



**THE SHELL PETROLEUM DEVELOPMENT COMPANY OF NIGERIA  
LIMITED (SPDC)**



**TENDER OPPORTUNITY  
PROVISION OF WELLHEAD MAINTENANCE SERVICES FOR  
SPDC**

**TENDER REF: CW860237**

**NIPEX REF: ES/NCDMB/SPDC/ADV/UPD/060624**

**1.0 Introduction**

THE SHELL PETROLEUM DEVELOPMENT COMPANY OF NIGERIA LIMITED hereby invites reputable and competent Nigerian Companies with the requisite expertise, experience, skilled manpower and technology to apply to be considered for inclusion in the bid list for the above tender.

**Scope of Work/ Service Requirements**

CONTRACTOR shall provide as a minimum:

A: First line/Preventive Maintenance services as per industry best practice on flowing (oil/gas), shut-in or suspended wells covering land, swamp and offshore terrains and includes as a minimum:

- Visual Inspection of Wellhead and Accessories,
- Function test, inflow test (where there are wellhead pressures) and/or pressure test (where there are no wellhead pressures) all Wellhead valve & accessories and downhole safety valves. Check that leak rates are in accordance with API/Company standard and chart such tests.
- Trouble shoot and determine nature of failure for downhole safety valves that fail test.
- Grease all wellhead valves and accessories with API grease.
- Repack tubing hangers with standard plastic sticks and re-test same.
- Check and retighten all flange connections, valves etc to manufacturers standards and specifications.
- Provide end of well reports for scope of work carried out on all wells.
- Provide end-of-well maintenance activities reports.

B: Second line/Corrective Maintenance services as per industry best practice on flowing (oil/gas), shut-in or suspended wells covering land, swamp and offshore and includes as a minimum:

- Maintenance & repair of all wellhead equipment excluding Xmas tree valve replacement and Xmas tree removal.
- Xmas tree valve replacement, Xmas tree removal and Installation, setting of tubing hanger NRV's and casing plugs NVRs plus the performance of specialist repair and test services as required.
- Change out of gate/seat assembly or the complete valve, change out damaged bean boxes, change out/repair SSV's, change out or repair control-o-matic units, change out defective studs, pressure/leak test Xmas tree as required and record tests on test charts. Remove and install Xmas tree at location etc.
- Miscellaneous services will include major painting of wellheads, workshop services, testing and repairs, servicing and repair of ligament valves from flow stations and the supply of wellhead / Xmas tree maintenance materials including but not limited to greases, oils, lubricants etc.
- Provide end-of-well maintenance activities reports.

C. Others

- Installation of Annulus Pressure Monitoring (APM) retrofits (to extend annulus pressure gauges above valve level)
- Installation of Anti-theft bolts and nuts (to be provided by company)
- Provision and application of industry standard High performance sealant grease (e.g. RS Clare valve lubricant 601 & 701) on wellhead valves.

## 2.0 Mandatory Requirements

- To be eligible for this exercise, interested Tenderers are required to be prequalified in the Service Category: **3.04.19 – Wellhead Services** in the NipeX Joint Qualification System (NJQS) database. All successfully pre-qualified suppliers in this category will receive a Technical and Commercial Invitation to Tender (ITT).
- Bidders must comply with Nigerian content requirements.
- To determine if you are pre-qualified and to view the product/service category you are listed for, log on to [www.vendors.nipex-ng.com](http://www.vendors.nipex-ng.com) and access the NJQS with your log in details, click on "Continue to Joint Qualification Scheme tool", click on "check my supplier status" and then click "Supplier product group".
- If you are not listed in a product/service category you are registered with the Nigerian Upstream Petroleum Regulatory Commission (NUPRC) to do business, contact the NipeX office at 27b Oyinkan Abayomi Drive, Ikoyi, Lagos with your NUPRC certificate as evidence for verification and necessary update.
- To initiate the NJQS prequalification process, access [www.nipex-ng.com](http://www.nipex-ng.com) to download the application form, make necessary payments and contact the NipeX office for further action.
- To be eligible, all tenders must comply with the Nigerian Content requirements in the NipeX system.

## NIGERIAN CONTENT REQUIREMENTS

Tenderers are to note that they will be requested during the technical tender to give full details of their relevant strategy to ensure that they fully comply with the Nigerian Oil & Gas Industry Content Development (NOGICD) Act, 2010 as non-compliance will constitute a FATAL FLAW in all tender evaluations. In line with the above, Tenderers will be required to ensure that information on the following, among others, is included in their technical submission:

- Tenderer shall demonstrate that entity is a Nigerian-registered company with 51% or more shareholding capacity. Submit certified true copies of CAC forms 10, 02 & 07 (or its equivalent; CAC 2.3, 2.4, 2.5, etc.). Tenderer shall provide evidence of registration with the NCDMB NOGIC JQS and NUPRC.
- Provide evidence of what percentage of your key management positions is held by Nigerians and what percentage of the total work force are Nigerians. Also, show overall percentage of work to be performed in Nigeria and those by Nigerian resources relative to total work volume.
- Tenderer shall provide evidence of Category 1,2,3,4 or 5 Service and Support group NCEC demonstrating capacity to perform well head maintenance and ownership of Wellhead maintenance equipment.
- Detailed description of the location of in-country committed facilities & infrastructure. (Technical/Administrative office, maintenance workshop, etc.) in Nigeria to support this contract.
- 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 trainer(s) or other approved NCDMB training institution(s).

## 3.0 Closing date

- Only tenderers who are registered with NJQS in the **relevant** Product/Service category and their registered status are current and not expired as at **1600hours** on the **2<sup>nd</sup> of September 2024** being the advert closing date shall be invited to submit Technical Bids.

## 4.0 Additional Information

- Expected Contract Award Date: **Q1 2025**

- Contract Duration: **5+2 years**
- All respondents to Shell Nigeria advertisements must ensure full compliance with the Nigerian Oil & Gas Industry Content Development Act, 2010. Respondents should educate themselves on the Nigerian Oil & Gas Industry Content Development Act, 2010. Non-compliance will disqualify respondents from further consideration.
- This advertisement is not an invitation to tender for the above services. There is no commitment or obligation, implied or otherwise, for THE SHELL PETROLEUM DEVELOPMENT COMPANY OF NIGERIA LIMITED to issue a tender or enter into a contract. Participation in the pre-qualification exercise does not construe or imply any commitment to any party or entitle any party to any indemnity or any form of payment from THE SHELL PETROLEUM DEVELOPMENT COMPANY OF NIGERIA LIMITED.

- Suppliers eligible for this tender opportunity are expected to be prequalified in NJQS under the relevant product/service categories.
- All costs incurred in preparing and processing NJQS prequalification shall be to the contractor's accounts.
- This advertisement shall neither be construed as any form of commitment on the part of THE SHELL PETROLEUM DEVELOPMENT COMPANY OF 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 THE SHELL PETROLEUM DEVELOPMENT COMPANY LIMITED and or any of its partners by virtue of such companies having been prequalified in NJQS.
- The tendering process shall be the NIGERIAN NATIONAL PETROLEUM CORPORATION contracting process requiring pre-qualified companies to submit technical tenders first. Following a technical review, only technically and financially qualified contractors will be requested to submit commercial tenders.
- NIGERIAN NATIONAL PETROLEUM CORPORATION/THE SHELL PETROLEUM DEVELOPMENT COMPANY OF NIGERIA LIMITED reserves the right to reject any and or all pre-qualified suppliers at its sole discretion and at no cost whatsoever.
- THE SHELL PETROLEUM DEVELOPMENT COMPANY OF NIGERIA LIMITED will communicate only with authorized officers of the pre-qualifying companies and NOT through individuals or Agents.
- Please visit the NipeX Portal at [www.nipex-ng.com](http://www.nipex-ng.com) for this Advert and for other information.

**Please visit NipeX portal at [www.nipex-ng.com](http://www.nipex-ng.com) for this advert and other information and note that this tender will be processed through NipeX system.**