

**NNPC RETAIL, LIMITED A (A SUBSIDIARY OF NIGERIAN NATIONAL PETROLEUM CORPORATION (NNPC))  
PLOT 2646 OFF YAKUBU GOWON WAY CADASTRAL/ZONE A04 ASOKORO, ABUJA  
INVITATION FOR TECHNICAL PRE-QUALIFICATION FOR THE SUPPLY, INSTALLATION & COMMISSIONING OF SKID MOUNTED LPG MINI FILLING PLANTS AT SEVEN (7) NOS NNPC RETAIL MEGA STATIONS**

**(1) INTRODUCTION**

NNPC Retail, a subsidiary of Nigerian National Petroleum Corporation (NNPC), is a leading player in the downstream marketing of petroleum products with over 500 Retail outlets in Nigeria. As part of the strategic initiatives to add value to its forecourt operations, NNPC Retail is desirous of awarding contract to reputable companies with proven track record of supply, installation and commissioning of skid mounted LPG mini filling plants in Nigeria.

**(2) BRIEF DESCRIPTION/PURPOSE OF THE SERVICE**

In line with this, NNPC Retail wishes to engage reputable companies for the deployment (supply and installation) of skid mounted LPG mini-filling plants in 7 strategic NNPC Retail locations across the Country with highly commercial and competitive terms.

**(3) SCOPE OF WORK**

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

**FOR COMPANY OWNED SKID MOUNTED LPG MINI FILLING PLANT**

Supply and installation of seven (7) Nos 7.5MT capacity skid mounted LPG mini filling plants at designated NNPC Retail locations within Nigeria.

Skid mounted LPG mini filling plants must meet the specifications and requirements of all relevant regulatory bodies in Nigeria (i.e. DPR, SON, etc.). See attached specifications

The skid mounted LPG mini filling plants shall be branded in NNPC Retail colours.

Provide training on the operations of the mini-plant.

**(4) The skids have been segmented as follows:**

- Segment 1
- NNPC Mega Station, Awka, Anambra State
- Segment 2
- NNPC Mega Station, Kano, Kano State
- Segment 3
- NNPC Mega Station, Uyo, Akwa Ibom State
- Segment 4

- NNPC Mega Station, Yola, Adamawa State
- Segment 5
- NNPC Mega Station, Minna, Niger State
- Segment 6
- NNPC Mega Station, Ado -Ekiti, Ekiti State
- Segment 7
- NNPC Mega Station, Yenagoa, Bayelsa State

**(5) WHO MAY APPLY**

Prospective companies must be based and legally registered in Nigeria with proven track record in the supply and installation of skid mounted LPG mini filling plants and must show relevant and verifiable cognate experience/evidence of similar work with existing reputable oil marketing companies in the Industry or other clients with names and addresses of referees in the clients companies, scope of work and contractual period.

**(6) REQUIREMENTS FOR ENGAGEMENT AS CONTRACTOR FOR THE DEPLOYMENT OF SKID MOUNTED LPG MINI-FILLING PLANTS**

To pre-qualify for the bid, and in compliance with the Public Procurement Act 2007, the prospective partners must meet the under-listed criteria which will be strictly adhered to during the technical evaluation and selection process:

- (1) Full detailed Company profile including board of directors and ownership structure should be submitted including CVs of key management and operations personnel.
- (2) Prospective partners must submit copies of their certificate of incorporation with Corporate Affairs Commission (CAC), certified true copies of memorandum and articles of Association of the company including forms C02 and C07 showing their incorporation as a Limited Liability Company.
- (3) Evidence of compliance with part IV, 16(6d) of the Public Procurement Act 2007 as it relates to PENSION (certificate or exemption from PENCOM) and section 1(2) Pension Reform Act 2004. (where applicable).
- (4) Evidence of compliance with Industrial Training Fund (ITF) Amendment Act 2011 by inclusion of copy of compliance certificate from ITF (where applicable).
- (5) Evidence of registration on the Bureau of Public Procurement (BPP's) National Data Base of Federal Contractors, Consultants and Service Providers (NDCCSPs) by inclusion of Interim Registration Report (IRR) (for Nigerian companies).

- (6) Prospects must show evidence of relevant DPR license (Approval to construct and Approval to Operate) and SON: ISO Certification (Example ISO 9001/2008).
- (7) Prospects must show their tax clearance certificate for the last three years (2013, 2014 & 2015)
  - (a) Prospects must show last three years audited accounts (2013, 2014 & 2015) which must bear the stamp and seal of an Audit Firm
  - (b) Evidence of a Minimum Turnover of N300 Million and net worth of 500million for the Financial Year Ending of 2015
  - (c) Evidence of financial capability/ Letter of comfort from a reputable bank showing their capability to finance the procurement, installation and commissioning of the skid mounted LPG mini-filling plants in at least 7 locations.(Minimum amount of N100million Naira to qualify).
- (8) List of two similar works and Evidence of relevant verifiable experience on similar works in Nigeria over the past five (5) years (2012 to 2016. Please attach reference letters; copies of letters of awards, valuation certificates, Job completion certificates including client's company full contact details (Not P.O. Box), functional phone numbers and e-mail address;
- (9) Prospects must provide details: location, years in operation, capacity and pictures of existing skid mounted mini-filling plants that have been supplied and installed by their company Prospects must show adherence to QHSE norms in line with the standard operating practice in the industry.
- (10) Company's CASHES plans and QA/QC policy and details of safety records for accidents, incidents, injuries and damages for the past three (3) years (2014, 2015, 2016).
  - (a) Prospects are to show their quality assurance certificates and evidence of internal quality management system.
- (11) A prospective bidder shall make provision of sworn affidavit to support actions as follows:
  - (a) To allow NNPC verify all claims made in your submission.

(b) To allow NNPC verify that your organization is not in receivership, nor the subject of any form of insolvency of bankruptcy proceedings or the subject of any form of winding up petition or proceedings.

(c) To confirm that the Bidder is not a replacement for a hitherto tax defaulting company.

(d) To confirm whether or not any of the members of relevant committees of NNPC or Bureau of Public Procurement (BPP) is former or present Director, shareholder, or has any pecuniary interest in your Company.

(12) A written statement confirming that your company does not have any Director who has been convicted in any country for a criminal offence relating to fraud or any financial impropriety or criminal misrepresentation of falsification of facts relating to any matter

(13) **Compliance with the Nigerian Content Act:** Nigerian content plan that demonstrate full utilization of Nigerian Labour and services with detailed description of role, work scope and man-hours in order to achieve minimum target as set out in the requirements of the Nigeria Oil and Gas Industry Content Development (NOGICD) Bill, 2010. (Where applicable)

(14) Prospective applicants during the call for tender shall give first consideration to procurement of protective coating and LV/HV cables from Nigerian manufacturers, perform welding and assembly of the skids and associated structural appurtenances e.g. canopy/shelter, piping, etc. at a fabrication yard in Nigeria. Applicants shall submit in their PQ dossier proposed names and locations of the suppliers (product manufacturers and fabrication yards) for these scope of works to be performed in-country along with evidence of applicant's registration on the NCDMB NOGIC JQS

(15) Current in-place organizational structure with detailed experience and skill of key management personnel with names. Provide evidence (personnel list and position organizational chart) percentage of management that are Nigerian Nationals and the percentage of the total workforce that are Nigerians

(16) Detail past/present commitment to staff training and development of Nigerian personnel.

(17) Evidence of in-country facilities including administrative office, Equipment and workshops

(18) Any additional information that would enhance the potentials of the company.

**(7) SUBMISSION OF BIDS**

(1) Eligible companies are hereby invited to submit their applications with a covering letter on their corporate letterheads in three (3) hard copies and one electronic copy (In either CD or flash drive) with relevant supporting documentation as stipulated above and submitted with the subject "Re: Technical pre-qualification for the supply, installation & commissioning of skid mounted LPG mini filling plants at seven (7) Nos NNPC Retail Mega Stations

(2) The Nigerian Content requirements as stated above (Nos 13 – 17) must be submitted in a separate envelope and clearly marked -Technical pre-qualification for the supply, installation & commissioning of skid mounted LPG mini filling plants at seven (7) Nos NNPC Retail Mega Stations "Compliance with the Nigerian Content Act" in sealed envelopes addressed to;

**The Secretary,  
NNPC Retail Tenders Board Processing Committee,  
2nd Floor, NNPC Retail Limited,  
Plot2646, Off Yakubu Gowon Way,  
Cadastral Zone A04, Asokoro  
Abuja.**

Submission of bids shall be **on or before Tuesday 29<sup>th</sup> August, 2017 by 12noon.**

(8) The Bids shall be opened and endorsed immediately thereafter the submission deadline in the presence of invited observers and prospective bidders. All bidders are invited to attend the bid opening session holding at:

**The Mini-Amphitheatre,  
Ground Floor,  
Plot 2646, Off Yakubu Gowon,  
Cadastral Zone A04,  
NNPC Retail Head Office,  
Asokoro, Abuja**

**(9) IMPORTANT INFORMATION**

- (i) All information must be provided in English Language
- (ii) Late submission of bid shall be rejected

(iii) All Submissions should be arranged and numbered in the order listed in section 6 above.

(iv) Please note that this is not an Invitation to Tender. Only Companies adjudged qualified by NNPC Retail Ltd under this prequalification procedure shall be invited to participate in the competitive tender.

(v) All costs incurred by your company as a result of this pre-qualification exercise and any subsequent request for information shall be on your account.

(vi) The pre-qualification and any related process neither creates any commitment by NNPC Retail Ltd nor establishes any legal relationship.

(vii) All requests for clarification and information should be forwarded to the office of the GM Sales & Marketing, 1<sup>st</sup> floor NNPC Retail office, Asokoro, Abuja.

**Signed:**

**Management**

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