



TotalEnergies Upstream Nigeria Limited

TENDER OPPORTUNITY: FOR PROVISION OF VEHICLE OPERATIONAL SERVICE (PERSONNEL ADMINISTRATION) OF COMPANY OWNED VEHICLE IN JV, PSC & ABUJA LOCATIONS

Ref. No: CTR064586 (TUPNL00000165 & TUPNL00000166)

1. INTRODUCTION

TotalEnergies Upstream Nigeria Limited (TUPNI) operator of the OML 130 invites interested and reputable indigenous suppliers with suitable equipment and relevant experience for consideration to tender for the provision of vehicle operational service (personnel administration) of owned operational vehicle in JV Port Harcourt, PSC (Lagos) and Abuja locations.

2. Brief description of Work Scope and Specifications

Scope of SERVICES include the provision of vehicle operational service (personnel administration) of owned vehicle within OML 130 PERMIT for a duration of two (2) firm years plus one (1) option of yearly extension (2yrs +1yr) COMPANY's sole discretion.

- ✓ Provision of qualified professional drivers to operate the required number of COMPANY owned vehicle
- ✓ Monitoring & control of the drivers in service to ensure good performance
- ✓ Management of industrial relations issues with the drivers
- ✓ Payment of salary and allowances at the appropriate time of each month
- ✓ Ensuring continuous training certification of the drivers and maintenance of personnel records
- ✓ Administration of a HSE program
- ✓ Administration of eye test annual medical certification of drivers: Defensive Driving, etc.
- ✓ Provision of uniforms and other articles of PPE for the drivers once a year as agreed.

3. MANDATORY REQUIREMENTS

- ✓ To be eligible for this tender exercise, interested suppliers are required to be pre-qualified and have a "LIVE" subscription status in either of the following NJQS service/product group categories: Manpower Supply, Temporary Staff Hiring Administration (Product Code 3.18.19), **by the CFT advert closing date. All successfully pre-qualified suppliers in this category will receive**

e). Tenderer shall provide documented evidence (not limited to ownership/rental of administrative office, maintenance workshop) demonstrating presence in Nigeria for the execution of the work scope.

Demonstrate how 100% of the skilled personnel positions would be occupied by Nigerian national employees.

NOTE: Failure to comply with the provision of the Nigerian Content Act 2010 or to demonstrate commitment to the development of the Nigerian Content Policy shall result in disqualification from this bidding process.

5. CLOSING DATE

Only suppliers, who are pre-qualified and have a "LIVE" status on NJQS Product Code: **(3.18.19) – Manpower Supply, Temporary Staff Hiring Administration** as at **Monday, 9 September, 2024**, being the tender advert closing date, shall be invited to submit technical and commercial tenders.

6. ADDITIONAL INFORMATION

- a.) Failure to provide any of the listed documents or information may automatically disqualify the tenderer.
- b.) All costs incurred in registering and prequalifying for this and other service categories in NJQS shall be borne solely by the suppliers.
- c.) This advertisement shall neither be construed as any form of commitment on the part of TUPNI to award any contract to any company and/or associated companies, sub-contractors or agents, nor shall it entitle pre-qualified companies to make any claims whatsoever, and/or seek any indemnity from TUPNI and/or any of its partners by virtue of such companies having been pre-qualified in NJQS.
- d.) The ITT and any further progression of this tender shall be via NipeX portal. Interested suppliers are therefore advised to ensure that their profiles in NipeX are active with a valid official email address accessible by their organization as this shall be the only means to transmit the ITT.
- e.) Man hour figures for Capital Project Portfolios are

an invitation to submit their Tender for the services.

- ✓ To determine if you are pre-qualified and view the product/services category you are listed for: Open www.vendors.nipex-ng.com and access NJQS with your log in details. Click on Products/Services Status tab to view your status and product codes.
- ✓ If you are not listed in the product/service categories mentioned above but you have registered with the Nigeria Upstream Regulatory Commission (NURC) to do business in the Nigerian Oil & Gas Industry in those areas, please contact the NipeX administration office at 27b Oyinkan Abayomi Drive, Ikoyi, Lagos with your NURC certificate as evidence for verification and necessary update.
- ✓ To initiate the NJQS pre-qualification process, access www.nipex-ng.com click on click on "Service" tab followed by "NJQS Registration".
- ✓ To be eligible, all tenders must comply with the Nigerian content requirements in the NipeX system.
- ✓ Only Nigerian indigenous service companies having verifiable Nigerian equity shareholding of 51% and above shall submit bids for this tender.

4. NIGERIAN CONTENT REQUIREMENTS

TUPNI is committed to the development of the Nigerian Oil and gas business in compliance with the Nigerian Content Act 2010 for Nigerian Content Development.

As from the commencement of this 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 targets as may be directed by the Nigerian Content Development and Monitoring Board (The Board)

Tenderer(s) shall comply with all the provisions of the Nigerian Content Act that relate to this advert and in particular comply with the minimum Nigerian Content percentage for the scopes which are covered in the Schedule of the Act. This also includes and any other requirement that may arise from time to time not explicitly stated in this advert but which apply to the services in fulfillment of the Nigerian Content Act, in the submission of their Tender.

Failure to fully comply with the Nigerian Content Act or demonstrate commitment to Nigerian Content Development Policy of the Nigerian government shall result in the disqualification of the tenderer from the bidding process.

As part of their submissions, Tenderer shall:

a). Tenderer shall demonstrate that the entity is a Nigerian registered company with greater than 51% Nigerian Shareholding. Submit certified true copies of CAC forms 02

estimates to provide definition to the scope and do not constitute guaranteed quantities.

f.) TUPNI will only recognize and correspond with duly authorized officers of the pre-qualified tenderers and NOT through individuals or agents acting on their behalf.

**NCDMB Certification Authorization number:
NCDMB/PCAD/UPD/TEPNG-NCP-0224/11045**

& 07 (or its equivalent; CAC 2.3, 2.4, 2.5, etc.) including company memorandum & article of association and/or evidence of entity's incorporation, shareholding & ownership structure in Nigeria.

b). Tenderers shall provide evidence of category 1,2,3,4 or 5 Non-Moveable Assets (DA) NCEC demonstrating capacity and capability to execute the work scope.

c). Provide evidence of what percentage of your key management positions are held by Nigerians and what percentage of the total workforce are Nigerians. Also, show the overall percentage of work to be performed in Nigeria and those by Nigerian resources relative to total work volume.

d). 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).

Please visit NipeX portal at: www.nipexng.com for this advert and other information