

CHEVRON NIGERIA LIMITED/NNPC

R. C. 6135

OPERATOR OF THE NNPC/CHEVRON JOINT VENTURE

TENDER OPPORTUNITY: PROVISION OF COURIER, MAIL HANDLING, PAY-PER-PRINT AND OFFICE SUPPORT

NipeX Tender No - CNL.00000261

(1) INTRODUCTION:

Chevron Nigeria Limited invites interested and prequalified companies for this tender opportunity for the Provision of Courier, mail handling (domestic and international routes), Pay-Per-Print/Office Support Services. The proposed award strategy is multiple awards for three (3) years term with an option of one (1) year extension.

(2) SCOPE OF WORK:

The scope of services includes, but is not limited to:

(A) Courier and Mail Handling Services

Contractor shall provide courier and mail handling services for both domestic and international routes of Company's mails, parcels, and luggage for Company's Middle East, Africa, South America (MEASA) region, Chevron -United Kingdom (CUK) routes, comprising of North America, South America, Canada, Eastern Europe, Western Europe, Australia, Far East, Asia and Africa. Domestic routes- comprising of Lagos, Port Harcourt, Onne, Warri, Asaba, Yenagoa, Abuja and other cities and towns within the Federal Republic of Nigeria as may be directed by Company.

Contractor shall provide desktop computer with printer, Worldwide Web Tracking system, a wireless telephone, packaging materials including Stationery items and personnel to

perform end-to-end management services across company's locations in Nigeria.

Contractor shall train company's authorized personnel in utilizing the Web Tracking system and its mail handling procedure.

Contractor's personnel shall be fully certified, conversant and have a strong working knowledge of mail and courier handling services and operating practices of COMPANY Practices, Standards and Procedures.

Contractor shall provide Mail Room Management Services for Chevron Nigeria Nationwide (Lagos, Escravos and Warri offices).

All Contractor personnel shall comply with all Company Safety Rules and Regulations.

(B) Pay-Per-Print Services

The pay-per-print services involve:

- Print service using multifunctional printers (MFP)
- Contractor shall provide personnel, equipment spares, maintenance, software, and consumables to deliver, install service, support, monitor and manage the MFPs. The contractor will oversee the day-to-day maintenance and repair of all MFPs provided by contractor. Providing and installing all supplies (excluding paper) is included as part of the services.

(C) Office Support Services

The office support services include but is not limited to stationery service office equipment repairs (corrective and preventive), communication center/radio service, library service and pay-per-print service in all Company's locations in Nigeria.

(3) MANDATORY TENDER REQUIREMENTS:

- (A) To be eligible for this tender exercise, interested bidders are required to be pre-qualified in the 3.08.09 (Courier Services, Mail & Courier), 3.11.07 (User Support/Help Desk Services) and 3.11.05 (Hardware Installation Support Services (Leasing and Maintenance)) in NipeX Joint Qualification System (NJQS) database. All successfully pre-qualified and “live” in these categories by the bid close date will receive Invitation to Technical Tender (ITT).
- (B) To determine if you are pre-qualified and to view the product/service category you are listed for: Open <http://vendors.nipex-ng.com> and access NJQS with your log in details. Click on Products/Services tab to view your status and product codes.
- (C) If you are not listed in this product/service category, and you are registered with DPR to do business for this category, please contact NipeX office a, 8-10 Bayo Kuku Road, Ikoyi, Lagos with your DPR certificate as evidence for verification and necessary update.
- (D) To initiate the JQS pre-qualification process, please access www.nipex-ng.com click on services tab followed by NJQS registration.
- (E) To be eligible, all bidders must comply with the Nigerian Content requirements in the NipeX system.

(4) NIGERIAN CONTENT REQUIREMENT:

Chevron Nigeria Limited is committed to the development of the Nigerian Oil and Gas business in observance with the Nigerian Oil and Gas Industry Content Development Act 2010 (NOGICD Act) enacted by the Federal Government of Nigeria in April 2010.

Pursuant to enactment of the NOGICD Act, the minimum Nigerian Content in any project, service or product specification to be executed in the Nigerian Oil and Gas Industry shall be consistent with the level set in the schedule of the Act and any other target as may be directed by the Nigerian Content Development and Monitoring Board (NCDMB).

Contractors shall comply with the provisions of the NOGICD Act and all applicable regulations. Bidders that do not meet the Nigerian Content criterion will not be allowed to participate in next Tender Stage

The following are the Nigerian Content requirements bidders are expected to comply with in their technical bid submission.

- (A) Demonstrate that entity is a Nigerian registered company with 51% or shareholding capacity. Tenderer shall provide evidence of company Ownership Structure form C02 and C07, registration on NOGIC JQS and NUPRC certificate.
- (B) Detailed description of the location of in-country committed facilities & infrastructure (Administrative /Technical offices) In Nigeria to support this contract.
- (C) Provide evidence of percentage of management that are Nigerian Nationals and the percentage of the total workforce that are Nigerians.
- (D) The Tenderer shall provide evidence of category 1, 2, 3, 4 or 5 Consultancy Studies group NCEC to demonstrate capacity & capability to deploy personnel to execute the work scope.
- (E) Tenderer shall comply with the latest approved version of NCDMB HCD guideline by committing (via a letter of undertaking) to providing Project-Specific training, man-hour, budget, skill development and understudy plan for Nigerian personnel utilizing ogtan registered trainee(s) or other approved NCDMB training institution(s).

(5) CLOSE DATE:

Only bidders who are pre-qualified and “live” with NJQS Product 3.08.09, 3.11.05 and 3.11.07 by **4:00pm, 14 February, 2024**, being the advert close date shall be invited to submit technical bid.

Additional Information:

- (1) Suppliers eligible for this tender opportunity are expected to be prequalified in NJQS under this product/service category.
- (2) The Invitation to Tender (ITT) and any further progression of this tender shall be via NipeX.
- (3) All costs incurred in preparing and processing NJQS prequalification shall be to the contractor's accounts.
- (4) This advertisement shall neither be construed as any form of commitment on the part of Chevron Nigeria Limited to award any contract to any company and or associated companies, sub-contractors or agents, nor shall it entitle prequalified companies to make any claims whatsoever and/or seek any indemnity from Chevron Nigeria Limited and or any of its partners by virtue of such companies having been prequalified in NJQS.
- (5) The tendering process shall be the NNPC contracting process requiring pre-qualified companies to submit technical tender first. Following a technical review, only technically and financially qualified contractors will be requested to submit commercial tenders.
- (6) Chevron Nigeria Limited will communicate only with authorized officers of the pre-qualifying companies and NOT through individuals or Agents.

ES/NCDMB/CNL/ADV/UPD/221223/COURIER, PRINT AND OFFICE SUPPORT SERVICES

Please visit Nipex portal at www.nipex-ng.com for this advert and other information.