



## **NIGERIAN NATIONAL PETROLEUM CORPORATION**

**NNPC Towers, Herbert Macaulay Way, Central Business District,  
P.M.B. 190, Garki, Abuja – Nigeria.**

### **INVITATION TO TENDER CONSULTANCY SERVICES FOR THE OPTIMIZATION OF NNPC DISASTER RECOVERY (DR) REGIME**

#### **1.0 INTRODUCTION**

The Nigerian National Petroleum Corporation (NNPC) invites companies with proven experience and capacity in Consultancy Services on Optimization of Disaster Recovery to submit bid for the Optimization of NNPC Disaster Recovery Regime.

#### **2.0 PROJECT PROFILE**

**2.1 Statement of Purpose** – NNPC is desirous of optimizing its Disaster Recovery Strategy as a precursor to restructuring its Disaster Recovery Regime.

**2.2 Strategy Coverage** – The strategy is expected to encompass all NNPC subsidiaries, NNPC London office and its' Headquarters located in Abuja. All bidders are to carry out an assessment of NNPC data centres, server rooms, and DR sites, inventory of infrastructure, hosted/accessed services and network design among others.

#### **3.0 BRIEF DESCRIPTION OF THE PROJECT (SCOPE OF WORK)**

The scope of the Provision of Consultancy Services for the Optimization of NNPC Disaster Recovery Regime shall cover, but not limited to the following:

- A. DR Assessment – The bidder shall carry out an analysis of all potential risks to the NNPC business operations, the impact of these risks and the ability to mitigate them. The outcome of this exercise will include (but not limited to ) the following documents:
  - a. Disaster Recovery Assessment document.
  - b. Business Impact Analysis Report.
  - c. Disaster Recovery Process documents
- B. Disaster Recovery Plan – The bidder shall design and develop business resilience programs/plans for critical services, systems and processes that have been identified and prioritized. The following among others shall be the outcome of this exercise:

- a. Project Plan
  - b. Service Management Plan
  - c. Disaster Recovery Simulation Process Flow
  - d. Disaster Recovery Planning Charter
  - e. Disaster Recovery Facilities Strategy
  - f. Disaster Recovery Training Program
- C. Disaster Recovery Management Document – The bidder shall prepare a plan that will ensure a state of continued readiness through emplacing a centralized governance program for managing and maintaining a sustainable disaster recovery regime. Bidders shall come up with a plan that will be inclusive of plans for:
- i. Continued monitoring of the environment to detect and respond to identified flaws
  - ii. Reporting on performance, utilizing resilience dashboards to demonstrate readiness and results of business investment in Disaster Recovery
  - iii. Performing periodic assessments to validate that resilience plans and still address business strategies and risks
- D. Provide technical assistance in the preparation of final scope document, tender document and evaluation process for Implementation of an Optimized Disaster Recovery Regime of NNPC Functional Disaster Recovery Programme.
- E. Provide Quality Assurance services, ensuring all deliverables as outlined in the final tender document are completely realised in line with International best practice.
- F. Documentation – The bidder shall be responsible for preparing all documentation relating to the provided services as stated herein and shall present a copy to NNPC.

#### **4.0 WHO MAY APPLY**

- A. Companies with previous, in-depth and verifiable experience in the provision of consultancy services for planning, implementation and optimization of a robust Information & Communication Technology (ICT) Disaster Recovery Centre
- B. Companies with verifiable technical affiliation with relevant ICT Original Equipment Manufacturers (OEM)
- C. Companies with proven and verifiable records in the design of various disaster recovery site regimes e.g. active-active, active-passive.

- D. Companies possessing in-depth technical expertise for scaling various enterprise level business solutions such as ERP, Email, Collaboration and Storage etc. across the production Datacentre and DR sites.
- E. Companies with human resource possessing pertinent certifications such as;
  - i. *Certified Business Continuity Professional (CBCP) from DRII*
  - ii. *Ec-Council Disaster Recovery Professional (EDRP) from EC-Council*

## **5.0 SUBMISSION OF BID**

All companies wishing to bid for this service shall submit relevant documentation for qualification as stipulated in 6.0 below. Only companies that are adjudged successful in the qualification exercise shall be invited for the service as described in 2.2 and 3.0 above.

## **6.0 BIDDING REQUIREMENTS**

NNPC in compliance with the provisions of Public Procurement Act 2007 request interested companies to submit the details listed below in their bid documents:

- 6.1 Full details of company profile with Certificate of Incorporation, certified true copies of memorandum and article of Association of the company and CAC form C02 and C07 (Particular of Directors).
- 6.2 Company Tax Clearance Certificate for the last three (3) years (2013, 2014 and 2015).
- 6.3 Evidence of VAT registration and Remittance.
- 6.4 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.
- 6.5 Evidence of compliance with the Industrial Training Fund (ITF) Amendment Act 2011 by inclusion of copy of Compliance Certificate from the Industrial Training Fund.
- 6.6 Audited Accounts for the past three (3) years (2013, 2014 and 2015) which must bear the stamp and seal of an Audit Firm.
- 6.7 Minimum Turnover of US\$5Million. Or Naira equivalent and net worth of US\$2.5Million or Naira equivalent for the Financial Year Ending of **2015**.
- 6.8 Evidence of relevant verifiable work experience on similar service in Nigeria over the past five (5) years (Please attach reference letter).
- 6.9 List of verifiable similar services detailing companies that the service was rendered to. Company full contact address (Not P.O. Box), Functional phone numbers and e-mail address.

- 6.10 Confirm willingness to commence with the execution of this service on the basis of a letter of intent (LOI).
- 6.11 Evidence of Certified Business Continuity Professional (CBCP) certificate from DRII
- 6.12 Evidence of Ec-Council Disaster Recovery Professional (EDRP) certificate from EC – Council
- 6.13 Company's CASHES and QA/QC Policy & Details of safety records for accidents, incidents, injuries and damages for the past three years e.g. Lost time incident, Down-Time etc.
- 6.14 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).
- 6.15 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 or 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.
  - e) 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.

## **7.0 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)

- 7.1 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).
- 7.2 Evidence of In-country facilities such as ICT infrastructure/Administrative office.
  - 7.3 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
  - 7.4 Detail past/present commitment to staff training and development of Nigerian personnel.
  - 7.5 Certificate of Incorporation, certified true copies of memorandum and article of Association of the company and CAC form C02 and C07 (Particulars of Directors)
  - 7.6 Any additional information that will enhance the potentials of the company.

## 8.0 TENDER SUBMISSION

All completed bids should be sealed and submitted with titles in **two (2) separate envelopes** marked: **one (1) original, one (1) copy** duly signed by the bidders executive and **one (1) electronic (CD ROM)**, The document shall be in single package sealed and marked **“TENDER FOR CONSULTANCY SERVICES FOR THE OPTIMIZATION OF NNPC DISASTER RECOVERY REGIME”**.

The Local content requirement as stated above **(7.0)** must be submitted in a separate envelope and clearly marked: **“TENDER FOR CONSULTANCY SERVICES FOR THE OPTIMIZATION OF NNPC DISASTER RECOVERY REGIME – LOCAL CONTENT”**

The submission/Closing date: The sealed package should reach the address given below, not later than **12noon, Thursday 11<sup>th</sup> May, 2017**.

**The Secretary,  
CS DEXCOM Tenders Board,  
Block D, 1<sup>st</sup> Floor, Room 45B,  
NNPC Towers,  
Hebert Macaulay Way,**

## **Central Business District Abuja**

The Bids shall be opened and endorsed immediately thereafter in the presence of invited observers and prospective bidders. All bidders are invited to attend the bid opening ceremony holding at:

### **The Amphitheatre**

#### **Block A, First Floor**

#### **NNPC Towers, Garki,**

#### **Abuja.**

## **9.0**

### **IMPORTANT INFORMATION**

It must be noted that:

- 9.1 Only shortlisted companies will be contacted.
- 9.2 Late submission shall be rejected.
- 9.3 All claims must be adequately substantiated and verifiable. NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents (ownership is therefore essential).
- 9.4 All costs incurred by your company as a result of this bidding exercise and any subsequent request for information shall be to your account.
- 9.5 The qualification and any related process neither creates any commitment by NNPC nor establish any legal relationship.
- 9.6 The bidder has added responsibilities to:
  - 9.6.1 Familiarize themselves with the works to be performed in accordance with the inquiry documents.
  - 9.6.2 Familiarize themselves with the working conditions, applicable laws and regulations, labour conditions, environmental aspects and all other conditions that can affect timely delivery of required service.
  - 9.6.3 Conduct comprehensive assessment of Data Centres, Server Rooms and DR sites across all SBUs and the Corporate Headquarters.
  - 9.6.4 To engage IT representatives and relevant stakeholders at all NNPC SBUs.
  - 9.6.5 Collaborate with affected Solutions and Applications vendors/OEMs in the development of an optimized functional DR architecture.

- 9.6.6 Request for any technical information deemed essential for the development of the optimized Disaster Recovery Plan.
- 9.6.7 Familiarize themselves with the works to be performed in accordance with the inquiry documents.
- 9.6.8 Make own arrangement and inquiries with regards to transportation of own staff and equipment.
- 9.6.9 Ensure welfare of bidder's staff while in NNPC.
- 9.6.10 Ensure full HSE Compliance at all times during the Site Inspection.

**SIGNED: NNPC MANAGEMENT**

