

Chevron Nigeria Limited

R.C. 6135

Operator of the NNPC/Chevron Joint Venture

Tender Opportunity: Provision of Manpower Support Services

Nipex Tender No: 0300359

Introduction:

Chevron Nigeria Limited invites interested and prequalified companies for this tender opportunity for the Provision of Manpower Support Services to augment and support Company's operations. The proposed contract term is 3 (three) years with an option of 1 (one) year extension. The anticipated commencement date of the contract is January 1, 2016.

Scope of Work:

The scope of work for the services shall primarily include but is not limited to the following:

- (A) Provision of qualified contract manpower to augment and support Company's operations in Lagos, Port Harcourt, Abuja, Onne, Warri, Escravos and regular offshore/onshore work schedule or on short term call-off basis.
- (B) Serving as employer of record to contract personnel.
- (C) Comprehensive employee administration including timely monthly payment of wages and other dues to the personnel, accurate maintenance of HR records.
- (D) Managing transition and/or redeployment of contract personnel.
- (E) Sourcing qualified personnel with requisite skills to fully perform the work as required by Company and training of personnel to meet COMPANY'S capability requirements.
- (F) Complying with the provisions of all labour, industrial and any other applicable laws including payment of all statutory dues, taxes and maintenance of all

registration(s)/permission(s)/license(s) etc. which are/may be required for provision of the services.

Mandatory Tender Requirements:

(A) To be eligible for this tender exercise, interested bidders are required to be pre-qualified in the 3.99.19 (Manpower Supply, temporary Staff Hiring Administration) or 3.99.18 (Manpower Supply, Temporary Staff Hiring Technical) category in NipeX Joint Qualification System (NJQS) database. All successfully pre-qualified suppliers in this category by the bid close date will receive Invitation to Technical Tender (ITT).

(B) Please note that interested bidders including their sub-contractor(s) shall be required to:

(i) Meet all JQS mandatory requirements to be listed as “Prequalified” for a category in the JQS database.

(ii) Meet all Nigerian Content requirements stated in this advert in their responses to the Invitation to Technical Tender.

(C) To determine if you are pre-qualified and view the product/service 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 check my supplier status and then click supplier product group.

(D) If you are not listed in this product/service category, and you are registered with DPR to do business for this category, please contact NipeX office at 30, Oyinkan Abayomi drive, Ikoyi Lagos with your DPR certificate as evidence for verification and necessary update.

(E) To initiate and complete the JQS prequalification process, access www.nipexng.com to download the application form, make necessary payments and contact NipeX office for further action.

Nigerian Content Requirements

Chevron Nigeria Limited is committed to the development of the Nigerian Oil and Gas business in observance with the Nigerian Oil and Gas Industry Content Development Act 2010 (NOGICD Act) enacted by the Federal Government of Nigeria in April 2010.

Pursuant to enactment of the NOGICD 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 target as may be directed by the Nigerian Content Development and Monitoring Board (NCDMB).

Contractors shall comply with the provisions of the NOGICD Act and all applicable regulations. Bidders that do not meet the Nigerian Content criterion will not be allowed to participate in next Tender Stage.

The following are the Nigerian Content requirements bidders are expected to comply with in their technical bid submission.

- (A) Demonstrate that the entity is a Nigerian Registered Company, or a Nigerian Registered Company 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.
- (B) Furnish details of company ownership and shareholding structure. Also submit clear photocopies of your CAC Forms C02 and Co7.
- (C) Provide evidence of the percentage of 1) key management positions that are held by Nigerians and 2) total work force that are Nigerians. Also, show overall percentage of work to be performed by Nigerian resources relative to total work volume.
- (D) Provide a Nigerian Content Plan with a detailed description of the role, work scope, man-hours and responsibilities of all Nigerian companies and personnel that will be involved in executing the work. Also provide details of Nigerian Content contact or manager.

- (E) State proposed total scope of work to be performed 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.
- (F) Specific to this project, provide detailed plan for staff training and development on engineering, project management and procurement (including all 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.
- (G) Provide details on any other Nigerian Content initiative your company is involved in.
- (H) Provide evidence of MOU with OGTAN registered trainer to conduct classroom module of training and on the job attachment.
- (I) Provide human capacity building development plan including budget which must be minimum 10% of project man-hours or cost. Training will be targeted at developing capacity other than bidder's personnel. Trainees will be nominated from a database maintained by NCDMB and the services of OGTAN registered trainers utilized to cover classroom modules.
- (J) All Bidders for a project/contract/service with a completion period of 12 months or more are required to submit as part of the Nigerian Content requirement, a signed Memorandum of Agreement (MOA) between it and one of the research and development (R&D) Clusters established by the Nigerian Content Development & Monitoring Board (NCDMB). The MOA shall be relevant to the project and shall indicate how the Bidder intends to use the relevant R&D Clusters during project execution.

Close Date

Only bidders who are registered with NJQS Product/Category 33.99.19 (Manpower Supply, temporary Staff Hiring – Administration) or 3.99.18 (Manpower Supply,

Temporary Staff Hiring – Technical) by 4:00 pm., November 20, 2014 being the advert close date shall be invited to submit technical bid.

Please note the following:

- (1) Suppliers eligible for this tender opportunity are expected to be prequalified in NJQS under this product/service category.
- (2) The Invitation to Tender (ITT) and any further progression of this tender shall be via NipeX.
- (3) All costs incurred in preparing and processing NJQS prequalification shall be to the contractor's accounts.
- (4) Suppliers eligible for this tender opportunity are expected to be registered with the Federal Ministry of Labour and Productivity.
- (5) This advertisement shall neither be construed as any form of commitment on the part of Chevron Nigeria Limited 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 Chevron Nigeria Limited and or any of its partners by virtue of such companies having been prequalified in NJQS.
- (6) The tendering process shall be the NNPC contracting process requiring pre-qualified companies to submit technical tenders first. Following a technical review, only technically and financially qualified contractors will be requested to submit commercial tenders.
- (7) Chevron Nigeria Limited will communicate only with authorized officers of the pre-qualifying companies and NOT through individuals or Agents.

Please visit NipeX portal at www.nipexng.com for this advert and other information.

Management

Chevron Nigeria Limited, 2 Chevron Drive, Lekki Peninsula, P.M.B. 12825, Lagos.