



**NIGERIAN NATIONAL PETROLEUM CORPORATION  
NNPC TOWERS, HERBERT MACAULAY WAY,  
P.M.B. 190, GARKI- ABUJA, NIGERIA**

**INVITATION FOR THE PRE-QUALIFICATION  
OF SECURITY SERVICES AT NNPC FACILITIES**

**1.0 INTRODUCTION**

The Nigerian National Petroleum Corporation (NNPC) hereby invites security companies with proven experience and capacity in the following areas:

- (a) Provision of reputable security firms to man security command and control centres and operate security equipment such as Quantum Sniffer Machine (QSM), Visitors Management System (VMS) and X-ray Baggage Scanners (XBS) at NNPC Corporate Headquarters Abuja, for facilities' protection.
- (b) Provision of reputable security firm to guard NNPC's facilities in Benin/Warri/Atlas Cove/Mosimi, Port Harcourt, Kaduna and Abuja.

**2.0 SCOPE OF WORK**

The scope of work shall include but not limited to the following:

**2.1 GENERAL (Scope of Work Applicable to all Lots)**

- a. Security services shall be provided twenty-four (24) hours daily inclusive of Saturdays, Sundays and all public holidays.
- b. Provide security service by deploying adequately trained and well-disciplined personnel at NNPC facilities.
- c. Conduct periodic discrete patrol to check personnel's conduct and compliance with standards of professionalism and NNPC Security Policy.

**2.2 PROVISION OF THIRD-PARTY GUARDS AT NNPC FACILITIES IN BENIN/WARRI/ATLAS COVE/MOSIMI, PORT HARCOURT, KADUNA AND ABUJA**

- a. Protection of NNPC assets and facilities at the locations through regular physical patrol, access control, customer and visitors management, beat duties, surveillance and intelligence gathering
- b. Safeguard the premises movable and immovable assets, equipment and the Corporation's information.
- c. Ensure adequate protection against any theft, pilfering and damage to the Company's Assets as well as injury to employees and other persons/stakeholders within the Corporation's facilities.

**2.3 PROVISION OF SECURITY COMMAND AND CONTROL CENTRE OFFICERS (SCCOs) AT NNPC CORPORATE HEADQUARTERS (CHQ), ABUJA**

- a. Provision of one hundred and fifty (150 i.e. 142 SCCOs and 8 Supervisors) experienced SCCOs to man the Electronic Security Monitoring Centres (ESMCs) and operate the Quantum Sniffer Machines (QSM), Visitors Management System (VMS) and X-ray Baggage Scanners (XBS) at NNPC Corporate Headquarters.
- b. Each SCCOs recruited shall:
  - i. Have a minimum of University Degree or Higher National Diploma
  - ii. Be Computer literate

- iii. Possess good interpersonal skill
- iv. Not less than three (3) years in electronic security operations.
- v. Not be below the age of 21
- vi. Have completed National Youth Services
- c. Support the protection of NNPC assets and facilities at the CHQ through regular camera patrol, customer and visitors' management, beat duties, surveillance and intelligence gathering.
- d. Conduct routine functionality inspections and checks on security equipment and systems, including cleaning, charging, protective covering etc. and promptly report malfunctioning equipment to responsible Sections of the Group Security Department of NNPC.
- e. Provide client with Service Report evidencing monthly security activities including state of all equipment and make recommendations to optimize equipment uptime.

#### **2.4 LOTTING AND BID STRATEGY**

- a. The related NNPC facilities have been segmented as provided in Table 1 below.
- b. Interested security firm are not allowed to bid for more than two (2) lots.
- c. Where a bidder scored highest in the two (2) lots bided, such bidder cannot be awarded more than one (1) bid.
- d. Bidders are to indicate Lot(s) being applied for in their application letter.

Table 1

<p><b>LOT A</b></p> <p>26 Nos. Third Party Security Personnel (23 guards and 3 Supervisors) to cover:</p> <ul style="list-style-type: none"> <li>▪ Mosimi ITD Telecom Centre</li> <li>▪ Mosimi Oil Spill Response Centre (OSRC)</li> <li>▪ Atlas Cove Oil Spill Response Centre (OSRC)</li> </ul>
<p><b>LOT B</b></p> <p>19 Nos. Third Party Security Personnel (17 guards and 2 Supervisors) to cover:</p> <ul style="list-style-type: none"> <li>▪ Benin ITD Telecom Centre</li> <li>▪ Warri ITD Telecom Centre</li> </ul>
<p><b>LOT C</b></p> <p>17 Nos. Third Party Security Personnel (15 guards and 2 Supervisors) to cover both of:</p> <ul style="list-style-type: none"> <li>▪ Warri Oil Spill Response Centre (OSRC)</li> <li>▪ Port Harcourt Oil Spill Response Centre (OSRC)</li> </ul>
<p><b>LOT D</b></p> <p>15 Nos. Third Party Security Personnel (13 guards and 2 Supervisors) to cover both of:</p> <ul style="list-style-type: none"> <li>▪ Kaduna Oil Spill Response Centre</li> <li>▪ Kaduna ITD Telecom Centre</li> </ul>
<p><b>LOT E</b></p> <p>130 Nos. Third Party Security Personnel (126 guards and 4 Supervisors) to cover:</p> <ul style="list-style-type: none"> <li>▪ Executive Residences in various parts of Abuja</li> <li>▪ NNPC Medical 1 &amp; 2 (Maitama) and 3 (Utako)</li> <li>▪ NNPC Pension 1 (Area 11) &amp; 2 (opposite Min. of Transport HQ, Central Area)</li> <li>▪ NNPC Land, Gwagwalada</li> <li>▪ NNPC Business Continuity Centre, Asokoro</li> </ul>
<p><b>LOT F</b></p> <p>200 Nos. Third Party Security Personnel (191 guards and 9 Supervisors) to cover:</p> <ul style="list-style-type: none"> <li>▪ Various Beats within the NNPC Corporate Headquarters</li> </ul>
<p><b>LOT G</b></p> <p>150 Nos. SCCOs (142 SCCOs and 8 Supervisors) to man and operate the Electronic Security Monitoring Centres (ESMCs), Quantum Sniffer Machine (QSM), Visitors Management System (VMS) and X-ray Baggage Scanners (XBS) at the:</p> <ul style="list-style-type: none"> <li>▪ NNPC Corporate Headquarters, Abuja</li> </ul>

### **3.0 WHO MAY APPLY**

- 3.1 For security guarding firm, a reputable company with financial capability, technical experience and detailed understanding of guard force management in corporate environment and protection of key infrastructure.
- 3.2 For the provision of SCCOs, a reputable security services company with financial capability and technical expertise in electronic security operations and manning deployment as well as workings of multi-layer security systems as listed in 2.1 above to provide technical/electronic security operations (including security systems for surveillance, detection and rapid response) for the protection of covered NNPC facilities.
- 3.2 In case of a consortium partnership, both foreign and local companies must have experience in providing services as described in (3.1) and (3.2) above, and meet all other criteria stated herein and present a notarised legal documentation showing the agreed form of partnership, and, duration of the Joint Venture.
- 3.3 In the case of a consortium partnership as stated above, (3.3) all partners to the consortium MUST submit individual supporting documents as listed in the expression of interest/pre-qualification criteria below.
- 3.4 Guarding firms cum electronic security operations contractors currently offering such services.

### **4.0 BID DOCUMENTATION REQUIREMENTS:**

**In accordance with the Public Procurement Act of 2007, extant laws and NNPC policies and guidelines all interested bidders seeking to be considered must satisfy the following requirements specified below:**

- 4.1 Full detail of Company profile and a signed letter of application indicating interest on the company's letterhead paper bearing amongst other, telephone number, email address and company's full address with a comprehensive company profile addressed to NNPC.
- 4.2 Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC), certified true copies of Memorandum and Articles of Association of the company, CAC form C02 and C07 (Particular of Directors) for Nigerian companies and/or similar document of Incorporation for foreign companies, certified true copies of statutory documents indicating ownership structure of company, name(s) of major shareholders and percentage shareholding.
- 4.3 Company's Tax Clearance Certificate for the last three (3) years (2018, 2019 & 2020) expiring on 31<sup>st</sup> December 2021.

***Each requirement as listed in Sections 4.2 – 4.3 and 4.9 are deemed as mandatory and non-submission of documentation will be considered as 'fatal flaw'.***

- 4.4 Evidence of compliance with the provisions of Industrial Training Fund (ITF) Amendment Act 2011 by inclusion of current copy of compliance certification from the Industrial Training Fund expiring on 31<sup>st</sup> December, 2021.

- 4.5 Evidence of compliance with the Nigerian Social Insurance Trust Fund (NSITF) Act by inclusion of current copy of compliance certificate expiring on 31<sup>st</sup> December, 2021.
- 4.6 Evidence of compliance with PENCOR Reform Act 2004 by inclusion of valid Pension clearance certificate expiring on 31<sup>st</sup> December, 2021.
- 4.7 Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31<sup>st</sup> December 2021 or valid Certificate issued by BPP.
- 4.8 Valid License/Permit from the Nigerian Security & Civil Defence Corp (NSCDC) to operate as a private security/guarding company is mandatory.
- 4.9 Evidence of current relevant Department of Petroleum Resources (DPR) permit.
- 4.10 Company's Community Affairs, Safety, Health, Environment & Security (CASHES) and Quality Assurance/Quality Control (QA/QC) Policy. Details of safety records for accidents, incidents, injuries and damages (lost time incident, down-time etc.) for the past three years (2018, 2019 and 2020)
- 4.11 Evidence of five verifiable similar security services executed in the last five (5) years (2016 to 2020). Work progress photographs, Job Completion Certificates and performance report are required on each completed work or any other evidences with full contact details (not P.O. Box), functional phone numbers and E-mail addresses.
- 4.12 For the Provision of SCCOs, Evidence of three direct involvement in the operatorship of electronic security operations and manning deployment for the last 3-5years.
- 4.13 Audited Account for the past three (3) years (2018, 2019, & 2020), which must be signed and bear the stamp of a reputable and verifiable Audit Firm.
- 4.14 For the Provision of SCCOs, demonstration of an average minimum turnover of ₦500 million and a Net worth of at least NGN200 Million for the financial years ending: 2018, 2019 and 2020 respectively.
- 4.15 Bank reference letter from a credible banking institution indicating willingness to fund the contract if awarded.
- 4.16 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 wrong up petition or proceedings.
  - c. To confirm that the company is not a replacement for a hitherto tax defrauding company.

- d. 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 representation of falsification of facts relating to any matter.
- e. Disclosing whether any officer of the relevant committees of Nigerian National Petroleum Corporation or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder.
- f. To confirm that all information presented in its bid submission are true and correct in all particulars.
- g. A written statement providing full names, contact addresses of current directors and beneficial owners to including their email address, and telephone number.

#### **4.17 COMPLIANCE WITH THE NIGERIAN CONTENT ACT**

Compliance with Nigerian Content Act shall be a major consideration in the selection of applicants. Interested applicants must submit a detailed Nigerian Content execution strategy to the satisfaction of the NCDMB, clearly setting out Nigerian Content commitments for subcontracting in the areas of:

- 4.17.1 Current and in-place organizational structure with detailed experience and skills of key management personnel with names. Provide evidence (personnel list and position organizational chart).
- 4.17.2 Nigerian Content plan that demonstrates 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 requirement of the NOGICD Act 2010.
- 4.17.3 Current and in-place organizational structure with detailed experience and skills 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.
- 4.17.4 Detailed past/present commitment to staff training and development of Nigerian personnel (where applicable).

#### **5.0 SUBMISSION OF BID DOCUMENTS/CLOSING DATE DUE TO THE COVID-19 PANDEMIC, ALL BIDS MUST BE SUBMITTED ELECTRONICALLY ON THE NNPC/NipeX TENDER PORTAL**

- 5.1 To be eligible for this tender exercise, interested bidders are required to submit the following mandatory details as outlined below to SCMTenders@nipex.com.ng on or before **12:00 noon, Tuesday 9<sup>th</sup> March, 2021:**
  - a. Company's name
  - b. Company's full address

- c. Company's authorized contact person(s) name to include
  - d. Phone number
  - e. Company's e-mail address
- 5.2 Section 5.1 (a-e) above is a mandatory requirement to register your company for participation in this tender process in the NNPC/NipeX tender process portal.
- 5.3 All interested bidders who do not provide the mandatory details as requested in Section 5.1 (a-e) above as at **12:00 noon Tuesday 9<sup>th</sup> March, 2021** will no longer have access to the NNPC/NIPEX Portal.
- 5.4 Individual bidders would be duly notified on their registration in the NNPC/NIPEX tender portal. Thereafter, the bidder would have access to make their submissions on the NNPC/NipeX Tender Portal.
- 5.5 All documents should be submitted online through the electronic NNPC/NIPEX Tender Portal **on or before 12:00 Noon on Monday 29<sup>th</sup> March, 2021** to: [www.nipex-ng.com](http://www.nipex-ng.com).
- 5.6 All bids shall be opened virtually, following the deadline for bids submission at **12:00 Noon on or before 12:00 Noon on Monday 29<sup>th</sup> March, 2021**, using the NNPC Microsoft Teams.
- 5.7 In case of any unscheduled holiday on the Bid submission date, the deadline for submission of bids will take place on the next working day. Accordingly, Bid Closing Date/time be extended to the next working day and time.

## **6.0 IMPORTANT INFORMATION**

Bidders acknowledge and accept, with respect to this tender that:

- a. NNPC will only accept documents received electronically via the designated NipeX portal. Bids received in any other form shall not be accepted.
- b. Timely submission is the responsibility of the bidder.
- c. At the deadline of bids submission, bidders will no longer have access on the NipeX portal to submit their bid.
- d. The uploading of large electronic files may take time and as such, bidders must allow for sufficient time to fully transmit all files prior to the bid closing time.
- e. All submissions must be in a readable PDF format. If the electronic files containing the tender documents are corrupted, contain a virus or are unreadable for any reason NNPC reserves the right to reject the tender documents.
- f. Bidders are advised that NNPC may not discover corrupted or unreadable files submitted via the NipeX portal until after the tender submission deadline.
- g. NNPC is not responsible for errors or failures in the Bidder's own systems, and No extension of the submission deadline or time will be granted.
- h. NNPC accepts no responsibility for Bidder's misunderstanding of the instructions or incorrect usage of the NipeX portal system.

- i. All bidders who have submitted their mandatory details and registered on the NipeX portal and external observers shall be invited to attend a virtual bid opening session through Microsoft Teams to be communicated.
- j. NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents.
- k. All costs incurred by your company as a result of this Invitation to tender exercise and any subsequent request for information shall be to your account.
- l. This Invitation to tender process and any related process neither creates any commitment by NNPC nor establishes any legal relationship.
- m. All information must be provided in English Language
- n. Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of tender documents;
- o. NNPC is not bound to pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

**SIGNED: NNPC MANAGEMENT**