



NIGERIAN NATIONAL PETROLEUM COMPANY LIMITED

NNPC LTD TOWERS, HERBERT MACAULAY WAY,
P.M.B. 190, GARKI- ABUJA, NIGERIA

REQUEST FOR EXPRESSION OF INTEREST (EOI)

AS A BROKER FOR INSURANCE OF NNPC LTD NON-OIL ASSETS AND LIABILITIES FOR THE YEAR 2024/2025

The NIGERIAN NATIONAL PETROLEUM COMPANY LIMITED invites interested Insurance Brokers registered in Nigeria, to bid as Brokers for its Non-Oil Assets and Liabilities Insurance programme.

ELIGIBILITY CRITERIA

All interested Insurance Brokers seeking to be considered must satisfy the following eligibility and qualification criteria:

- A. Be a Limited Liability Company registered with the Corporate Affairs Commission (C.A.C) in Nigeria and licensed by the National Insurance Commission (NAICOM) to operate as an insurance broker.
- B. Maintain adequate Professional Indemnity Cover for its activities.
- C. Be a good corporate citizen that pays its taxes as at when due and be in possession of current Tax Clearance Certificate.
- D. Fulfill all statutory requirements to operate as an Insurance Broker in the Nigerian Oil and Gas Industry.

In compliance with the NNPC LTD Supply Chain Management Policies and Procedures, NNPC LTD hereby invites qualified Insurance Brokers interested in this bid to submit the following documents as evidence to satisfy A to D above:

1. **Certified True Copy** of the Certificate of Incorporation (CAC) obtained from the Corporate Affairs Commission within the last twelve months ending November 2023 and CAC status report generated within 3-months of bid submission.
2. **Certified True Copy** of the company's **current license** to operate as an Insurance Broker issued by NAICOM with an ending date of November 2023.
3. Published Annual Accounts and Reports (Audited) for Year 2020, 2021 and 2022. **Only NAICOM Approved Audited Accounts duly stamped by NAICOM will be accepted.**
4. Provide a detailed Company Profile and a clear list of verifiable location(s) of your operational Head office and current Branch Network [spread of your branch office(s)]
5. **Copy** of the Tax Clearance Certificate issued by the Federal Inland Revenue Service for the past three (3) years 2020, 2021 and 2022 (**Receipts not acceptable**). Certification must be valid up to **31st December, 2023**.

6. Certificate of Insurance in respect of current Professional Indemnity cover, which must be valid for the purpose of this advertisement.
7. Employee Compensation Scheme (ECS) Clearance Certificate as evidence of compliance with the provisions of the Employee Compensation Act 2010 issued by the Nigerian Social Insurance Trust Fund **expiring** not earlier than 31st December, 2023 **(Receipts not acceptable)**.
8. Certificate of Compliance with the provisions of the Pension Reform Act, 2014 issued by the National Pension Commission (PENCOM) expiring not earlier than 31st December, 2023.
9. Evidence of certificate of compliance with the provisions of Industrial Training Fund (ITF) Act 2011 issued by the ITF expiring not earlier than 31st December, 2023.
10. Relevant certificate of registration with the Nigerian Upstream Petroleum Regulatory Commission (NUPRC) expiring not earlier than 31st December, 2023.
11. A minimum of one (1) documentary/verifiable Evidence of participation in energy insurance account as a broker in the last 5 years (Exploration and Production (E & P) and Oil Servicing Companies only). Interested bidder should attach all documentary/verifiable evidence as indicated above.
12. List and attach evidence of top 10 (ten) clients showing the premium income and the class of business of each of the clients for 2022 and 2023 insurance year.
13. Professional Experience of Managing Director and/or CEO - Years of insurance experience, Companies worked for with dates, copies of professional and academic Certificates. Please attach one (1) page resume. (The Managing Director and/or CEO should have a minimum of ten (10) years industry experience).
14. Professional Experience of Insurance Technical Staff - Years of insurance experience, Companies worked for with dates, copies of professional and academic Certificates. Please attach one (1) page resume for each of the technical staff.
15. A prospective bidder shall provide a sworn affidavit to support action as follows:
 - a. To allow NNPC LTD to verify all claims made in your submission.
 - b. To allow NNPC LTD to 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 company is not a replacement for a hitherto tax defaulting company.
 - d. Disclosing whether or not any officer of the relevant committees of NIGERIAN NATIONAL PETROLEUM COMPANY LIMITED is a former or present Director, shareholder or has any pecuniary interest in the bidder.
 - e. To confirm that all information presented in its bid are true and correct in all particulars.
 - f. 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.
16. All documents for submission must be transmitted with a duly signed covering/forwarding letter by the authorized officer of the firm under the Company/Firm's letter head paper bearing amongst others, the Names and Nationalities of the Directors of the Company, the Registration

Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.) and Email Address.

17. NIGERIAN CONTENT REQUIREMENTS

In compliance with the Nigerian Oil and Gas Content Development Act, Prospective brokers must submit in a separate file the following documents:

- a. CAC status report generated within 3-months of bid submission.
- b. Nigerian Content Plan for the brokerage services to be provided using Nigerian resources. (Past and present).
- c. Provide current organization structure with evidence of the percentage of the management that are Nigerian nationals and the percentage of the total workforce that are Nigerians.
- d. Provide past details and present commitment to staff training and development of Nigerian personnel.
- e. Evidence of physical operational presence and set up in Nigeria. (Must have verifiable office address(es) in Nigeria.
- a. Details of training budget for Nigerian human capital development.
- f. A list of in-country registered office addresses.
- g. Number of jobs to be created by this opportunity.
- h. Further innovative proposal that would enhance Nigerian Content for the Insurance programme.

BID SUBMISSION:

ALL EOIs MUST BE SUBMITTED ELECTRONICALLY TO THE NNPC LTD/NipeX TENDER PORTAL.

- 18.1 To be eligible for this tender exercise, **interested** bidders are required to fill out and submit mandatory details through this link <https://forms.office.com/r/6s6j7td6ZJ> **on or before 12:00 Noon Thursday 19th October, 2023**
- 18.2 Provision of 18.1 by filling the form through the link above is a mandatory requirement to register your company for participation in this EOI process in the NNPC LTD/NipeX tender process portal.
- 18.3 All interested bidders who do not provide requested information through the link in 18.1 above **on or before 12:00 Noon Thursday 19th October, 2023**: will not have access to submit bid documents on the NNPC LTD/NipeX tender portal.
- 18.4 Individual bidders would be duly notified of their registration on the NNPC LTD/NipeX tender portal.
- 18.5 Thereafter, the bidder would have access to make their submissions on the NNPC LTD/NipeX Tender Portal.
- 18.6 All submitted EOIs should be titled **"Request for EOI AS INSURANCE BROKER FOR NNPC LTD NON-OIL ASSETS AND LIABILITIES FOR THE YEAR 2023/2024"**

18.7 **THE SUBMISSION/CLOSING DATE:**

All documents should be submitted online through the electronic NIPeX Tender Portal **on or before 12:00 Noon Monday 13th November, 2023 to: www.nipex-ng.com.**

All EOIs shall be opened virtually, following the deadline for EOIs submission **at 12:00 Noon Monday 13th November, 2023** using the Microsoft Teams. Bidders who have submitted their EOIs and external observers shall be invited to attend the virtual live stream bid opening session.

In the event of any unscheduled holiday on the Bid submission date, the new deadline for submission of EOIs will be on the next working day. Accordingly, Expression of Interest Closing Date/time be extended to the next working day and time.

IMPORTANT INFORMATION

It must be noted that Bidders acknowledge and accept, with respect to this EOI that:

1. NNPC LTD will only accept documents received electronically via the designated NipeX portal. EOIs received in any other form shall not be accepted.
2. Timely submission is the responsibility of the bidder.
3. At the deadline of EOIs submission, bidders will no longer have access on the NipeX portal to submit their bid.
4. 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.
5. All submissions must be in a readable PDF format. If the electronic files containing the EOI documents are corrupted, contain a virus or are unreadable for any reason NNPC LTD reserves the right to reject the EOI documents.
6. Bidders are advised that NNPC LTD may not discover corrupted or unreadable files submitted via the NipeX portal until after the EOI submission deadline.
7. NNPC LTD 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.
8. NNPC LTD accepts no responsibility for Bidder's misunderstanding of the instructions or incorrect usage of the NipeX portal system.
9. All companies 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.
10. NNPC LTD shall deal directly with only authorized officers of the interested companies and not through individuals or agents.
11. All costs incurred by your company because of this Invitation to submit Expression of Interest and any subsequent request for information shall be to your account.
12. NNPC LTD will not enter any form of communication with interested bidder(s) from the commencement date of this advertisement.
13. NNPC LTD reserves the right to verify the information and documents provided from regulatory authorities.
14. This Invitation to EOI process and any related process neither creates any commitment by NNPC LTD nor establishes any legal relationship.
15. All information must be provided in English Language.
16. Only shortlisted firms will be contacted for the next tender stage.
17. The NNPC LTD is not bound to shortlist any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities .

This advertisement is also published on our website www.nnpcgroup.com

SIGNED: NNPC LTD MANAGEMENT