

The Shell Petroleum Development Company of Nigeria Limited
Operator of the NNPC/Shell/TEPNG/Agip joint Venture
Tender Opportunity for Printing of Calendars, Diaries and Greeting Cards

TENDER REF: NG01017888

NipeX Tender No: 0200331

1.0 Introduction

The Shell Petroleum Development Company of Nigeria (SPDC) in its role as operator of the NNPC/SHELL/TEPN/AGIP Joint Venture, on behalf of the Joint Venture, hereby invites reputable registered Nigerian companies (DPR registered and licensed) with proven experience in printing of calendars, diaries and greeting cards to apply for selection into the bid list of the tender for the production and distribution of calendars, diaries and greeting cards. The proposed contract is scheduled to commence in Q3, 2015 and remain active for 24 months with a one year extension option.

A single contract will be awarded from this tender to the lowest technically qualified bidder. The contract will commence in August 2015 tentatively and remain active for two years with an option to extend the duration for another one year. The technical bid is planned to be issued in April 2015 and due for opening in May 2015.

Please visit the Nigerian Petroleum Exchange Portal www.nipex.com.ng for further details.

2.0 Summary of Work Scope

The scope of work for the services shall include but not limited to printing of SPDC calendars, diaries and greeting cards.

- Printing of 14 page SPDC calendar (front and back) full colour processing using. Calendar size: 24 X 16 inches, paper quality: 170 gms matt paper and 4000 gms chipboard backing for calendar.
- Printing of Shell A4 diaries, A5 diaries and pocket diaries with Shell pecten. Case bound A4/A5 size desk diary in a folder. Executive diary day page per day.
- Design and printing of SPDC annual greeting cards using 3D press technology (350 gsm matt card/6X8 inches with envelopes).
- Printing using direct imaging technology/minimum 5 colour press.

- Vendor is expected to deliver items based on agreed schedule with SPDC. Timely delivery is one of the critical considerations for good job performance.
- Vendor is expected to comply with SPDC Health Safety Security Environment requirements and handle delivery of products across Shell locations – Lagos. Port Harcourt, Warri and Abuja

3.0 Mandatory Requirements

- To be eligible for this tender exercise, interested contractors are required to be pre-qualified in 3.99.07 printing and copying in NipeX Joint Qualification System (NJQS) database and must also be duly registered on the NCDMB NOGIC JQS (nogicjqs.com) as a service provider. All successfully pre-qualified suppliers in this category will receive Invitation To Tender (ITT),
- To determine if you are pre-qualified and view the product/services category you are listed for: Opennipexng.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'
- If you are not listed in a product/service category in which 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 & necessary**
- To initiate the JQS pre-qualification process, access nipexng.com to download application form, make necessary payments and contact NipeX office for further action
- To be eligible, all tenderers must comply with the Nigerian Content requirements as provided for by the Nigerian Content Development Monitoring Board (NCDMB).

4.0 Nigerian Content Requirements

The Vendors are to demonstrate strict compliance with the provision of the Nigerian Oil and Gas Industry Content Development Act, and also meets the following requirements:

- Demonstrate that the entity 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 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.

- International or multinational companies working through a Nigerian subsidiary must demonstrate that a minimum 50% of equipment to be deployed for execution of work shall be owned by the Nigerian subsidiary by providing a list of equipment for this tender and indicating those that will be owned by the Nigerian subsidiary.
- Furnish details of company ownership and share holding structure. Also submit clear photocopies of your CAC Forms C02 and
- Provide evidence of what percentage of your key management positions is held by Nigerians and what percentage of the total work force are Nigerians. Also, show overall percentage of work to be performed in Nigeria and those by Nigerian resources relative to total work volume.
- Provide a Nigerian Content Plan providing a detailed description of the role, work scope, man-hours and responsibilities of all Nigerian companies and personnel that would be Involved In executing the Also provide details of Nigerian Content focal point or manager.
- 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, attach past experience of Such
- 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.
- Bidders should provide the Nigerian Content Equipment Certificate for their equipment listing

5.0 Closing Date

Only Tenderers who are registered in the relevant NJQS product/category categories as at **April 15, 2015** being the advert closing date shall be invited to submit technical bids.

6.0 Additional Information

- All cost incurred in registering and prequalifying for this and other product/service categories shall be borne solely by suppliers.
- Suppliers that are prequalified for this product/service category in NJQS must ensure that the name and contact details (physical address, email address and telephone number) of their company and authorised/responsible personnel is up-to-date in their company profile in the NJQS database.
- SPDC shall communicate only with authorised/responsible personnel of prequalified companies and not through unauthorised individuals or
- This advertisement of “**Invitation to Tender**” shall not be construed to be a commitment on the part of NNPC/SPDC to award any form of contract to any company and/or associated companies, sub-contractors or agents; nor shall it entitle any company submitting documents to claim any indemnity from NNPC/SPDC and/or any of its partners. NNPC/SPDC reserves the right to take final decision on any of the documents received in the pre-qualification/technical package

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