

NIGERIAN NATIONAL PETROLEUM COMPANY LIMITED

NNPC LTD TOWERS, HERBERT MACAULAY WAY,

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

INVITATION TO TENDER

AS INSURER FOR NNPC LTD NON-OIL ASSETS AND LIABILITIES FOR THE YEAR 2024/2025

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

The contract(s) for the insurance of the Non-Oil Assets and Liabilities shall be awarded to the successful bidder(s) for a period of 12 months.

The classes of insurance include but not limited to:

- (a) LIFE (Group Life)
- (b) NON - LIFE [Automobiles, Group Personal Accident, Travel Medical, Marine Cargo, Goods-in-Transit, and Combined Industrial All Risks (Fire and Special Perils, Burglary, Marine Hull, Electronic Equipment, and General Third Party Liability)]

ELIGIBILITY CRITERIA

All interested Insurance Companies seeking to be considered must satisfy the following eligibility and prequalification 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 transact Life or General Insurance business or both.

- (B) Have a minimum Paid up Capital as approved by NAICOM for the different classes of Insurances.
- (C) Satisfy the margin of solvency requirements as prescribed by the Insurance Act 2003.
- (D) Be a good corporate citizen of Nigeria that pays its taxes as at when due.
- (E) Fulfill all statutory requirements to operate as an Insurer in the Nigerian Oil and Gas Industry.

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

- (1) Certified True Copy of the Certificate of Incorporation obtained from the Corporate Affairs Commission (CAC) within the last twelve months ending November 2023 and CAC status report generated within 3-months of bid submission.
- (2) Certified True Copy by National Insurance Commission (NAICOM) of the Company's current Licence as an Insurer to transact the class of business it intends to bid within the last twelve months ending November 2023.
- (3) Company's published Annual Audited Accounts and Reports for the years ending 2020, 2021 and 2022.
- (4) NAICOM's approval of Annual Audited Accounts and Returns for underwriting year ending 31st December, 2022.
- (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 Compliance with the provisions of the Pension Reform Act, 2014 issued by the National Pension Commission (PENCOM) expiring not earlier than 31st

December, 2023.

- (7) Employee Compensation Scheme (ECS) Clearance Certificate as evidence of compliance with the provisions of the Employee Compensation Act 2010 issued by Nigerian Social Insurance Trust Fund expiring not earlier than 31st December, 2023 (Receipts not acceptable).
- (8) Evidence of Certificate of compliance with the provisions of Industrial Training Fund (ITF) Act 2011 as issued by the ITF expiring not earlier than 31st December, 2023.
- (9) Relevant certificate of registration with the Nigerian Upstream Petroleum Regulatory Commission (NUPRC) expiring not earlier than 31st December, 2023.
- (10) Evidence to prove number of relevant years of experience in Life and General insurance business. (A minimum of ten (10) years' experience in Life and General insurance business is expected) Please attach reference letters; copies of letters of awards including client's company full contact details (Not P.O.Box), functional phone numbers and e-mail address.
- (11) Current and in-place organizational structure. Experience and skills of management and technical personnel with one-page resume showing companies worked for with dates provided for each class of business the Insurer intends to bid.
- (12) Evidence of current Re-Insurance program.
- (13) Copy of signed 2020/2021, 2021/2022 and 2022/2023 domestic and/or foreign reinsurance slips for your non-oil assets accounts.
- (14) Evidence of payment of 2020/2021, 2021/2022 and 2022/2023 reinsurance premiums for your non-oil assets accounts.
- (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) PLEASE NOTE: Insurers with outstanding indebtedness to NNPC LTD older than one (1) year from the date of discharge should not apply.

(18) NIGERIAN CONTENT REQUIREMENTS

In compliance with the Nigerian Oil and Gas Content Development Act, prospective underwriters must submit in a separate file the following document:

- (a) CAC status report generated within 3-months of bid submission.

- (b) Nigerian Content Plan for the insurance 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)
- (f) Details of training budget for Nigerian human capital development for 2023 and 2024.
- (g) A list of in-country registered office addresses.
- (h) Number of jobs to be created by this opportunity.
- (i) Further innovative proposals that would enhance Nigerian Content for the insurance program.

BID SUBMISSION:

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

(19.1) 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/9bz8aDk7B9> on or before **12:00 Noon Thursday 19th October, 2023:**

(19.2) Provision of 19.1 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.

(19.3) All interested bidders who do not provide requested information through the link in 19.1 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.

(19.4) Individual bidders would be duly notified on their registration in the NNPC LTD/NipeX tender portal.

(19.5) Thereafter, the bidder would have access to make their submissions on the NNPC LTD/NipeX Tender Portal

(19.6) All submitted bids should be titled "Invitation to Tender AS INSURER FOR NNPC LTD NON-OIL ASSETS AND LIABILITIES FOR THE YEAR 2024/2025"

(19.7) THE SUBMISSION/CLOSING DATE:

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

Only the technical bids shall be opened virtually, following the deadline for bids submission at **12:00 Noon Monday 13 November, 2023** using the Microsoft Teams. Bidders who have submitted their bids 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 bids will be on the next working day. Accordingly, Invitation to Tender Closing Date/time be extended to the next working day and time.

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

(1) NNPC LTD will only accept documents received electronically via the designated NipeX portal. Bids received in any other form shall not be accepted.

(2) Timely submission is the responsibility of the bidder.

- (3) At the deadline of bids 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 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 tender documents are corrupted, contain a virus or are unreadable for any reason NNPC LTD reserves the right to reject the tender documents.
- (6) Bidders are advised that NNPC LTD may not discover corrupted or unreadable files submitted via the NipeX portal until after the tender 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 Expression of Interest 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 into 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 tender 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 pre-qualified bidders at technical evaluation will be invited at a later date for virtual financial bids opening, while the financial bids of un-successful bidders will be returned unopened;

(17) The NNPC LTD is not bound to pre-qualify 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