



# **NIGERIAN NATIONAL PETROLEUM CORPORATION**

**NNPC TOWERS, HERBERT MACAULAY WAY,**

**P.M.B. 190, GARKI- ABUJA, NIGERIA**

## **INVITATION TO TENDER**

### **FOR THE OPERATION AND MAINTENANCE OF ELECTRO-MECHANICAL FACILITIES IN NNPC TOWERS**

#### **1. INTRODUCTION**

The Nigerian National Petroleum Corporation is established under the laws of the federal republic of Nigeria and having its head office located at the NNPC Towers, Herbert Macaulay way, central business District, Abuja. NNPC therefore invites interested and credible companies to participate in this tender process for the successive engagement of a qualified and reputable Company for the operation and maintenance of Electro-mechanical facilities in the NNPC Towers, Abuja.

#### **2. SCOPE OF WORK**

The scope of the contract shall include but not limited to the following;

- a) Deploy competent Engineers, supervisors & technicians with tools/consumables for 24 hours /7days a week for proficient operation and running of all facilities, these facilities include, among others;
  - Lighting systems including external flood lights.
  - Power distribution systems.
  - Periodic maintenance of Power system including distribution boards, distribution panels, and switch gears (33kV/11kV/415V).
  - Periodic maintenance of electric motors.
  - Periodic maintenance of earthing system, lightning arrestors and aircraft warning lightings.
  - Repairs/Replacement of damaged power points.
  - Fire protection systems including Installed Integrated Fire Alarm, fire detection, voice evacuation, NOVEC 1230 Fire suppression system, Public address for addressing evacuees at muster point, Sprinkler pumps, sprinklers, sounder, smoke detectors and FM 200 etc.
  - check and rectify the panels & controllers in panel rooms to ascertain status and ensures it functions well on weekly basis of all the installed system
  - Check and rectify the loop maps to ensure that there is no split along the fire loops
  - Take daily records of events at the fire control room and plan for immediate resolution if there is fault
  - Check the integrity of UPS and power source to ensure that it is appropriate for the systems
  - Carry out daily routine checks on the devices from Block to block and take record to ensure that there is no emergency that can ground the system
  - Check and rectify the fiber cable that stands as back bone for the system network.
  - Modify or create as the case may, be new locations or devices in the winmag showcasing the maps for easy identification of events

- Check and rectify the NOVEC 1230 Panels, backup battery and any related accessories and to ensure that system will always respond to fire incidents
  - Prepare and send reports to client on weekly and monthly basis
  - Weekly test of fire and voice alarm and entire system on weekends to ensure that the system is functioning
  - Dusting, cleaning, configuration checks and blowing of devices every 4 months for optimum performance as per BS 5839.
- b) Operation and Maintenance of Heating, Ventilation and Air Conditioning Systems.
- c) Operation and Maintenance of 6no water boreholes, Pumps and associated plumbing accessories.
- d) Maintenance of Fire Alarm Systems including sprinkler pumps (electric, jockey & diesel).
- e) Daily, weekly and monthly servicing of electrical appliances as specified by the manufacturer or determined by operational / environmental factors.
- f) Rapid response to emergency calls.
- g) Provide specification for materials/spares required.
- h) Plumbing Systems Maintenance to include the following:
- Check on water supply pump/tanks and pipework.
  - Check on water supply/sanitary ware/WC/Sink/WHB Bowls etc.
  - Washing of water beautification fountains in all the blocks
  - Washing of water storage tanks for all the blocks
  - Servicing of plumbing Terminals units-sprinkler Heads etc.
  - Rain water outlets on the roof & floor drains. Etc.
- i. carpentry system maintenance to include;
- Repair of faulty doors, hinges, door locks, cylinders, etc.
  - Rectification of roof leakages
  - Any other carpentry jobs that may arise.

### 3. **WHO MAY APPLY?**

NNPC hereby invites interested and credible companies who fall under the listed criteria to participate in this tender process. The prospective bidder(s) must:

- Be an experienced and established Company engaged in facility maintenance Management.
- Have an experience on maintenance of Electro- mechanical facilities.

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.

#### 3.1 **GENERAL REQUIREMENT**

Submit Company's profile indicating details of company's resume demonstrating its capabilities and a signed letter of application indicating interest on the company's letter

head paper bearing amongst other, telephone number, email address and company's full address to be addressed to NNPC.

### 3.2 STATUTORY REQUIREMENT

- 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 CO2 and CO7 (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 (**fatal flaw**)
- Company's Tax Clearance Certificate for the last three (3) years (2017, 2018 & 2019) expiring on 31st December 2020, for Nigerian companies and similar tax certification documents for foreign companies in the case of Tax exemption, evidence of Exemption from the respective Country. (**fatal flaw**)
- Evidence of compliance with the provision of Industrial Training Fund (ITF) Amendment Act 2011 by inclusion of current copy of Compliance Certification from the Industrial Training Fund (ITF) expiring in December 2020 or similar documents for foreign companies.
- Evidence of Compliance with the Nigerian social insurance trust fund (NSITF) Act by inclusion of current copy of compliance certificate expiring in December 2020 (For Nigerian companies).
- Evidence of compliance with PENCOM Reform Act 2004 by inclusion of valid pension clearance certificate expiring in December 2020. Or similar documents for foreign companies.
- Evidence of registration on the national data base of federal contractors consultants and service providers by submission of interim registration report (IRR) expiring on 31<sup>st</sup> December, 2020 or valid certificate issued by BPP.
- Evidence of current relevant certification with Department of Petroleum Resources.
- Submit company's CASHES (Community Affairs, Safety, Health, Environment and Security policy). The policy must be signed.
- Evidence of quality assurance/quality control policies, details of safety records for accidents, incidents, injuries and damages for the past three (3) years (2017, 2018 and 2019).

### 3.3 FINANCIAL REQUIREMENT

Audited Account for the past three (3) years (2017, 2018 and 2019), which must be signed and bear the stamp of a reputable and verifiable audit firm.

a) Demonstration of average minimum annual turnover of **N300 Million** and a net worth of not less than **N900 Million** cumulative for the financial years ending in 2017, 2018 and 2019.

b) Bank reference letter from a credible banking institution.

### 3.4 BUSINESS INTEGRITY REQUIREMENT

A prospective bidder shall make provision of a sworn affidavit to support action as follows:

- To allow NNPC verify all claims made in your submission
  - To allow NNPC verify that your organisation 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.
  - To confirm that the company is not a replacement for a hitherto tax defaulting company
  - To confirm whether any of the members of relevant companies of NNPC or Bureau of Public Procurement (BPP) is former or present Director, Shareholder, or has any pecuniary interest in your company.
  - 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.
  - A written statement providing full names, contact addresses of current directors and beneficial owners to including their email address, and telephone number.
- I. Certainty of business integrity and pre-signed undertaking to strictly comply with Nigerian Anti-Corruption laws in processing the bid and executing the contract if successful.

### 3.5 TECHNICAL REQUIREMENT

- COREN and IFMA certification.
- Verifiable evidence of having successfully executed five similar services for a minimum of five years by providing the following details;
  - I. Title and brief description of project.
  - II. Clients
  - III. Scope of works performed.
  - IV. Total contract sum
  - V. Date of award of Contract
  - VI. Contractual period for execution of project
  - VII. Name and Address of referee in client's company for each referenced project (provide telephone numbers and email addresses for quick reference)

### 3.6 NIGERIAN CONTENT REQUIREMENT

In line with the Nigerian Oil and Gas industry Content Development Act, respondents are to include evidence of Nigerian Content Compliance documents, such as:

- 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 requirement of the NOGICD Act 2010.

- Current organizational structure/chart with detailed experience and skills of key Management personnel. Provide evidence of the percentage of Management that are Nigerian national and the percentage of the total workforce that are Nigerians.
- Verifiable evidence of existing/established residence in Nigeria with available offices and local support facilities.

#### **4. SUBMISSION OF BID DOCUMENTS/CLOSING DATE**

##### **DUE TO THE COVID-19 PANDEMIC, ALL BIDS MUST BE SUBMITTED ELECTRONICALLY TO THE NNPC/NIPEX TENDER PORTAL**

4.1 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, **14<sup>th</sup> January, 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

4.2 Section 4.1 (a-e) above is a mandatory requirement to register your company for participation in this tender process in the NNPC/NipeX tender portal

4.3 All interested bidders who do not provide the mandatory details as requested in Section 4.1 (a-e) above as at 12 noon of **14<sup>th</sup> January, 2021**, will no longer have access to submit the mandatory details.

4.4 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

4.5 All documents should be submitted online through the electronic NNPC/NIPEX Tender Portal **on or before 12:00 Noon, 10<sup>th</sup> February, 2021** to: [www.nipex-ng.com](http://www.nipex-ng.com).

4.6 All bids shall be opened virtually, following the deadline for bids submission at 12:00 Noon on **10<sup>th</sup> February 2021**, using the NNPC Microsoft Teams.

4.7 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.

## 5.0 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 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. (Please note that each file should not exceed 10mb).
- e. All submissions must be in a readable PDF format. Bidders are advised that NNPC may not discover corrupted or unreadable files submitted via the NipeX portal until after the tender submission deadline.
- f. 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.
- g. NNPC is not responsible for errors or failures in the Bidder's own systems.
- 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. Only companies adjudged qualified by NNPC under this ITT bid process shall be invited to participate in the next stage of the tender process.
- n. All information must be provided in English Language.

**SIGNED: NNPC MANAGEMENT**

