

**TENDER OPPORTUNITY FOR PROVISION OF PRODUCTION  
OPERATING MANUALS FOR OML 130 EGINA FPSO  
NipeX Tender Ref. No: 2500203**

**1.0 Introduction**

Total Upstream Nigeria Limited (TUPNI) operator of the OML 130 issues tender opportunity to interested and reputable Contractors with suitable equipment and relevant experience for consideration to tender for the Provision of Production Operating Manuals for EGINA FPSO.

**2.0 Brief description of the work scope:**

The scope of work consists of activities required to accomplish, as a minimum, the following:

Provision of Production Operating manual, which shall be made of two books namely:

- Book 1 – Description of the Installations
- Book 2 – Operation of the Facilities written in accordance with the OPERGUID™ methodology (Note 1).

Services to be provided under the contract shall be in 3 steps (Steps 1 & 2 will be implemented first while Step 3 will be implemented upon confirmation by COMPANY at a future date) and shall include as a minimum the following:

➤ **Step 1:**

- a) Prepare a procedure philosophy & deliverables register for validation by Company.
- b) Production of the Description of the Facilities – Book 1 (in compliance with company specification GS EP EXP 153) with Approved for construction (AFC) documents.
- c) Production of the operating procedures (Book 2) which shall be written in accordance with company OPERGUID methodology as specified in company General specification GS EP EXP 153 and detailed in Guide manual GM EP EXP 154 with Approved for construction (AFC) documents.
- d) Book 2 only - In order to facilitate writing of the operating procedures, the contractor has to make site visits to the FPSO construction yard and key contractor personnel may be requested to spend some time with company Field Operations team to agree on the content and format of the procedures.
- e) Production of the Operating Manual drawings as per the provisions of section 7.3 of the company general specification. Drawings whose purpose is for interactive manual only are not to be included at this stage, but at step 3 only.
- f) Production of the paper format and electronic copy as per the provisions of section 6.3 of the company general specification.

➤ **Step 2:**

- a) Updating of the description of the Facilities (Book 1) and operating procedures (Book 2) with final documentation and production of additional materials with any documents not available at the end of Step 1 as necessary. On completion of Step 2, 100% of the facilities will have been described and writing of the operating procedures detailing the operation of the facilities will have been completed.
- b) Production and updating of the Operating Manual drawings from Step 1 with final documentation and production of additional material with any documents not available at Step 1 as necessary, as per the provisions of section 7.3 of the SPECIFICATION. Drawings whose purpose is for interactive manual only are not to be included at this stage, but at step 3 only.
- c) Production of the paper format and electronic copy as per the provisions of section 6.3 of the company general specification.

➤ **Step 3:**

- a) To render the Operating manual interactive as per section 7.2 of the SPECIFICATION Inclusion of drawings whose purpose is for interactive manual only.
- b) This Step will be confirmed at later stage by COMPANY, upon completion of Steps 1 and 2.

### 3.0 Mandatory Requirements

1. To be eligible for this tender exercise, interested contractors are required to be pre-qualified in the **3.02.10 (Technical Documentation/Document Control)** and/or **3.02.13 (Translation and Manual Writing)** Categories in NipeX Joint Qualification System (NJQS) database. **All successfully pre-qualified Tenderers in these categories will receive Invitation to Technical Tender (ITT).**
2. To determine if you are pre-qualified and view the product services category you are listed for; open [www.nipexng.com](http://www.nipexng.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. If you are not listed in a product/service category and you are registered with DPR to do business, please contact NipeX office at 30, Oyinkan Abayomi Street, Ikoyi Lagos with your DPR certificate as evidence for verification and necessary update.
4. To initiate the JQS pre-qualification process, access [www.nipexng.com](http://www.nipexng.com) to download application form, make necessary payments and contact NipeX office for further action.
5. To be eligible, all tenders must comply with the Nigerian content requirements in the NipeX system.

### 4.0 Nigerian Content

COMPANY is committed to the promotion of the Nigerian Oil and gas business in alignment with the Nigerian Content Act 2010 for the Nigerian Oil and Gas Industry Content Development.

It is important that prospective bidders familiarize themselves and comply with the provisions of the Nigerian Oil & Gas Industry Content Development Act otherwise referred to as The Nigerian Content Act at the stage of bidding.

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)

Prospective bidders shall comply with all the provisions of the Nigerian Content Act that relate to this contract but in particular comply with the minimum Nigerian Content percentage for the scopes (engineering, procurement, construction & installation) which are covered in the Schedule of the Act and any other requirement that may arise from time to time not explicitly stated in this contract but which apply to the contract in fulfillment of the Nigerian Content Act, during the bidding stage.

The applicable NC target is 85% Man-hours.

#### HCD Plan

Provide a project-specific training plan for Nigerian nationals to be selected from a national database on the NOGIC JQS, man-hour budget, skill development and technology transfer plan for Nigerian personnel. HCD training for this tender shall be minimum of 15% of project man-hours (not less than 5,000 hours annually) or 3% of contract value whichever is greater. Trainees shall be selected using the NCDMB empirical formula in the HCD procedure to estimate number of trainees while training duration shall span the entire project/contract period.

#### Research & Development (R & D) Plan.

R & D shall be carried out on the contract under the auspices of NCDMB approved R&D cluster.

Tenderer shall submit a signed MOA with any of the NCDMB approved research clusters indicating how the cluster will be used and the area of research relevant to the contract.

Tenderer shall SCOPE the R&D: (list areas of research, linkage to industry, key drivers and expected outcome), name of research cluster and Nigerian location of centres, R&D duration, and value of R&D expenditure.

Tenderer's R&D PLAN shall: (list purpose, NC targets, milestones and deliverables, performance reporting and period)

Contractors that demonstrate their commitment to meet or exceed the Nigerian Content Act requirements shall be a ground for preferential consideration in the technical and commercial bid evaluation.

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

During the bidding stage, contractors shall:

1. Develop a Nigerian Content Plan (NCP), which shall explain the methodology of how it intends to comply with the requirements of the Act and how to achieve the set target(s) in the Schedule of Nigerian Oil & Gas Industry Content Development Act and any targets set by The Board. How it intends to give first consideration to services provided from

within Nigeria, first consideration to goods manufactured in Nigeria and first considerations for employment and training of Nigerians in work programme. The NCP shall consistent with the Act demonstrate that Nigerian indigenous service companies have been given exclusive considerations to bid and execute work in land and swamp operating areas and their full utilization and engagement in exploration, seismic data processing, engineering design, reservoir studies, manufacturing, fabrication and provision of services. That the project or contract has given full and effective support to technology transfer by encouraging foreign and multinational companies to develop joint ventures and alliances with Nigerian service companies and suppliers. Tenderer's detailed plan to achieve/sustain the minimum percentage Nigerian Content level as prescribed by the applicable measurement metrics in the Schedule of the Nigerian Content Act 2010.

2. Demonstrate that entity is a Nigerian-registered company. Submit certified true copies of CAC forms 10, 02 & 07 (or its equivalent; CAC 2.3, 2.4, 2.5, etc) including company memorandum & article of association and other evidence of entity's incorporation, shareholding & ownership structure in Nigeria. Maximizing Nigerian Content is a key contract priority, therefore for foreign companies and multinationals in alliance with a local company, submit evidence that the local company is an indigenous company and the binding Agreement of the alliance duly signed Agreement by the CEO of both parties and stating the specific work scope to be performed by each member of the alliance.
3. Demonstrate evidence of their registration as a service company for the applicable product category on the NOGIC JQS portal of NCDMB
4. Provide detailed description of the location of in-country committed facilities & infrastructure to support this contract or submit a credible and verifiable plan towards setting-up to support this contract, evidence that **60%** of all equipment deployed to work by multinational and international companies are owned by the local subsidiaries or submit a credible and verifiable plan towards compliance to these requirements.  
Submit the detailed description of facilities and infrastructure in Nigeria with evidence of ownership and location in-country.
5. Provide a project-specific training, man-hour budget, skill development and technology transfer plan for Nigerian personnel or indigenous business including evidence of past performance on training and development for Nigerians nationals & indigenous business. Plan for sponsorship of Nigerians to acquire competence and/or certification. Further development of local employees as-professionals. Bidders would be requested to execute an enforceable MOA with Local Training Service Provider for the provision of training services in specific technical disciplines involved in the project.
6. All personnel positions (key & non-key) shall be staffed by Nigerian national employees. Therefore, Tenderer shall provide evidence of contractor organization with personnel list by name nationality and position nominated to on the contract.
7. Provide description of how bidder has given first considerations to the utilization of Nigerian resources (labour, raw materials & manufactured goods and services) in the execution of this contract. Maximizing Nigerian Content is a key Project priority.

**5.0 Closing Date:** Only Tenderers who are registered with the relevant Product/service Category as at **16.00 Hours (Nigerian Time) on Thursday 8<sup>th</sup> January 2015** being the advert close date shall be invited to submit Technical Bids.

**6.0 Additional Information:**

Tenderers eligible for this tender opportunity are expected to be pre-qualified in NJQS under the product/service category.

All costs incurred in preparing and processing NJQS pre-qualification shall be for the account of Tenderer.

Evidence of proper documentation substantiating the ability to undertake the scope of work will be demanded as part of the technical requirements.

This advertisement shall neither be construed as any form of commitment on the part of TOTAL 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 TOTAL and or any of its partners by virtue of such companies having been pre-qualified in NJQS.

The tendering process shall be the NNPC 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 offers.

TOTAL will communicate only with authorized officers of the qualifying companies at each stage of the Tender process, as necessary, and will NOT communicate through individuals or Agents.

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