



SEPLAT ENERGY PLC
(ON BEHALF OF THE NNPC/SEPLAT JOINT VENTURE)



NipeX Tender Ref. No.: SEPLAT.00000134

NCDMB CERTIFICATION OF AUTHORIZATION NUMBER: ES/NCDMB/IPP/SEPLAT-NCP-100029/200525/PROVISION OF CORPORATE INTEGRATED TRAVEL SERVICES

TENDER OPPORTUNITY: PROVISION OF CORPORATE INTEGRATED TRAVEL SERVICES

1.0 INTRODUCTION:

SEPLAT, Operator of the NEPL/SEPLAT JV is seeking qualified Contractors for the Provision of Corporate Integrated Travels Services.

2.0 SERVICES REQUIRED/SCOPE OF WORK:

The scope requires providing integrated travel management services, including hotel reservations, to ensure employees, partners and external parties working with the company are given a conducive environment when working and travelling on business trips. The contract is required for the day-to-day operations of Seplat.

3.0 MANDATORY REQUIREMENTS:

1. To be eligible for this tender exercise, interested Tenderers are required to be pre-qualified under categories **3.18.10 (Travel Agency)** and **3.08.17 (Protocols and Logistics)** categorisation codes (Product/Service) of NipeX Joint Qualification System (NJQS). All successfully prequalified suppliers in this category will receive an Invitation to Tender (ITT).
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2. To determine if you are pre-qualified and view the product/service category you are listed for: you may log in to <http://vendors.nipex-ng.com> and access NJQS with your login details. Click on the Products/Services Status tab to view your status and product codes.
3. If you are not listed in a Product/Service category and you are registered with NUPRC to do business, contact NipeX office at 27B, Oyinkan Abayomi Drive, Ikoyi, Lagos with your NUPRC certificate as evidence for verification and necessary update.
4. To initiate the JQS pre-qualification process, you may access www.nipex-ng.com to download the requisite application form, make necessary payments and contact NipeX office. For further action, click on the services tab followed by NJQS registration.
5. In addition, Tenderers shall also be required to comply with the Nigerian Content requirements in the Nigerian Oil & Gas Industry Content Development Act 2010

4.0 NIGERIAN CONTENT REQUIREMENT:

1. Demonstrate that only Nigerian indigenous company having greater than or equal to 51% Nigerian shareholding in the registered company, by providing details of company ownership and shareholding structure (form CO2 and CO7).
2. Provide evidence of registration on NOGICD JQS portal.
3. Submit Tenderer's corporate organisational and project/contract specific organogram for all key personnel and CV's of all personnel as listed in the project organogram.
4. Tenderer shall provide a detailed description of the location of in-country committed facilities & infrastructure (assets, equipment, technical office, and administrative space, storage, workshop, and assembly area) in Nigeria to support this contract.
5. In line with the NCD Human Capacity Development Initiative, Bidder shall commit to providing Project-Specific training, man-hours, budget, skill development and understudy plan for Nigerian personnel utilising OGTAN registered trainer(s) or other approved NCDMB training institution(s).
6. The required NCEC is a valid Category "DA" NCEC under the latest NCEC guideline.

7. Tenderer shall provide evidence of Purchase Orders, Project Completion Certificates, Bill of Landing etc., of at least 50% Nigerian ownership of all equipment to execute this work scope.

“Bidders shall provide a valid Nigerian Content Equipment Certificate (NCEC) Category 1, 2, 3, 4, or 5 under the DA (Non-Moveable Asset).”

5.0 CLOSING DATE:

Only Tenderers who are registered with either of the NJQS product service codes stated above as at **16:00hrs** on **22nd October 2025**, being the advert closing time/date, shall be invited to submit Technical and Commercial Bids.

6.0 ADDITIONAL INFORMATION:

1. All costs incurred in preparing and processing NJQS prequalification and responding to this Tender Opportunity shall be to the Contractor's own account.
2. This advert shall neither be construed as any form of commitment on the part of Company to award any contract to any Contractor and or associated contractors, sub-contractors or agents, nor shall it entitle Prequalified Contractors to make any claims whatsoever, and/or seek any indemnity from Company and/or any of its partners by virtue of such Contractors having been pre-qualified in NJQS.
3. The tendering process shall be undertaken in accordance with the NNPC contracting process which requires pre-qualified Contractors to submit their documentation in the following manner:
4. Pre-Qualified contractors in the relevant Services category in NJQS will be requested to submit their Technical and Commercial Tenders at the same time, Double Envelope Tender (DET).
5. Following the Technical evaluation process, only technically acceptable and financially qualified contractors will have their Commercial Tenders opened and evaluated
6. Company 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 appointed Agents.
7. This tender and any related process neither creates any commitment by Company nor establish any legal relationship.
8. All information must be provided in English Language.
9. Notwithstanding the pre-qualification in NJQS, Company is neither committed nor obliged to include your company on any bid list or to award any form of contract to your company and/or associated companies, sub-contractors, or agents.
10. Company will not enter into any form of communication with interested bidder(s) from the commencement date of this “Invitation To tender”.
11. Willful submission of any fictitious document will attract suspension from participation in future bids.
12. Only pre-qualified companies in the appropriate supplier Categorization shall be invited for tendering.
13. NNPC/SEPLAT reserves the right to reject any pre-qualified supplier at their sole discretion and at no cost whatsoever.
14. Evaluation of tenders and selection of successful bidders will be based on proven capability of a bidder to offer the service.

Please visit NipeX portal at www.nipex-ng.com for this advert and other information and note that this tender will be processed through NipeX system.