



**NIGERIAN NATIONAL PETROLEUM CORPORATION
NNPC TOWERS, HERBERT MACAULAY WAY,**

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

**INVITATION TO TENDER
FOR THE
SALE AND PURCHASE OF NIGERIAN CRUDE OIL GRADES**

1. INTRODUCTION

The Nigerian National Petroleum Corporation empowered pursuant to NNPC Act (LFN Cap 320) to engage in all commercial activities relating to the Petroleum Operations. In compliance with the Public Procurement Act 2007 NNPC intends to engage qualified and reputable Companies for the sale, purchase and lifting of Nigerian Crude Oil grades.

NNPC therefore invites interested and credible companies to participate in the tender process.

2. BRIEF DESCRIPTION OF SCOPE OF SALE

NNPC sells Nigerian Crude Oil grades on Free-On-Board (FOB) basis subject to the execution of a Sales and Purchase Agreement with selected buyers.

3. WHO MAY APPLY

Categories:

- I. A bona fide end user who owns a refinery and/or retail outlets. Possession of refinery that can process Nigerian crude oil grades will be an added advantage;
- II. Government to Government arrangement (Bilateral relationships) with high energy consuming countries;
- III. An International established and globally recognized large volume Crude Oil trader
- IV. An Indigenous Nigerian company engaged in Nigerian Oil and Gas downstream business activities.

Kindly indicate the category being applied for.

Please note that Memorandum of Understanding (MOU) and any letter of affiliation or introduction letter from any company shall NOT be entertained.

2. DURATION

The duration of the term contract shall be for One year (12 calendar months)

3. PRE-QUALIFICATION REQUIREMENTS

All interested bidders seeking to be considered must satisfy the following requirements specified below:

- 3.1 Certificate of Registration/Incorporation and/or similar evidence of company registration issued by Corporate Affairs Commission (CAC) for Nigerian companies or issued by Home Country's Government Agency for foreign companies.
- 3.2 Certified true copies of memorandum and Article of Association of the company (Statement of share capital and return of allotment) and CO7 (particulars of

- Directors) and /or similar statutory documents indicating ownership structure of company, name(s) of Directors, major shareholders and percentage shareholding.
- 3.3 Detailed Company Profile with full details of company's resume demonstrating company's capabilities.
 - 3.4 Submit a tender application letter (on bidder's letter headed paper) including name of authorised contact person (s), company full address, Email address and Telephone number
 - 3.5 Company Tax Clearance Certificate for the last three (3) years (.....) for Nigerian companies and similar tax certification documents for foreign companies.
 - 3.6 Evidence of compliance with the provisions of Industrial Training Fund (ITF) Amendment Act 2011 by inclusion of copy of Compliance Certificate from the Industrial Training Fund (only for Nigerian companies)
 - 3.7 Evidence of compliance with the Nigerian Social Insurance Trust Fund (NSITF) Act by inclusion of copy of Compliance Certificate (only for Nigerian companies).
 - 3.8 Evidence of compliance with PENCOM Reform Act 2004 by inclusion of valid Pension Clearance Certificate (only for Nigerian companies)
 - 3.9 Evidence of registration on the Bureau of Public Procurement (BPP's) National Data Base of Federal Contractors, Consultants and Services Providers (NDCCSPs) by inclusion of Interim Registration Report (IRR) (only for Nigerian companies).
 - 3.10 Evidence of relevant certification with Department of Petroleum Resources (where applicable).
 - 3.11 Audited Accounts for the past three (3) years (.....) which must bear the stamp of Audit Firm.
 - 3.12 Demonstration of minimum annual turnover of US\$ 500 million (or the Naira equivalent) and net worth of not less than US\$ 250 million (or the Naira equivalent) for the Financial Year Ending of
 - 3.13 Ability to establish an irrevocable Letter of Credit for the payment of any allocated Crude Oil subject to the contract terms.
 - 3.14 Details of the applicant's facilities, markets and volume of crude oil (listed in barrels) and products traded (listed in metre tonnes) and/or processed over the last three (3) years (.....) in a tabular form
 - 3.15 Evidence of verifiable similar services carried out within the last five years. (.....)
 - 3.16 Company's CASHES plans and QA/QC policy and detail of safety records for accidents, incidents, injuries and damages for the past three (3) years (.....).
Policy must be signed.
 - 3.17 A prospective bidder shall make provision of sworn affidavit to support action as follows:
 - a) To allow NNPC verify all claims made in your submission
 - b) 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.
 - c) To confirm that the company is not a replacement for a hitherto tax defaulting company
 - d) To confirm whether or not 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.

- 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 or falsification of facts relating to any matter.
 - f) A written statement providing full names, contact addresses of current directors and beneficial owners to including their email address, and telephone number.
- 3.18 Certainty of business integrity and pre-signed undertaking to strictly comply with Nigerian Ant-Corruption laws in processing the bid and executing the contract if successful.

4. COMPLIANCE WITH THE NIGERIAN CONTENT ACT

Compliance with Nigerian Content Act shall be a major consideration in the selection of applicants to lift Nigerian Crude Oil. It should be noted that evidence of Nigerian equity in the entity seeking consideration shall give competitive advantage.

Interested applicants must submit a detailed Nigerian Content execution strategy to the satisfaction of the NCDMB, clearly setting out Nigerian Content commitments in the areas of

- a. Patronage of Nigerian shipping companies.
- b. Insurance and Legal Services
- c. Banking and Financial Services
- d. 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.
- e. 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 national and the percentage of the total workforce that are Nigerians.
- f. Detailed past/present commitment to staff training and development of Nigerian personnel (where applicable).

5. SUBMISSION OF BID DOCUMENTS

- 5.1 All completed bids should be sealed and submitted in TWO (2) separate envelopes clearly marked – One (1) Original, One (1) Copy and One (1) Electronic copy (FLASH DRIVE) duly signed by the bidder's authorised representative clearly marked "INVITATION TO TENDER FOR "THE SALE AND PURCHASE OF NIGERIAN CRUDE OIL GRADES"
- 5.2 The local content requirement as stated above No. 4 must be submitted in a separate envelope and clearly marked 'INVITATION TO TENDER FOR "THE SALE AND PURCHASE OF NIGERIAN CRUDE OIL GRADES - LOCAL CONTENT"'.
The submission/closing date:

All documents should be submitted on or beforeat 12 noon prompt to:

The Secretary,
NNPC Tenders Board (NTB)
Nigerian National Petroleum Corporation,
The Bid Management Room,
Room 45B, 1st Floor, Block D, NNPC Towers
Herbert Macaulay Way

**Central Business District,
Abuja.**

- 5.3 All the bids shall be publicly opened and endorsed immediately following the deadline for submission in the presence of invited observers and prospective bidders.
- 5.4 All the Bidders are invited to attend the bid opening session at
**The Amphitheatre,
1st Floor, Block A,
NNPC Towers,
Central Business District,
Abuja.**

6 IMPORTANT INFORMATION

- 6.1 Late submission shall be rejected.
- 6.2 All submission should be arranged in a binder and numbered in the order listed in 5 above.
- 6.3 Only companies who submit the required information and meet the pre-qualification criteria will be contacted after evaluation. NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents.
- 6.4 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.
- 6.5 This Invitation to tender process and any related process neither creates any commitment by NNPC nor establishes any legal relationship.
- 6.6 **All information must be provided in English Language**

SIGNED: NNPC MANAGEMENT