities and Pension Managers respectively

Make minimum monthly contribution of total monthly payroll into the Employees’ Compensation

Fund in line with Employees’ Compensation Act 2010

Vendors shall carry out the SERVICES in a professional manner in accordance with good industry working practices, exercising all reasonable skill, care, diligence and good judgement in the performance thereof and shall complete the SERVICES in accordance with the best standards of workmanship for similar kinds of services in the oil and gas industry.

**3. Mandatory Requirements**

a) To be eligible for this tender exercise, interested contractors are required to be pre-qualified in the Manpower Supply, Temporary staff Hiring – Technical and Admin 39918/39919 services category in NipeX Joint Qualification System (NJQS) database.

All successfully pre-qualified Suppliers in categories (A-C) will receive Invitation to Technical Tender (ITT).

b) To determine if you are pre-qualified and view the 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 you are not listed in a service category and 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.

d) To initiate the JQS pre-qualification process, access [www.nipexng.com](http://www.nipexng.com) to download 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 as required by the Act.

#### **4. Nigerian Content**

COMPANY is committed to the promotion of the Nigerian Oil and gas business in alignment with the Nigerian Content Act 2010 for the Nigerian Oil and Gas Industry Content Development. It is important that prospective bidders familiarize themselves and comply with the provisions of the Nigerian Oil & Gas Industry Content Development Act otherwise referred to as The Nigerian Content Act at the stage of bidding.

As from the commencement of this Act, the minimum Nigerian Content in any service 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).

Prospective bidders 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 (%) percentage for the scopes (Manpower Supply, Temporary staff Hiring -Technical and Admin) 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 fulfilment of the Nigerian Content Act, during the bidding stage

Contractors that demonstrate their commitment to meet or exceed the Nigerian Content Act requirements shall be a ground for preferential consideration in the technical and commercial bid evaluation.

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 for this contract.

**During the bidding stage, Contractor 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. How it intends to give first consideration to services provided from within Nigeria first considerations for employment and training of Nigerians in work programme. The NCR shall be consistent with the Act, demonstrating that Nigerian indigenous service companies have been given exclusive considerations to bid and execute work in land and deep offshore operating areas and their full utilization and engagement in exploration, seismic data processing, engineering design, reservoir studies, manufacturing, fabrication and provision of services. That the contract has given full and effective support to technology transfer by encouraging foreign and multinational companies to develop joint ventures and alliances with Nigerian service companies and suppliers. Tenderer's detailed plan to achieve/sustain the minimum (%) percentage Nigerian Content level as prescribed by the applicable measurement metrics in the Schedule of the Nigerian Content Act 2010.
2. 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, contract shall be bided exclusively by only Nigerian indigenous service companies having verifiable Nigerian Equity shareholding of 51 % and above.

3. Provide evidence of percentage of management staff that are Nigerian Nationals and the percentage of the total workforce that are Nigerians. According to the Nigerian Content Act, NC level of performance for this contract is 80%, therefore, contractor shall detail its plan to achieve or exceed this NC performance level. Furthermore, Tenderer shall provide evidence of contractor organisation with personnel list by name, nationality and position nominated for the contract. Submit Tenderer's corporate organization's overall human resources structure (management, supervisors, senior & junior skilled officers, etc) identifying positions manned/occupied by Nigerian national employees with evidence of type of employment in-country and identifying the positions manned/occupied by other non-national employees.
4. 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 including proposed training plan for Nigerians during the execution of the contract. Bidders would be requested to execute an enforceable MOA with Local Training Service Provider for the provision of training services in specific technical disciplines involved in the services.
5. Provide description of how bidder has given first considerations to the utilization of Nigerian resources (labour and services) in the execution of this contract. Maximizing Nigerian Content is a key Project priority.
6. Tenderer's procedure for supply of expatriate manpower as temporary employees on contract to COMPANY shall ensure that the expatriate quota application shall be approved by NCDMB before filing the application at the ministry of interior. The expatriate quota application shall be filed through COMPANY'S HR directorate for NCDMB consideration. The number of expatriate employees engaged as temporary employees by COMPANY through applicant/tenderer's organization shall not exceed the overall quota approved by NCDMB to COMPANY.

## **5. Closing Date**

Only Tenderers who are registered with Manpower Supply, Temporary staff Hiring – Technical and Admin 39918 and 39919 NJQS A-C Service categories as at **13<sup>th</sup> August, 2014** being the advert closing date shall be invited to submit Technical Bids.

## **6. Additional Information**

All costs incurred in preparing and processing NJQS pre-qualification, technical/contractual tenders, commercial tenders and all other costs related to site visits, inspection of facilities, etc shall be for the account of Tenderer and TUPNI or any of its partners shall not be held responsible for any costs incurred in the tendering process for this contract.

This advertisement shall neither be construed as any form of commitment on the part of TUPNI to award any contract to any company and or associated companies, sub-contractors or agents, nor shall it entitle pre-qualified companies to make any claims whatsoever, and/or seek any indemnity from TUPNI and or any of its partners by virtue of such companies having been pre-qualified in NJQS.

The tendering process shall be the NNPC contracting process requiring NJQS pre-qualified companies to submit technical tenders first. Following a technical review, only technically qualified contractors shall be requested to submit commercial offers.

Evidence of proper documentation substantiating the ability to undertake the scope of work will be demanded as part of the technical requirements.

TUPNI will communicate only with authorised officers of the pre-qualified companies and NOT through individuals or Agents.

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