



## **NIGERIAN NATIONAL PETROLEUM CORPORATION**

**NNPC TOWERS, HERBERT MACAULAY WAY,  
P.M.B. 190, GARKI- ABUJA, NIGERIA**

### **REQUEST FOR EXPRESSION OF INTEREST (“EOI”)**

#### **AS A BROKER FOR INSURANCE OF NNPC NON-OIL ASSETS AND LIABILITIES FOR THE YEAR 2018/2019**

The Nigerian National Petroleum Corporation invites interested Insurance Brokers registered in Nigeria, to bid as Brokers for its Non-Oil Assets and Liabilities Insurance programme.

#### **ELIGIBILITY CRITERIA**

All interested Insurance Brokers seeking to be considered must satisfy the following eligibility and qualification 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 operate as an Insurance broker.
- B. Maintain adequate Professional Indemnity Cover for its activities.
- C. Be a good Corporate citizen that pays its taxes as at when due and be in possession of current Tax Clearance Certificate.
- D. Fulfill all statutory requirements to operate as an Insurance Broker in the Nigerian Oil and Gas Industry.

Qualified Insurance Brokers willing to bid must submit the following documents as evidence to satisfy A to D above:

1. **Certified True Copy** of the Certificate of Incorporation obtained from the Corporate Affairs Commission within the last twelve months ending November 2017 and CAC form CO2 (statement of share capital and return of allotment) and CO7 (particulars of Directors).
2. **Certified True Copy** by NAICOM of the company’s **current license** to operate as an Insurance Broker.
3. Published Annual Accounts and Reports (Audited) for Year 2014, 2015 and 2016. **Only NAICOM Approved Audited Accounts duly stamped by NAICOM will be accepted.**
4. **Certified True Copy** by the Federal Inland Revenue Service or Notary Public or Commissioner of Oaths of three (3) years tax clearance certificates for 2014, 2015, 2016 (**Receipts not acceptable**).
5. Certificate of Insurance in respect of current Professional Indemnity cover.
6. 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 31<sup>st</sup> December, 2017 (**Receipts not acceptable**).
7. Certificate of Compliance with the provisions of the Pension Reform Act, 2004 issued by the National Pension Commission (PENCOM) expiring not earlier than 31<sup>st</sup> December, 2017.
8. Evidence of certificate of compliance with the provisions of Industrial Training Fund (ITF) Act 2011 issued by the ITF expiring not earlier than 31<sup>st</sup> December, 2017.
9. Relevant certificate of registration with the Department of Petroleum Resources.
10. Interim Registration Report (IRR) for Nigerian companies as evidence of registration in the National Data Base of Bureau of Public Procurement (BPP) for Federal Contractors, Consultants and Service Providers (NDCCSPs).

11. A prospective bidder shall provide a sworn affidavit to support action as follows:
  - a. To allow NNPC verify all claims made in your submission
  - b. To allow NNPC 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. To confirm whether or not any of the members of relevant committees of NNPC or Bureau of Public Procurement (BPP) is a former or present Director, shareholder, or has any pecuniary interest in your Company.
  - e. 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
12. All documentary/verifiable Evidence of participation in energy insurance account as a broker in the last 5 years
13. Professional Experience of Managing Director and/or CEO - Years of insurance experience, copies of professional and academic Certificates. Please attach one(1) page resume.
14. Professional Experience of Insurance Technical Staff - Years of insurance experience, copies of professional and academic Certificates. Please attach one(1) page resume for each of the technical staff.

#### 15. **NIGERIAN CONTENT REQUIREMENTS**

In compliance with the Nigerian Oil and Gas Content Development Act, NNPC is committed to providing opportunities for indigenous capacity development and utilization. Prospective brokers must therefore comply with the following criteria:

- Demonstrate that the entity is a Nigerian company as stipulated by the Act.
- Prepare a Nigerian Content Plan for the brokerage services to be provided.
- 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.
- Provide past details and present commitment to staff training and development of Nigerian personnel.
- Must have verifiable office address(es) in Nigeria.

#### **NIGERIAN CONTENT SUBMISSION**

**Interested Brokers must also submit TWO (2) copies of the following documents in separate envelopes marked "Nigerian Content" written on the top left hand corner of the envelope with the company name stated at the back of the envelope:**

1. **Certified True Copies** of the Certificate of Incorporation, Form C02 and C07 obtained from the Corporate Affairs Commission.
2. Evidence of physical operational presence and set up in Nigeria.
3. Nigerian Content Plan for the brokerage services to be provided using Nigerian resources. (Past and present).
4. 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.
5. Details of training budget for Nigerian human capital development.
6. A list of in-country registered office addresses.
7. Number of jobs to be created by this opportunity.
8. Further innovative proposal that would enhance Nigerian Content for the Insurance programme.

#### **BID SUBMISSION:**

All applications must be in English and should be submitted as follows:

- **TWO (2) copies marked “EXPRESSION OF INTEREST AS A BROKER FOR NNPC NON-OIL ASSETS AND LIABILITIES INSURANCE PROGRAMME 2018 / 2019” written on the top left hand corner of the envelope with the company’s name stated at the back of the envelope.**

**All bids and submissions (Expression Of Interest and Nigerian Content Submission) should be addressed and forwarded to:**

***The Secretary,  
NNPC HQTenders Board,  
Room 45B 1<sup>st</sup> Floor, Block D,  
NNPC Towers, Herbert Macaulay Way,  
Central Business District,  
Abuja, FCT***

The submission should reach the above address **NOT LATER THAN 12 NOON** on or before **1<sup>st</sup> December, 2017**.

All bids received shall be publicly opened and endorsed immediately following the deadline for the submission in the presence of invited observers and prospective bidders.

All bidders are invited to attend the bid opening session holding at:

***The Amphitheatre  
1<sup>st</sup> Floor, Block A  
NNPC Towers,  
Herbert Macaulay Way,  
Central Business District,  
Abuja, FCT***

## **IMPORTANT INFORMATION**

It must be noted that:

1. Late submissions shall be rejected
2. All Submissions should be arranged and numbered in the order listed above
3. Only companies who submit the required information and meet the prequalification criteria will be contacted after evaluation. NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents
4. All costs incurred by your company as a result of this “Expression Of Interest” (EOI) and any subsequent request for information shall be to your account.
5. The “Expression Of Interest” and any related process neither creates any commitment by NNPC nor establish any legal relationship.
6. All information must be provided in English Language.
7. NNPC will not enter into any form of communication with interested bidder(s) from the commencement date of this advertisement.
8. Wilful submission of any fictitious document will attract suspension from participation in future bids.

**This advertisement is also published on our website [www.nnpcgroup.com](http://www.nnpcgroup.com)**

**SIGNED: NNPC MANAGEMENT**