



EXPRESSION OF INTEREST (EOI)

For the Provision of Operations and Maintenance (O&M) Services for NNPC Limited Port-Harcourt Refining Company (PHRC)

1. INTRODUCTION

The Nigerian National Petroleum Company (NNPC) Limited is an integrated Oil and Gas company engaged in petroleum/gas exploitation, refining and petrochemicals, transportation, storage and marketing.

NNPC Limited is seeking to engage reputable and credible Operations & Maintenance (O&M) companies to operate and maintain one of its refineries, Port Harcourt Refining Company (PHRC), to ensure reliability and sustainability to meet the nation's fuel supply and energy security obligations.

2. DESCRIPTION

The O&M Contract scope of work shall cover, but not be limited to, the following refinery business processes:

- Long-term and short-term production/operations planning
- Production and operations execution
- Monitoring, reporting and optimization of operations
- Maintenance planning (short term)
- Maintenance execution
- Reliability and inspection
- Process and controls engineering
- Quality Control, Quality Assurance and Laboratory
- Specialist engineering
- Health and Safety
- Environmental management
- Turnaround maintenance planning and execution
- Minor projects
- Non-hydrocarbon Procurement
- Sub-contractor management
- Inventory and warehouse management

3. ELIGIBILITY CRITERIA

3.1 STATUTORY REQUIREMENTS:

1. Evidence of Company's registration and Incorporation issued by the respective governing body, Certified true Copy of the Certificate of Incorporation obtained from the Corporate Affairs Commission (CAC) within the last twelve months ending January 2024 and CAC status report generated within 3-months of bid submission (for national companies and similar documentation from the respective governing body for foreign companies), Particulars of Directors, certified true copies of statutory documents indicating ownership structure of company, name(s) of major shareholders and percentage shareholding).

2. Provide detailed Company profile and a signed letter of application indicating interest on the company's letterhead paper bearing amongst others, telephone number, email address and company's full address clearly listing verifiable location (s) of your operational Head-office and spread of your branch offices(s) with a comprehensive company profile addressed to NNPC Ltd.

3. **Copy** of the Tax Clearance Certificate for the past three (3) years: 2020, 2021 & 2022 (**Receipts not acceptable**) issued by the Federal Inland Revenue Service (for national companies and similar documentation from the respective governing body for foreign companies). Certification must be valid up to **31st December, 2023**.

4. Employee Compensation Scheme (ECS) Clearance Certificate as evidence of compliance with the provisions of the Employee Compensation Act 2010 issued by the Nigerian Social Insurance Trust Fund (NSITF) expiring not earlier than 31st December, 2023 (for national companies and similar documentation from the respective governing body for foreign companies) (**Receipts not acceptable**).

5. Certificate of Compliance with provisions of the Pension Reform Act, 2014 issued by the National Pension Commission expiring not earlier than 31st December 2023. (for national companies and similar documentation from the respective governing body for foreign companies).

6. Evidence of certificate of compliance with the provisions of Industrial Training Fund (ITF) Act 2011 issued by the ITF expiring not earlier than 31st December, 2023. (for national companies and similar documentation from the respective governing body for foreign companies),

7. Relevant certificate of registration with the Nigerian Upstream Petroleum Regulatory Commission (NUPRC) expiring not earlier than 31st December, 2023. (for national companies and similar documentation from the respective governing body for foreign companies),

3.2 BUSINESS INTEGRITY REQUIREMENTS

1. A prospective bidder shall make provision of sworn affidavit /Notarization to support action as follows:
 - a. Disclosing whether or not any officer of the relevant committees of the NNPC Ltd is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
 - b. To allow NNPC Ltd verify all claim made in your submission;
 - c. To allow NNPC Ltd 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 petition or proceedings;
 - d. To confirm that the company is not a replacement for a hitherto tax defaulting company;
 - e. A written statement confirming 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 of falsification of facts relating to any matter;
 - f. A written statement confirming that the firm does not have any existing loan or financial liability with a bank or other financial institution;
 - g. Certainty of business integrity and pre-signed undertaking to strictly comply with Nigerian Anti-Corruption laws in processing the bid and executing the contract if successful.

3.3 FINANCIAL REQUIREMENTS

1. Audited Accounts for the past four (4) years (2019, 2020, 2021, & 2022) including Income Statement, Balance Sheet and Cash Flow Statement
2. Provide evidence of your company's latest credit ratings and the name of the rating agency
3. Demonstration of a minimum average annual Turnover of at least \$2 billion USD for the financial years ending: 2019, 2020, 2021 and 2022 respectively.

3.4 TECHNICAL REQUIREMENTS

3.4.1 Operation and Maintenance Experience with Refineries

1. Provide detail of your company's O&M experience with refineries within the last 20 years providing the following:
 - i. Title of experience
 - ii. Client name
 - iii. Refinery name and location
 - iv. Main refinery units
 - v. Length of O&M services provided (dates in dd/mm/yy format)
 - vi. Scope managed (please include type of units managed)
 - vii. What was the full refinery O&M activities in-scope? Was any refinery areas excluded from the O&M scope?
 - viii. Is the O&M service currently being provided? If no, reasons for termination

3.4.2 Experience with Fluid Catalytic Cracking and Conversion units

1. Provide detail of your company's experience with Fluid Catalytic Cracking (FCC) and Conversion Units within the last twenty years
 - i. Title of experience
 - ii. Client name
 - iii. Refinery name and location
 - iv. Main refinery units
 - v. Length of O&M services provided (dates in dd/mm/yy format)
 - vi. Scope managed (please include type of units managed)
 - vii. Was the full refinery O&M activities in-scope? Were any areas excluded?
 - viii. Is the O&M service currently being provided? If no, reasons for termination

3.4.3 Commissioning / Start-Up / Post Commissioning / Turnaround Experience

1. Provide detail of your company's experience of commissioning / start-up / post commissioning /turnaround experience within the last twenty years.
 - i. Title of experience
 - ii. Client name
 - iii. Refinery name and location
 - iv. Main refinery units
 - v. Length of O&M services provided (dates in dd/mm/yy format)
 - vi. Scope managed (please include type of units managed)
 - vii. Was the full refinery in-scope? Were any areas excluded?





(EOI) For the Provision of Operations and Maintenance (O&M) Services for NNPC Limited Port-Harcourt Refining Company (PHRC) cont'd

3.4.4 Experience in Africa

A. Nigeria:

1. Provide at least 3 specific examples of O&M services and/or EPC experience within Nigeria. Please include any refinery, gas processing, LNG and other process industries.

- i. Title of experience
- ii. Client name
- iii. Facility name and location
- iv. Facility type
- v. Length of services provided (dates in dd/mm/yy format)
- vi. Scope and services provided (please include type of units managed)

B. Rest of Africa:

1. Provide evidence of at least 3 specific examples of O&M services and/or EPC experience within Africa (excl. Nigeria). Please include any refinery, gas processing, LNG and other process industries.

- 1. Title of experience
- 2. Client name
- 3. Facility name and location
- 4. Facility type
- 5. Length of O&M services provided (dates in dd/mm/yy format)
- 6. Scope managed (please include type of units managed)

3.4.5 Management Team and Manpower

1. Provide details of your organization structure, Organizational chart, team size and the capabilities of your management in the following areas:

- i. Global management
- ii. O&M service line
- iii. Refining sector
- iv. Other energy and process industries
- v. Nigeria country management (If any)

2. Provide details of your team size and description of capabilities of your workforce in the following areas:

- i. O&M service line
- ii. Refining sector
- iii. Other energy and process industries
- iv. Nigeria country management (if any)

3. Provide details of your company's capabilities and experience working and partnering with technology licensors and OEMs. Include details relevant to refineries and other process industries

4. Provide detailed information on your company's sub-contractor management process

5. Provide specific information of use of sub-contractors to manage similar O&M scope.

- i. Title of experience
- ii. Client name
- iii. Facility name and location
- iv. Length of services provided (dates in dd/mm/yy format)
- v. Sub-contractor scope managed by company

6. Provide detailed information on your company's HR processes and capabilities in training and development of national workforce. Please include experiences specific to Nigeria and Africa.

7. Provide detailed information on your company's capabilities and experience in engaging and partnering with local communities. Please include experiences specific to Nigeria and Africa.

4. COMPLIANCE WITH THE NIGERIAN CONTENT ACT

4.1 Current and in-place organizational structure with detailed experience and skills of key management personnel with names. Provide evidence (personnel list and position organizational chart).

4.2 Current percentage of management that are Nigerian nationals and the percentage of the total workforce that are Nigerians.

4.3 Detailed past/present commitment to staff training and development of Nigerian personnel (where applicable).

5. SUBMISSION OF EOI DOCUMENTS/CLOSING DATE

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

5.1 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/4k3L3HU0HP> on or before **12:00 Midnight Monday 29th January 2024**

5.2 Section 5.1 (a-e) above is a mandatory requirement to register your company for participation in this EOI process in the NNPC Ltd /NipeX Tender process Portal.

5.3 All interested bidders who do not provide as requested in Section 5.1 (a- e) above as at **12:00 Midnight, Monday 29th January 2024.** will no longer have access to submit the mandatory details.

5.4 Individual bidders would be duly notified on their registration in the NNPC Ltd /NipeX Tender Portal.

5.5 Thereafter, the bidder would have access to make their submissions on the NNPC Ltd /NipeX Tender Portal.

5.6 All submitted EOIs should be titled "**EOI for the Provision of Operations and Maintenance (O&M) Services for NNPC Limited Port-Harcourt Refining Company (PHRC)**"

THE SUBMISSION /CLOSING DATE

5.7 All documents should be submitted online through the electronic NNPC Ltd /NipeX Tender Portal on or before **12:00 Noon on Monday 26th February 2024** to: www.nipex-ng.com

5.8 The EOI shall be opened virtually, following the deadline for EOIs submission at **12:00 Noon on Monday 26th February 2024**, using the NNPC Microsoft Teams. Bidders who have submitted their EOIs and external observers shall be invited to attend the virtual live stream bid opening session.

5.9 In the event of any unscheduled holiday on the EOI submission date, the new deadline for submission of EOIs will be on the next working day. Accordingly, EOI Closing Date/time shall be extended to the next working day and time.

6. IMPORTANT INFORMATION

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

- a. NNPC Ltd will only accept documents received electronically via the designated NipeX portal. EOIs received in any other form shall not be accepted.
- b. Timely submission is the responsibility of the bidder.
- c. At the deadline of EOI submission, bidders will no longer have access on the NipeX Portal to submit their bid.
- d. The uploading of large electronic files may take time and as such, bidders must allow for sufficient time to fully transmit all files prior to the bid closing time.
- e. All submissions must be in a readable PDF format. If 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 EOI documents.
- f. Bidders are advised that NNPC Ltd may not discover corrupted or unreadable files submitted via the NipeX Portal until after the EOI submission deadline.
- g. 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.
- h. NNPC Ltd accepts no responsibility for Bidder's misunderstanding of the instructions or incorrect usage of the NipeX Portal system.
- i. All companies who have submitted their mandatory details and registered on the NipeX Portal and external observers shall be invited to attend a virtual EOI opening session through Microsoft Teams to be communicated.
- j. NNPC Ltd shall deal directly with only authorized officers of the interested companies and not through individuals or agents.
- k. All costs incurred by your company because of your invitation to submit Expression of Interest (EOI) and any subsequent request for information shall be at your account.
- l. NNPC Ltd will not enter any form of communication with interested bidder(s) from the commencement date of this advertisement.
- m. NNPC Ltd reserves the right to verify the information and documents provided from regulatory authorities.
- n. This Invitation for EOI process and any related process neither creates any commitment by NNPC Ltd nor establishes any legal relationship.
- o. All information must be provided in English Language
- p. Only shortlisted firms will be contacted for the next tender stage.
- q. NNPC Ltd is not bound to shortlist 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: MANAGEMENT