

NIGERIAN NATIONAL PETROLEUM CORPORATION

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

INVITATION TO TENDER FOR THE REHABILITATION OF NNPC'S INFORMATION TECHNOLOGY DIVISION (ITD) CENTRES

1.0 INTRODUCTION

The Nigerian National Petroleum Corporation (NNPC) intends to rehabilitate and upgrade the IT Infrastructure at her Information Technology centres located at Lagos, Kaduna, Port Harcourt, Benin and Warri.

By this publication, competent and reputable Information and Communication Technology (ICT) Companies are invited to participate in this invitation to tender

2.0 DESCRIPTION AND BRIEF SCOPE OF THE PROJECT

The scope of works to be undertaken by the ICT Companies shall include, but not limited to the following:

- 1.1 Provision of ICT Infrastructure at all locations
- 1.2 Provision, Revamp and Rebuild of Communication Infrastructure
- 1.3 Procurement, Installation and Commissioning of ICT Equipment
- 1.4 Civil, Electrical and Mechanical works
- 1.5 Provision of Office equipment
- 1.6 Other works as may be so stated in the scope. All works to be carried out must be in accordance with contract drawings and specifications.

3.0 IMPLEMENTATION STRATEGY

The works is broken down into four lots to ensure minimal contractual risks imposed by the different locations of the project. The four (4) lots are as follows:

1. **Contract Lot 1: Provision of IT Services and Rehabilitation of Lagos and Mosimi ITD Centres**

2. **Contract Lot 2: Provision of IT Services and Rehabilitation of Port Harcourt ITD Centre**
3. **Contract Lot 3: Provision of IT Services and Rehabilitation of Benin & Warri ITD Centres**
4. **Contract Lot 4: Provision of IT Services and Rehabilitation of Kaduna ITD Centre**

Note: A bidder may submit bids for all lots but shall be considered to win only one (1) lot.

4.0 SUBMISSION OF EXPRESSION OF INTEREST

All companies wishing to bid for this works shall submit relevant documentation for prequalification as stipulated in **5.0 below**. Only companies that are adjudged successful shall be invited to collect technical tender documents for the works and services involved in the Renovation of ITD Centres as described in **2.0 above**.

5.0 PREQUALIFICATION REQUIREMENTS

NNPC, in compliance with the provisions of the Public Procurement Act request interested ICT companies to submit the requirements listed hereunder in their prequalification bid documents:

- 5.1 Full details of company profile with CAC Certificate of Incorporation in Nigeria, Certified true copies of Memorandum and Articles of Association of the Company and CAC Forms C 02 and C 07 (Particulars of Directors).
- 5.2 Company Tax Clearance Certificate for the last three (3) years (2014, 2015, & 2016).
- 5.3 Evidence of compliance with Part IV, Section 16(6d) of the Public Procurement Act 2007 as it relates to **PENSION** (Certificate or exemption from PENCOM) and Section 1 (2) of the Pension Reform Act 2004.
- 5.4 Evidence of compliance with the Industrial Training Fund (ITF) Amendment Act 2011, by inclusion of copy of Compliance Certificate from the Industrial Training Fund.
- 5.5 Evidence of compliance with the Nigerian Social Insurance Trust Fund (NSITF) Act by inclusion of copy of Compliance Certificate (for Nigerian companies).

- 5.6 Audited Account for the past three years (2013, 2014 & 2015).
- 5.7 Demonstration of minimum annual turnover of 50 Million Naira and net worth of not less than 35 Million Naira for the Financial Year Ending of 2016.
- 5.8 Nigerian Content Plan that demonstrates the full utilization of Nigerian Labour and services with detailed description of role, work scope and man-hours in order to achieve the minimum target as set out in the requirements of the NOGICD Act 2010.
- 5.9 Evidence of registration on NCDMB's (Nigerian Content Development and Monitoring Board's)
- 5.10 Evidence of Nigerian Content Equipment Certificate (NCEC) for the equipment to be deployed for the project or evidence of application for the NCEC
- 5.11 Evidence of In-country facilities such as ICT infrastructure/Administrative office
- 5.12 Local procurement plan for equipment, materials and goods that are to be locally sourced on this project
- 5.13 Detail past/present commitment to staff training and development of Nigerian personnel
- 5.14 Current and in-place organizational structure with detailed experience and skills of key management personnel with names. Provide evidence (personnel lists and positions with organizational chart to substantiate) of percentage of management that are Nigerian nationals and the percentage of the total workforce that are Nigerians
- 5.15 A bidding entity may enter into alliance with a Partner(s) for the purpose of tendering. Such alliance/joint venture shall be executed with a clear and binding Memorandum of Agreement (MOA) signed by all parties
- 5.16 Evidence of relevant verifiable work experience on **similar projects** in Nigeria over the last five (5) years. 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; for at least three (5) completed projects.
- 5.17 Relevant certificate of registration with the Department of Petroleum Resources.

- 5.18 Interim Registration Report (IRR) for Nigerian companies as evidence of registration in the National Data Base of Bureau of Public Procurement (BPP) for Federal Contractors, Consultants and Service Providers (NDCCSPs).
- 5.19 A prospective bidder shall provide a sworn affidavit to support action as follows:
 - 5.20 To allow NNPC verify all claims made in your submission
 - 5.21 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.
 - 5.22 To confirm that the company is not a replacement for a hitherto tax defaulting company.
 - 5.23 To confirm whether or not any of the members of relevant committees of NNPC or Bureau of Public Procurement (BPP) is a former or present Director, shareholder, or has any pecuniary interest in your Company.
 - 5.24 To confirm 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 or falsification of facts, relating to any matter.
 - 5.25 Company's CASHES and QA/QC Policy; **Demonstrable ability and verifiable evidence to handle very volatile host communities and topical community issues.**
 - 5.26 Any additional information that will enhance the potentials of the Company.

6.0 SUBMISSION OF PREQUALIFICATION DOCUMENTS

The requested information and any supporting documents in respect of these requirements should be submitted in ***one original plus two duplicate hard copies and one electronic copy (CD ROM)***. The documents shall be in single package, sealed and marked: **“REHABILITATION OF INFORMATION TECHNOLOGY DIVISION (ITD) CENTRES (LOT ---)”**.

The sealed package should be addressed to reach the address given below, on or before Thursday 12 noon 28th December, 2017

***The Secretary,
CS Tenders Board, NNPC,
Block D, First (1st) Floor, Room 45B,
NNPC Towers, Central Business District, Garki, Abuja***

All bids received shall be publicly opened and endorsed immediately following the deadline for the submission in the presence of invited observers and prospective bidders.

All bidders are invited to attend the bid opening session holding at:

***The Amphitheatre
1st Floor, Block A
NNPC Towers,
Herbert Macaulay Way,
Central Business District,
Abuja, FCT***

7.0 IMPORTANT INFORMATION

It must be noted that:

- 7.1 Late submission shall be rejected.
- 7.2 For Joint Venture or Partnership, the previous experience being claimed may include those executed by Joint Venture or Partnership where applicable as well as the individual relevant experiences.
- 7.3 All Submissions should be arranged and numbered in the order listed above
- 7.4 Only companies who submit the required information and meet the prequalification criteria will be contacted after evaluation. NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents
- 7.5 All information must be provided in English Language.
- 7.6 All costs incurred by your company as a result of this prequalification exercise and any subsequent request for information shall be to your account.

7.7 The prequalification and any related process neither creates any commitment by NNPC nor establishes any legal relationship.

SIGNED: NNPC MANAGEMENT