**SECTION A: COMPANY DETAILS AND GENERAL INFORMATION**

1. Name of Company:
2. Parent Company:
3. Registered Address:

City: Country:

Postal/Zip Code:

Website Address:

1. Contact Name and Title:
2. Phone Number of Contact Person:
3. Email Address of Contact Person:
4. Type of Business (Mark one only).

* Business Name:
* Company (Private Limited Company, Public Limited Company, Company Limited by Guarantee and Unlimited Company):
* Limited Liability partnership:
* Limited partnership:
* Incorporated Trustee:

1. Nature of Business (Mark one only).

* Manufacturer/OEM:
* Authorized Agent/Representative of Manufacturer/OEM:
* Service Provider:
* Supplier:
* Consultant:

1. Year Established:
2. Registration Number/State Registered:
3. Number of contract and full-time Employees:
4. Provide comprehensive list of Affiliates, Subsidiaries, Associates, Principals and/or Representative(s), where applicable.

**SECTION B. FINANCIAL INFORMATION**

1. VAT No/Tax Identification (TIN Numbers):
2. Annual Value of Total Sales for the last 3 Years.

* Year: NGN:
* Year: NGN:
* Year: NGN:

*If valued in another currency, please specify.*

1. Bank Details

**Local Account Details**

Bank Name:

Bank Account Number:

Bank Address:

**International Account Details**

Bank Name:

Bank Account Number:

Bank Address:

Swift Code:

Sort Code:

1. Does your Company have the most recent Annual or Audited Financial Report? if yes, please attach.

Yes:  No:

**SECTION C. COMPLIANCE WITH NIGERIAN CONTENT ACT REQUIREMENTS**

1. Proof of Nigerian ownership equity *(Please note, below 51% Nigerian ownership equity is considered 0)*: Attach Form CAC 02 and CAC 07, as well as the Certificate of Registration (Certificate of Incorporation).
2. Provide evidence of a physical presence within Nigeria, including the location of the head office, administrative/finance offices, project management office, procurement office, engineering office, and warehouse/storage facility.

|  |  |
| --- | --- |
| Division | Location/Address |
| Head office |  |
| Administrative/Finance offices |  |
| Project Management office |  |
| Procurement office |  |
| Engineering office |  |
| Warehouse/Storage Facility |  |

1. Provide list of Nigerian sub-contractors/vendors who will be supplying materials and services for applicable work scope.

|  |  |
| --- | --- |
| S/N | Sub-contractor/vendor name and description of supply/service |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |

*Additional rows may be added where applicable to accommodate further information required for the review.*

1. Indicate the percentage of Nigerian Content work scope in relation to the overall work scope:
2. Provide a list of equipment, materials, and goods that will be sourced locally for the work scope *(indicate the percentage of their cost in relation to the total cost of equipment, materials, and goods for the applicable work scope):*
3. Is vendor in a joint venture or consortium?

Yes:  No:

If yes, provide evidence of this relationship in the form of a Memorandum of Agreement (MOA) or a pre-bid agreement signed by the chief executives of both companies/partners.

1. Is vendor registered on the NCDMB NOGICD JQS portal? If yes, please attach evidence.

Yes:  No:

1. Does vendor possess valid Nigerian Content Equipment Certificates (NCEC)? If yes, please attach evidence.

Yes:  No:

1. Indicate the ratio of Nigerians to Expatriates in your establishment:
2. Provide a copy of your corporate and project organogram.
3. If expatriates are to be employed for the work scope, provide the approved Expatriate Quota from the NCDMB. The same applies to vendor's subcontractors with expatriates in their establishment.

**SECTION D. TECHNICAL CAPABILITY AND INFORMATION ON GOODS / SERVICES OFFERED**

1. Does vendor possess quality assurance certifications (e.g., ISO 9000 or equivalent). If yes, please attach copy of valid certificate(s).

Yes:  No:

1. Does vendor possess HSE certifications (e.g., ISO 45001 or equivalent). If yes, please attach copy of valid certificate(s).

Yes:  No:

1. Regarding goods only, do the offered supplies conform to national/international quality standards?

Yes:  No:

1. List below a maximum of (5) core goods and/or services offered:

|  |  |  |
| --- | --- | --- |
| S/N | Description (one line for each item) | National/International quality standard  to which item conforms |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |

**SECTION E. PREVIOUS WORK EXPERIENCE**

1. List below a maximum of five (5) relevant previous experience:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/N | Name of Organization | Project location/Year | Contract Value | Goods/Services Description | Start/Completion Date |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |

**SECTION F. DOCUMENTATION AND CERTIFICATION**

1. Does vendor possess a current and valid Tax Clearance certificate? If yes, please attach.

Yes:  No:

1. Does vendor possess valid Nigerian Upstream Petroleum Regulatory Commission (NUPRC) (formerly DPR) Permit(s)? If yes, please attach.

Yes:  No:

1. Does vendor possess a current and valid Nigeria Social Insurance Trust Fund (NSITF) Certificate? If yes, please attach.

Yes:  No:

1. Does the vendor possess an HSE (Health, Safety, and Environment) plan? If yes, please attach.

Yes:  No:

1. Does vendor possess a Quality Plan? If yes, please attach.

Yes:  No:

1. Other Certifications (please specify and attach):

Note:

*Rosetti Pivot Limited (RPL), would kindly like to draw your attention to the following* ***Mandatory*** *NCDMB Nigerian Content requirements which are effective immediately.*

***REGISTRATION ON NCDMB NOGICJQS PORTAL***

* *It is* ***MANDATORY*** *for all Service providers/Sub-contractors/Vendors supplying goods or services to companies operating in the Nigerian Oil and Gas sector to be registered on the NCDMB NOGICJQS portal. Proof of registration must be submitted to RPL.*
* ***The NCDMB no longer issues official letters confirming a company's registration on the NCDMB NOGICJQS portal. Instead, the NCDMB now issues a "Certificate of Registration" via the NOGICJQS portal. Screenshots from the portal will not be accepted as a substitute for the Certificate of Registration.***
* *To obtain the Certificate of Registration, a company must first be registered on the NOGICJQS portal. Once registered, you can log into the portal, navigate to the "Certificate of Registration" module, and follow the instructions to apply. It is essential that all areas in the company’s profile are up to date, and that all NUPRC (formerly DPR) permits are* ***valid*** *and align with the services selected. Failure to meet these requirements will result in the application for the Certificate of Registration being declined.*
* *The NCDMB NOGICJQS does not register Enterprises on the NOGICJQS portal, even if they hold a valid DPR permit. Therefore, such Enterprises must upgrade their registration status to a registered company (Limited), obtain a valid DPR permit, and then proceed with applying for the "Certificate of Registration" through the NCDMB NOGICJQS portal.*
* *For any exemptions or special considerations that may apply to your company, please reach out directly to the NCDMB NOGICJQS department for clarification and guidance.*
* *For all inquiries regarding the requirements for registering on the NCDMB NOGICJQS portal, please send an email to*[*support@nogicjqs.com*](mailto:support@nogicjqs.com)

***NIGERIAN CONTENT EQUIPMENT CERTIFICATE (NCEC)***

* *It is* ***MANDATORY*** *for all Service providers/Sub-contractors/Vendors to possess the required NCDMB NCEC for the specific service(s) being provided to RPL. For instance, if a company is providing NDT services for a subcontract issued by RPL, it must have the appropriate NCEC for NDT Services. Submitting an NCEC for Fabrication, for example, will not be accepted for NDT services.*
* *NCEC requirements also apply to equipment leasing services.*
* *All applications for the NCEC must be submitted through the NCDMB NOGICJQS portal. Submitting a screenshot of the NOGICJQS application to RPL is not acceptable as proof of application. Only NCEC(s) issued by the NCDMB will be accepted by RPL.*

***PLEASE NOTE:***

* *The NCDMB Nigerian Content requirements outlined above apply to* ***ALL*** *Service providers/Sub-contractors/Vendors. Community Service providers/Sub-contractors/Vendors are not exempt from compliance.*
* *If you already have the above listed Certificates, please kindly forward them to us. All Certificates must be valid.*

I, the undersigned, hereby confirm that the information provided in this form is accurate, and in the event of any changes, I will promptly provide updated details. I also acknowledge that I have read and accepted the provisions outlined in the RPL Anti-Corruption Policy (RPL-POL-HR-01), a copy of which has been provided to me. I understand that failure to comply with the policy may result in vendor disqualification and subsequent blacklisting.

**For vendor**

Name:

Designation:

Signature:

Date:

*Please note that the completion of this form does not automatically imply inclusion in Rosetti Pivot Limited Vendor Database. Prior to any decision, a thorough review and evaluation process will be conducted****.***

**For official use only**

1. Procurement Comments:

Name:

Designation:

Signature:

Date:

1. QA/QC Comments:

Name:

Designation:

Signature:

Date:

1. LCC Comments:

Name:

Designation:

Signature:

Date:

1. HSSE Comments:

Name:

Designation:

Signature:

Date: