

Total E&P Nigeria Limited

(Operator of the NNPC/TEPNG Joint Venture)

Tender Opportunity: Provision of Catering and Housekeeping Services for TEPNG JV Asset Operation (Offshore)

1. Introduction:

Total Exploration and Production Nigeria Limited (TEPNG) Operator of the NNPC/TOTAL Joint venture invites interested and reputable pre-qualified contractors for this tender opportunity which is required to fully support its JV Asset Fields Operations. Services will be required in Offshore locations.

2. A) Scope of Work For Offshore Catering

The successful Contractor shall provide 24 hours Catering Services (both Continental and National) and housekeeping services at the locations named below

- Amenam Complex
- FSO Unity and
- Ofon Living Quarters

The scope of work for the service includes but not limited to the following:

A. Catering Services including but not limited to:

- a) All Mess meals at the offshore locations
- b) Meals away from mess
- c) Special events and COMPANY functions

B. Housekeeping Services including but not limited to:

- a) Housekeeping Services
- b) Personal Laundry
- c) General Laundry
- d) Housekeeping consumables

C. Equipment Maintenance

- a) Performance of preventive and corrective maintenance
- b) Repair and maintenance of appliances

- c) Reporting of preventive and corrective maintenance
- d) Working equipment/ materials

D. Shop Operation

- a) Operate one shop on the offshore installation

3. Mandatory Requirements

- a) To be eligible for this tender exercise, interested contractors are required to be pre-qualified in the (3.99.03) Catering Services (Canteen/restaurant, Facilities management, Onshore, Offshore, Steward, Vending (Product/Services) categories in NipeX joint Qualification system (NJQS) database. All successfully pre-qualified suppliers in this category will receive an Invitation to Technical Tender (ITT).
- b) To determine if you are pre-qualified and can 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.
- c) If you are not listed in a product/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 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 in the NipeX system

4. Nigerian Content

COMPANY is committed to the development of the Nigerian Oil and gas business in compliance with the Nigerian Content Act 2010 for Nigerian Content Development. 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).

Tenderer 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 percent for the scopes 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, in the submission of their Tender. 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.

As part of their submissions, Tenderer shall:

1. Develop a Nigerian Content Plan (NCR), 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.
2. Develop a Research & Development Plan which shall explain the methodology of how it intends to promote education, attachments, training, research and development in Nigeria in relation to the contract.
3. Develop a Technology Transfer Plan which shall explain the methodology of how it intends to promote the effective transfer of technologies from alliance partners to Nigerian individuals and companies.
4. Develop an employment and training plan which shall explain how first considerations shall be given to employment and training of Nigerians in work programme on the contract, hiring and training needs with a breakdown of the skills needed and anticipated skill shortage in the Nigerian labour force including the training and understudy program for succession planning.
5. Submit a plan for how it intends to give first consideration to services provided from within Nigeria with a list of work packages, 3rd party services and subcontracts that should be reserved for Nigerian indigenous contractors and those for Community Contractors including the list of services that will be provided by companies of Nigerian origin.
6. Submit a plan for how you intend to give first consideration to raw materials and manufactured & assembled goods of Nigerian origin which shall include a breakdown of all raw materials to be utilized and identifying those that are found locally, finished products and materials that will be procured from Nigerian Manufacturing & assembly plants, finished goods that order can be placed from outside Nigeria through Nigerian authorized vendors and accredited agents and those that would be directly imported.
7. Demonstrate that Tenderer's 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.
8. Provide detailed description of the location of in-country committed facilities & infrastructure (assets, equipment, technical office, and administrative space, storage, workshop, assembly area, repair & maintenance, testing, laboratory, etc) in Nigeria to support future Services.

Evidence that 50% of all equipment deployed to work by multinational and international companies are owned by the local subsidiaries.

9. 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. Proposed training plan for Nigerians on the project including a brief training outline for OEM products, engineering, software & hardware, project management, procurement, construction, installation, start-up & commissioning, maintenance, testing and operations.
10. Provide evidence (personnel list and positions with organization chart to substantiate) of percentage of management that are Nigerian Nationals and the percentage of the total workforce that are Nigerians.
11. Submit Tenderer's corporate organization's overall human resources structure (mgt, supervisors, senior & junior skilled officers, etc) identifying positions manned/occupied.
12. Tenderer shall be expected to submit verifiable evidence of the OEM's Nigerian Content Equipment Certificate (NCEC) issued by NCDMB during the technical phase of bidding.
13. Demonstrate how 80% of the key personnel positions would be occupied by Nigerian national employees.
14. Partnership with identified farm and farm produce processing and preservation facility to increase capacity, investment and other forms of commitment to acquire new technology and capabilities in targeted areas of agro-allied production processes to industry acceptable standards.
15. All processed agro-allied produce must be to the satisfaction of NAFDAC on quality.
16. Tenderer must be a registered member of the Nigeria hotel and catering institute or similarly affiliated hospitality professional body in Nigeria.

NOTE: Failure to comply with the provision of the Nigerian Content Act 2010 or to demonstrate commitment to the development of the Nigerian Content Policy shall result in disqualification from this bidding process.

Closing Date

Only tenderers who are registered with (3.99.03) Catering Services (Canteen/restaurant, Facilities management, Onshore, Offshore Steward, Vending (Product/Service) categories as at 21/03/2014 being the advert closing date shall be invited to submit Technical Bids.

Additional Information

- a) Failure to provide any of the listed documents or information may automatically disqualify the Supplier.
- b) All costs incurred in registering and pre-qualifying for this and other service categories in NJQS shall be borne solely by the Contractors/suppliers.
- c) This advertisement shall neither be construed as an invitation to Tender (ITT) nor a commitment on the part of TEPNG to award a contract to any supplier and/or associated companies, subcontractors or agents.
- d) The ITT and any further progression of this tender shall be via NipeX. Interested bidders are therefore advised to ensure that their profiles in NipeX are active with a valid official email address accessible by their organization as this shall be the only means to transmit the ITT.
- e) Tendering process will be the NNPC contracting process requiring pre-qualified companies to submit technical tender first. Following a technical review, only technically and financially qualified contractors will be requested to submit commercial tenders.
- f) Man hour figures for Capital Project Portfolios are estimates to provide definition to the scope and do not constitute guaranteed quantities.
- g) COMPANY will only recognize and correspond with duly authorized officers of the pre-qualified bidders and NOT through individuals or agents acting on their behalf.
- h) Interested contractors should note that TEPNG has very cordial relationship with the host communities of the sites where these services may be performed based on existing Memorandum of Understanding (MOU). Prospective contractors will be required to implement the obligations of the MOU as part of their contract.
- i) It is envisaged that three (3) contracts covering three (3) locations shall be awarded from this tender exercise and within nine (9) months from the date of this advert.
- j) Each contract with two (2) years initial duration plus one (1) year optional extension.

Please visit Nigerian Petroleum Exchange (NipeX) public opportunity portal at www.nipexng.com for a copy of this advertisement and any other required information.