



NIGERIAN PETROLEUM EXCHANGE (NipeX)

TENDER OPPORTUNITY: PROVISION OF NipeX JOINT QUALIFICATION SYSTEM CONSULTANCY SERVICES.

Tender Ref: 1000008264 NipeX/Tender Number: NIPEX.00000036

1.0 INTRODUCTION

NIGERIAN PETROLEUM EXCHANGE (NipeX) is an electronic one-stop transaction centre that improves on the value of procurement in the oil and gas industry and institutionalize world-class contracting processes in Nigeria. NipeX is a division of NNPC Upstream Investment Management Services (NUIMS) and a corporate Service Unit (CSU) of the Nigerian National Petroleum Company (NNPC) LTD.

NipeX hereby invites reputable and competent Nigerian Companies with the requisite expertise, experience, skilled manpower and technology to apply to be considered for inclusion in the bidders list for subject tender for the Provision of NipeX Joint Qualification System Consultancy Services. The tender which will result in contracts is expected to commence in Q1 2027 with contract duration of three (3) years primary term with an optional one (1) year term. The interested bidders will be expected to demonstrate their capability and capacity to accept and deal with the financial and technical complexities associated with a contract of this magnitude, and this evidence will be required in the next stages of this Tender.

NIGERIAN PETROLEUM EXCHANGE (NipeX) hereby invites submission from reputable and competent Nigerian registered companies having requisite proven experience in Provision of Quality Assurance QA/QC, Human Resources and Development Consultancy, Technical Documentation/Document Control Consultancy and all other works within the scope of Provision of Consultancy Services.

2.0 SCOPE OF WORK

The scope of work involves:

- 2.1 Registration, prequalification, and categorization of suppliers through enhanced capabilities/competence assessment using updated questionnaires and categorization criteria.
- 2.2 Review of suppliers' registration documents, questionnaire and desktop audit verification for accuracy, correctness and compliance to all required regulations.
- 2.3 Conduct on-site audit verifications (initial, renewal and product code addition (PCA)) at Offices/Facilities locations in Lagos, Port-Harcourt, Warri & Abuja zones, using approved core audit module.
- 2.4 Prepare final categorized reports for all one-off on-site audits conducted.
- 2.5 Review and close-out all non-compliance raised during on-site audits and prepare final categorized reports for affected vendors.
- 2.6 Upload all on-site audit verification, close out audit and categorization reports to the NipeX shared folder and NipeX Joint Qualification system.
- 2.7 Assess and categorize existing suppliers' product codes and new product codes added through product code addition (PCA) request.
- 2.8 Review of suppliers' annual renewal subscription application documents for accuracy, correctness and compliance to all required laws and regulations.
- 2.9 Review of product code addition/deletion request documents for accuracy, correctness and ensure compliance to all requirements.
- 2.10 Preparation and submission of comprehensive weekly, monthly, quarterly, mid-year and annual reports detailing all activities conducted.
- 2.11 Organize performance review meetings/workshops between NipeX staff and consultant for review of performance, improvement initiatives on questionnaire, core audit modules, processes and procedures and Key Performance Indicators (KPIs).
- 2.12 Provision of compliance/specialized training for NNPC observers (JQS/Operations and other NipeX staff) on skill gaps required such as implementation of Quality, Environmental Health and Safety Management System, Lead Auditor Certifications (ISO 9001 (Quality), 14001 (Environment) & 45001 (Occupational health safety)).
The training are as follows:
 - i. The Lead auditor certification training is crucial for NipeX as it enhances compliance, risk management, and operational efficiency through improved management systems. It equips staff to observe/conduct audits, ensure adherence to international standards, identify areas for improvement, and increase customer satisfaction and trust

	from stakeholders.
ii.	ISO certification for NipeX JQS and Operations staff.
2.13	Provision of work tools for the JQS customer support personnel and field Auditors.
2.14	The consultant must serve as employer to its personnel and be fully responsible for any personnel it employs, including salaries & wages, medical, and compliances to any applicable statutory laws.
2.15	Provision of twenty (20) personnel for the operations (a minimum of fifteen (15) JQS customer personnel and five (5) auditors for on-site audit at various locations. The details of staff required will be provided in ITT after the pre-qualification exercise.

3.0 MANDATORY REQUIREMENTS

- To be eligible for this tender exercise, interested contractors must be prequalified Vendors in ALL the following categories on the NipeX Joint Qualification System (NJQS) database:
 - Product Code 3.02.01- Quality Assurance QA/QC
 - Product Code 3.02.04 – Human Resources and Development Consultancy
 - Product Code 3.02.08 -Technical Documentation/Document Control Consultancy
 Bidders must maintain an active status in the NJQS database as of the advert closing date to qualify for both the Technical and Commercial bidding exercises. Only successfully pre-qualified suppliers in the relevant categories will receive an Invitation to Technical Tender (ITT).
- To determine if you are pre-qualified and view the product/service category you are listed for: visit <https://vms.nipex.org/login> and access NJQS with your log in details. Click on ‘Subscription’ tab on the left-hand side of the dashboard to view your status and, click “Product Code” tab to view registered product codes.
- Contractors who are registered with the Nigerian Upstream Petroleum Regulatory Commission (NUPRC) but are not listed under the required product/service categories should contact the NipeX Office at Post Square Towers (Building B), 1, 3 Ologun Agbaje Street Off Adeola Odeku Street, Victoria Island, Lagos, Nigeria, presenting their NUPRC certificate amidst other legal requirements as evidence for the necessary update.
- To initiate the NJQS pre-qualification process, access www.nipex-ng.com, click on the Registration tab and select NipeX SAP Ariba Vendor Registration.
- All tenderers must comply with the Nigerian Content requirements as stipulated in the NipeX system to be considered eligible.
- Only tenderers that provide verifiable evidence of Consultancy Services with multi-disciplinary experience in the oil and gas industry will be considered.
- Tenderers without demonstrable and relevant industry experience will not be considered.
- Tenderers must demonstrate evidence of effective management of their workforce in accordance with acceptable worker welfare standards. Noncompliant Tenderers will not be considered.
- Tenderers must provide verifiable evidence of their capability and capacity to manage the financial and technical complexities associated with a contract of this magnitude.
- Only suppliers successfully pre-qualified in all the required product/service categories will receive invitations to both the Technical and Commercial Tender submissions under the Double-Envelope bidding process

4.0 NIGERIAN CONTENT REQUIREMENTS

S/N	Subject	Describe actions to ensure compliance where applicable
1.	Nigerian Content Equipment Certificate (NCEC)	Bidders require NCEC Category Consultancy Services (C) and Related Studies.

5.0 CLOSING DATE

Only Tenderers who are registered and have a “LIVE” status in the relevant NJQS product/categories **as of July 31, 2026; 16:00hrs** being the advert close date and time and are ethically compliant shall receive the Invitation to Tender (ITT).

6.0 ADDITIONAL INFORMATION

Suppliers eligible for this tender opportunity are expected to be prequalified in NJQS under all the relevant product/service categories.

- All costs incurred in preparing and processing NJQS prequalification shall be to the contractor's accounts.
- This advertisement shall neither be construed as any form of commitment on the part of NIGERIAN PETROLEUM EXCHANGE (NipeX) to award any contract to any company and or associated companies, sub-contractors or agents, nor shall it entitle prequalified companies to make any claims whatsoever, and/or seek any indemnity from NIGERIAN PETROLEUM EXCHANGE (NipeX) and or any of its partners by virtue of such companies having been prequalified in NJQS.
- The tendering process shall be the NNPC Ltd. contracting process requiring pre-qualified companies to submit both technical and commercial tenders together. Following a technical review, only technically and financially qualified contractors will be evaluated based on their submitted commercial tenders.
- NIGERIAN PETROLEUM EXCHANGE (NipeX) reserves the right to reject any and or all pre-qualified suppliers at its sole discretion and at no cost whatsoever.
- NIGERIAN PETROLEUM EXCHANGE (NipeX) will communicate with only authorized officers of the pre-qualified companies and NOT through individuals or Agents.