

INVITATION FOR Expression of Interest and Pre-Qualification for Provision of Catering Services (CS)

INTRODUCTION

Nigeria LNG Limited (NLNG) requires contractors, with catering services as its core business, that understand food safety management, including food legislations as applicable to Nigeria and international standards, high standards of food preparation and presentation, and ensure compliance with applicable legislation to support Catering Services (CS) activities. This service is expected to be provided at NLNG Corporate Head Office (CHO), Port Harcourt, Industrial Area (IA) and Residential Area (RA) in Bonny, Rivers State, Nigeria. NLNG invites professional catering service providers with experience, capacity and all regulatory permits and licences to express their interest in participating in the forthcoming tendering exercise for this service.

SCOPE OF THE SERVICE

The catering services required will include but are not limited to the following:

- Provision of meals to employees, guests and other personnel authorized by the Company at specified/approved locations
- Provision of sit-in catering services, including the provision of tablecloths, cutlery, crockery etc., during regular meal services at the canteen and during events catering
- Provision of healthy and high-quality food with a standard recipe for consistency
- Provision of competent and professional catering personnel to manage and supervise food catering services in a safe, coordinated, efficient, cost-effective, procedurally compliant manner and achieve high standard, tasty and quality food and personal hygiene at company facilities
- Provision of healthy, tasty and high-quality snacks and tea/coffee services for meetings and learning events using fresh, high quality and good quantity ingredients
- Provision of complete end-to-end banquetting-style catering services for Company sponsored events and occasions
- Provision of healthy, tasty meals and snacks for vegetarians and any other special dietary requirements as requested.

COMMENCEMENT AND DURATION

The expected date of commencement of the service contracts is Q1/Q2 2024, and the duration will be three (3) years with an option to extend for one (1) + one (1) year based on high-quality service performance. The option to extend will be at NLNG's sole discretion.

PRE-QUALIFICATION

A pre-qualification exercise of interested catering service providers will be carried out and only successful applicants will be invited to participate in the competitive tenders for these services.

To be considered for pre-qualification, interested companies are required to submit the following documents for consideration:

- Licences and statutory requirements provided as applicable, e.g. ISO Certification; registration as Food Handling Industry; HACCP certification
- Valid Certificate of Incorporation, Forms CAC 02 & CAC 07
- Tax Clearance Certificates for the past three (3) years i.e. (2019, 2020, 2021) and Nigerian Tax Registration/Identification Number
- A detailed list of relevant and verifiable experience of catering services provided on an industrial scale over the past five (5) years (minimum operations of 450 persons daily in a stable contract lasting a minimum of 2 years)
- Acknowledgement of willingness to undergo NLNG and Third-Party audits
- Confirmation of willingness to operate in strict accordance with the NLNG Safety & Business Principles
- Valid Nigerian Midstream and Downstream Petroleum Regulatory Authority (NMDPRA) permit
- Only bidders with valid Nigerian Content Equipment Certificate (NCEC) for Non-Moveable asset (DA) category will be allowed to participate
- Any additional information that will enhance the potential of the Company.

NIGERIAN CONTENT

NLNG is committed to developing the Nigerian Oil and Gas business in accordance with the Nigerian Oil and Gas Industry Content Development Act 2010 ("NOGICD Act").

Interested companies must comply with all the provisions of the NOGICD Act that relate to this service and in particular, comply with the minimum Nigerian Content percentage (%) for ownership and in relation to the scopes of service as provided in the Schedule to the NOGICD Act.

Failure to fully comply with the NOGICD Act or demonstrate commitment to the Nigerian Content Development policy of the Federal Government of Nigeria and NLNG shall result in outright disqualification from the tender process.

As part of their submissions, companies signifying interest by responding to this advertisement shall submit an

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acknowledgement of willingness to comply with the Nigerian Content Act, including provisions on Human Capital Development (HCD).

General Nigerian Content Requirements

Companies responding to this advertisement are required to submit the following in compliance with the Nigerian Oil and Gas Industry Content Development Act, 2010:

1. Documentation to demonstrate that the entity is a Nigerian-registered company. Submission of certified true copies of CAC forms 02 & 07 (or equivalent - CAC 2.3, 2.4, 2.5, etc.), including company Memorandum and Article of Association. All companies shall be Nigerian Indigenous Service Companies having 51% and above Nigerian equity in the shareholding and ownership structure of tenderer's legally registered entity in Nigeria by CAMA (Companies and Allied Matters Act)
2. Evidence of registration on the Nigerian Content Development Monitoring Board (NCDMB) NOGIC Joint Qualification System (JQS)
3. The process and procedure that explains the methodology of how it intends to comply with the requirements of the NOGICD Act 2010 (Nigerian Content Plan) and how to achieve the set target(s) in the Schedule of the NOGICD Act and any targets set by the Board
4. Details of the company's overall human resources structure (management, supervisors, senior & junior skilled officers, etc.), identifying positions manned/occupied by Nigerian nationals with evidence of the type of employment in-country, and identifying the positions manned/occupied by other nationals
5. The proposed organogram for this work scope is populated with nationality, qualifications of personnel and years of experience on the job (attach CV of key finance, operational and technical personnel), including a succession plan in this work scope.
6. A detailed description of the location of facilities and infrastructure (assets, equipment, technical office, administrative space, storage, etc.) in Nigeria to support this contract and evidence that 50% of all equipment deployed to work by multinational and international companies are owned by the local subsidiaries.
7. A detailed description of plan to comply with NCDMB Community Content guidelines and NLNG Community Content strategy as relates to employment of host community

indigenes in unskilled, semi-skilled and skilled job roles; procurement of relevant goods and services from local community businesses; capacity development and training among others.

SUBMISSION OF RESPONSES

Submissions in response to the above requirements shall be completed strictly in accordance with the instructions given in this publication, segregated and arranged in the order indicated.

Failure to submit any of the documents may result in the disqualification of the applicant.

The expression of interest documents/requirements should be submitted in electronic copy in PDF format by e-mail to: **catering.serviceseoi@nlng.com** with **"CONFIDENTIAL Expression of Interest and Pre-Qualification for Provision of Catering Services for Nigeria LNG Limited"** in the subject line.

The submission must be received by NLNG no later than Thursday 23rd March, 2023.

Please Note:

- This is not an invitation to tender. The full tendering procedure will be provided to applicants that are successful in the pre-qualification exercise, which will be carried out in accordance with NLNG's relevant procedures
- Notwithstanding the submission of an Expression of Interest, NLNG is neither committed nor obliged to include any company and/or its associated companies, agents or sub-contractors on any bid list or award any form of contract to any company and/or its associated companies, agents or sub-contractors
- This advertisement for Expression of Interest and Pre-qualification shall not be construed as a commitment by NLNG, nor shall it entitle respondents to claim any indemnity from NLNG or its affiliates by virtue of having responded to this advertisement
- This Expression of Interest is a simple invitation for interested vendors to express interest in providing the indicated services and does not warrant any further feedback from NLNG hereafter
- If you do not hear from NLNG within three months of submission of this publication, it should be taken that your application was not successful

Signed:
MANAGEMENT



...a globally competitive LNG company helping to build a better Nigeria