

Addax Petroleum (Nigeria) Limited

RC No. 333615

Tender Opportunity: TB-3190 – Provision of Meet and Greet Services for all Addax Operational Areas

NIPEX Number: 1200320

1. Introduction:

Addax Petroleum Development (Nigeria) Limited (hereinafter referred to as “APD(N)L”) invites interested and pre-qualified Contractors to respond to this tender opportunity for Provision of Meet and Greet Services for all Locations in Addax Petroleum Operations, as detailed in item 2 below. The contract is proposed to commence in Q3, 2015 and continue for a duration of 2 years with APD(N)L having the sole option to extend for an additional one year.

2. Scope of Services:

The WORK to be performed by the Contractor shall include the provision of all necessary personnel, labour, security personnel, suitable vehicles and materials required for the provision of Meet & Greet Services at the International and local airport at Port Harcourt, Owerri and Abuja. The Work shall be as directed by Addax and shall include but not be limited to the following:

- (i.) Provide meet & greet services at Local & International Airports for Company passengers transiting the airport;
- (ii.) Maintain contact with airport staff and Aircraft Operators for update on flight details (inclusive of any changes to arrival and departure times) so as to communicate same to personnel traveling & the respective Logistics personnel;
- (iii.) Provide & operate suitable vehicles for both intra & inter-city movement within Addax Petroleum locations. (Suitable vehicles are: 4-door saloon cars, Pick-up (Hilux), 18-seater buses, Coaster buses, SUVs, Land-cruiser & Prado Jeeps).
- (vi.) Provide adequate security personnel as may be required for each trip;

3. Mandatory Requirements:

3.1.1 To be eligible for this tender exercise, interested Tenderers are required to be pre-qualified in 3.99.05 Security Services and 3.99.10 Travel Agency, Car Rental Services (Product/Service) category A, B, C and D in NipeX Joint Qualification System (NJQS) database. All successfully pre-qualified suppliers in this category will receive Invitation to Tender (ITT)

3.1.2 To determine if you are pre-qualified and view the product/services category you are listed for: You may visit NipeX NJQS Website at 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 thereafter click on 'supplier product group'.

3.1.3 If you are not listed in a product/service category that you are registered with DPR to do business, you may contact NipeX Office at 30, Oyinkan Abayomi Street, Ikoyi, Lagos, with your DPR certificate as evidence for verification and necessary update.

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

3.1.5 In addition to 3.1 above. Tenderers shall also be required to comply with the Nigerian Content requirements in the NipeX system.

4. Award Strategy:

Award shall be made for a split call-off contract to the two lowest bidders per location at lowest bidder's rates. Lowest bidder shall have 60% while the second lowest bidder shall have 40% of the total ceiling value. The contract term shall be for a primary period of two (2) years with an option to extend for an additional year. No bidder can win more than one location.

5. 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.nigcontent.com, in view of the fact that non-compliance will constitute a fatal flaw in all contract evaluations.

In light of the above, Tenderers shall be expected by the Nigerian Content Development Monitoring Board (NCDMB) to:

- (i.) Demonstrate that the entity proposed for execution of the service, is a Nigerian Indigenous Company, or Nigerian Indigenous 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
- (ii.) Furnish details of company ownership and shareholding structure. With photocopies of its CAC Forms C02 and C07
- (iii.) Provide evidence of what percentage of its key management positions are held by Nigerians and what percentage of the total work force are Nigerians. And also show overall percentage of work to be performed by Nigerian resources relative to total work volume.
- (iv.) 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.
- (v.) 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.
- (vi.) 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.
- (vii.) Provide evidence of domiciliation of project management and procurement centres in Nigeria with physical addresses (not P.O. Box).

(viii.) Provide detailed description of the location of in-country facilities (Equipment, storage, workshops, repair, maintenance and testing facilities).

(ix.) Provide detailed statement with evidence of how it intends to maximize the use of Nigerian made goods and services.

(x.) Provide details on any other Nigerian Content initiative the company is involved in.

(xi.) Provide evidence of Nigerian Content Equipment Certificate **(NCEC)**

6. Closing Date:

Only Tenderers who are registered with NJQS Product/category 3.99.05 Security Services and 3.99.10 Travel Agency, Car Rental Services (Product/Service) category A. B. C and D as at **(20th May, 2015)**, being the advert closing date shall be invited to submit Technical Bids.

7. Additional Considerations:

Please note that all interested Contractors are required to strictly adhere to following conditions in relation to their response to this Advert:

(i.) 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.

(ii.) All costs incurred in preparing and processing NJQS pre-qualification and responding to this Tender Opportunity shall be to the Contractor's own account.

(iii.) This Advert shall neither be construed as any form of commitment on the part of APD(N)L 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 APD(N)L and/or any of its partners by virtue of such Contractors having been pre-qualified in NJQS.

(iv.) 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:

(a.) Pre-Qualified contractors in the relevant Product/Services category in NJQS will be requested to submit their Technical Tenders.

(b.) Following the Technical evaluation process, only technically acceptable and financially qualified contractors will be requested to submit their Commercial Tenders.

(v.) APD(N)L will communicate only with authorised officers of the qualifying Contractors at each stage of the Tender process, as necessary, and will NOT communicate through individuals or appointed Agents

Please visit the NipeX portal at www.nipexnq.com for this Advert and other relevant information..