

**Total E&P Nigeria Limited**

**RC 2979**

**(Operator of the NNPC/TEPNG Joint Venture)**

**Tender Opportunity for the Tender Strategy for Provision of Operation and Maintenance Services for Operational Vehicles**

**Nipex Tender Ref. No: 2500214**

**(1) Introduction**

Total E&P Nigeria Limited Deepwater District issues tender opportunity to interested and reputable Contractors with competent and skilled personnel, suitable equipment and relevant experience for consideration to tender for the Provision of Operation and Maintenance Services for Operational Vehicles

**(2) Brief description of the work scope:**

**Services to be provided shall include as a minimum the following:**

**Maintenance of Operational Vehicles**

This service shall cover the maintenance of existing Company owned vehicle fleet of various brands and models.

The maintenance of this category of vehicles is open to accredited dealers and/or companies with workshop facilities certified to maintain such vehicle brands.

**The scope of work consists of the following:**

- Routine service of vehicles at Manufacturer recommended intervals.
- Breakdown repair of all allocated vehicles
- Major repairs when required
- Repair of accidented vehicles
- Supply of spare and vehicle accessories on demand
- Ancillary maintenance services such as tyre repair/replacement; A/C repair; battery replacement and. recovery of broken down vehicles from the company premises or other locations

**Operation of Vehicles**

- Screening / selection of drivers who must be professionally certified.
- Monitoring & control of the drivers in service to ensure good performance.

- Management of industrial relations issues with the drivers.
- Payment of salaries and allowances at the appropriate time of each month.
- Provision of uniforms & other articles of PPE for the drivers once a year as agreed.
- Ensuring continuous training / certification of the drivers: Defensive Driving, etc.

The commencement date estimated for the provision of services shall be Q3 2015, with duration of two (2) years and an option to extend for a further period of one (1) year.

### **(3) Tender Mandatory Requirements**

(i) To be eligible for this tender exercise, interested contractors are required to be pre-qualified in the 3.05.22 (Vehicle Maintenance and Repair Services and 3.99.10 (Travel Agency, Car Rental Services etc) sections under the Maintenance and Other Supporting Services categories in NipeX Joint Qualification System (NJQS) database. All successfully pre-qualified Tenderers in these categories will receive invitation to Technical Tender for this service.

(2) To determine if you are pre-qualified and view the product 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.

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

(4) To initiate the JQS pre-qualification process, access [www.nipexng.com](http://www.nipexng.com) download application form, make necessary payments and contact NipeX office for further action.

(5) To be eligible, all tenders must comply with the Nigerian content requirements in the NipeX system.

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

### **(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 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 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 (engineering, procurement, construction & installation) 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 fulfillment 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 this contract.

The companies that would be awarded the contract shall be licensed with permit by the ministry of transport (MOT) to operate automotive mechanical workshop and accredited by OEM to undertake the after-market services.

All vehicle and life insurance by the Contractor shall have the policies placed with NAICOM registered insurance firms.

All maintenance and operational consumables shall be procured locally in Nigeria from manufacturers and factories e.g. tires, lubricants, etc. while chauffeur operational

materials, garment uniforms and berets, along with supply of PPE i.e. boots and safety gears, etc. from Nigerian garment factories.

**During the bidding stage, contractors 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 consideration to goods manufactured in Nigeria and first considerations for employment and training of Nigerians in work programme. The NCP shall consistent with the Act demonstrate that Nigerian indigenous service companies have been given exclusive considerations to bid and execute work in land and swamp 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 project or 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 for foreign companies and multinationals in alliance with a local company, submit evidence that the local company is an indigenous company and the binding Agreement of the alliance duly signed Agreement by the CEO of both parties and stating the specific work scope to be performed by each member of the alliance.

(3) Provide detailed description of the location of in-country committed facilities & infrastructure to support this contract or submit a credible and verifiable plan towards setting-up to support this contract, evidence that 50% of all equipment deployed to work

by multinational and international companies are owned by the local subsidiaries or submit a credible and verifiable plan towards compliance to these requirements.

Submit the detailed description of facilities and infrastructure in Nigeria with evidence of ownership and location in-country.

(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. 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 project.

(5) All personnel positions (key & non-key) shall be staffed by Nigerian national employees. Therefore, tenderer shall provide evidence of contractor organization with personnel list by name nationality and position nominated to on the contract.

(6) Provide description of how bidder has given first considerations to the utilization of Nigerian resources (labour, raw materials & manufactured goods and services) in the execution of this contract. Maximizing Nigerian Content is a key Project priority.

**(5) Closing Date:** Only Tenderers who are registered in the relevant product category in NipeX Joint Qualification Scheme (NJQS) database as at December 24, 2014 being the advert closing date shall be invited to submit Technical Bids.

**(6) Additional Information:**

Tenderers eligible for this tender opportunity are expected to be pre-qualified in NJQS under the product/service category.

To enable interested pre-qualified suppliers use the NipeX system to progress the tender, they should contact NipeX and include in their company profile a name of a principal personnel, his/her phone number and the company's general office e-mail address for set-up and training.

All costs incurred in preparing and processing NJQS pre-qualification shall be for the account of tenderer.

This advertisement shall neither be construed as any form of commitment on the part of TOTAL 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 TOTAL 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 pre-qualified companies to submit technical tenders first. Following a technical review, only technically and financially qualified contractors will be requested to submit commercial offers.

NNPC/TOTAL reserves the right to reject any and or all pre-qualified supplier at its sole discretion and at no cost whatsoever.

TOTAL will communicate only with authorized officers of the qualifying companies at each stage of the Tender process, as necessary, and will NOT communicate through individuals or Agents.

**Please visit NipeX portal at; [www.nipexng.com](http://www.nipexng.com) for this advert and other information**