

**NNPC/HEIRS ENERGIES LIMITED (RC No.1515696)**

**TENDER OPPORTUNITY**

**HHOG-LAG-ADM-2023-009B; PROVISION OF TRAVELS, HOTEL ACCOMMODATION & IMMIGRATION SERVICES**

**NipeX No; HEIRSOIL.00000053**

**(1) INTRODUCTION**

**HEIRS ENERGIES LIMITED** (hereinafter referred to as “Heirs Energies”) seeks interested and pre-qualified Travel Agencies for the Provision of Travels, Hotel Accommodation & Immigration Services as detailed in item 2 below. The contract is proposed to commence in Q4 2024 and continue for a duration of three (3) years with an option to extend it for an additional period of one (1) year.

**(2) SCOPE OF SERVICES:**

The detailed scope of services includes but not limited to:

- (A) Provide a single requisition and fulfilment technology platform for travels and hotel accommodation services.
- (B) Issuance and delivery of tickets for air, rail and land transport where possible.
- (C) Advance seat assignments and advance boarding passes.
- (D) Reservations for hotel lodging accommodation.
- (E) Commercial automobile rental services.
- (F) Detailed travelers’ itinerary.
- (G) Immigration services – assistance in obtaining passports, visas and associated

documentation.

(H) Health insurance for international travels.

(I) Management information and billing reports derived from the booking database.

(J) Automated reconciliation of travel charges incurred through the booking management systems.

### **(3) MANDATORY REQUIREMENTS:**

(3.1) To be eligible for this tender exercise, interested Tenderers are required to be pre-qualified in the Service Category Service group 3.18.10 Travel Agency, in NipeX Joint Qualification System (NJQS) database. All successfully pre-qualified Contractors in this category will receive Invitations to Tender.

(3.2) To determine if you are prequalified and view the product/service category you are listed on Open <http://vendors.nipex-ng.com> and access NJQS with your log in details, click on continue Joint Qualification scheme tool, click check “my supplier status” and then click “supplier product group”.

(3.3) If you are not listed in this product/service category and you are registered with NUPRC, please contact NipeX office at No.8 Bayo Kuku Street, Ikoyi Lagos with your NUPRC certificate as evidence for verification and necessary update.

(3.4) To initiate the JQS pre-qualification process, access [www.nipex-ng.com](http://www.nipex-ng.com) to download an application form, make necessary payments and contact NipeX office for further action.

(3.5) In addition, Tenderers shall also be required to comply with the Nigerian Content requirements in the Nigerian Oil & Gas Industry Content Development Act 2010.

### **(4) NIGERIAN CONTENT REQUIREMENTS:**

Tenderers are to note that they will be requested during the technical tender to provide

details of their relevant strategy to ensure that they fully comply with Nigerian Oil & Gas Industry Content Act, 2010 as provided at [www.nnpcgroup.com](http://www.nnpcgroup.com) and [www.nigcontent.com](http://www.nigcontent.com), in view of the fact that non-compliance will constitute a fatal flaw in all contract evaluations.

The Nigerian Content Development Monitoring Board (NCDMB) will require each Tenderer to:

- (1) Demonstrate that the entity proposed for execution of the service, is a Nigerian Registered Company as the contractor entity in genuine alliance or joint venture with foreign company with details on scope and responsibilities of parties for this work. Such companies must show evidence of Joint Venture binding agreement duly signed by the CEO of both companies including evidence or plans of physical operational presence and set-up in Nigeria.
- (2) Furnish details of company ownership and shareholding structure. With photocopies of its CAC Forms CO2 and CO7.
- (3) Provide organogram with evidence of what percentage of its key management positions are held by Nigerians and what percentage of the total work force are Nigerians – And show overall percentage of work to be performed by Nigerian resources relative to total work volume.
- (4) Provide a Nigerian Content Plan with detailed description of the role, work scope, man-hours and responsibilities of all the Nigerian companies and personnel that will be involved in executing the work.
- (5) State Proposed total scope of work to be conducted by Nigerian personnel (whether contracted directly or under subcontract agreements) with names addresses including evidence of well-equipped offices and workshop.
- (6) In line with the NCD Human Capacity Development Initiative, Bidder shall commit to providing Project-Specific training, man-hour, budget, skill development and understudy plan for Nigerian personnel utilizing OGTAN registered trainer(s) or other approved

NCDMB training Institution(s).

- (7) Provide evidence of domiciliation of project management and procurement centers in Nigeria with physical addresses (not P.O. Box).
- (8) Provide detailed description of the location of in-country facilities.
- (9) Provide detailed statement with evidence of how it intends to maximize the use of Nigerian made goods and services.
- (10) Provide details on any other Nigerian Content initiative the company is involved in.

#### **(5) CLOSING DATE**

Only Tenderers who are registered with NJQS Service group 3.18.10 Travel Agency as at **5:00 pm on the 29 March 2024** being the advert closing time/date shall be invited to submit Technical and Commercial Bids.

#### **(6) GENERAL CONDITIONS**

- Please note that all interested Contractors are required to strictly adhere to the following conditions in relation to their response to this Advert.
- All costs incurred in preparing and processing NJQS pre-qualification and responding to this Tender Opportunity shall be to the Contractor's own account.
- This Advert shall neither be construed as any form of commitment on the part of Heirs Energies to award any contract to any Contractor and or associated contractors, sub-contractors or agents, nor shall it entitle pre-qualified Contractors to make any claims whatsoever, and/or seek any indemnity from Heirs Energies and/or any of its partners by virtue of such Contractors having been pre-qualified in NJQS.
- The tendering process shall be undertaken in accordance with the NNPC contracting process which requires pre-qualified Contractors to submit their documentation in the

following manager:

- Pre-Qualified contractors in the relevant Services category in NJQS will be requested to submit their Technical and Commercial Tenders at the same time, Double Envelope Tender (DET).
- Following the Technical evaluation process, only technically acceptable and financially qualified contractors will have their Commercial Tenders opened and evaluated.

Heirs Energies will communicate only with authorised officers of the qualifying Contractors at each stage of the Tender process, as necessary, and will NOT communicate through individuals or appointed Agents.

Please visit the NipeX portal at [www.nipex.ng.com](http://www.nipex.ng.com) for this advert and other relevant Information.