



NIGERIAN CONTENT PLAN (NC PLAN) AND DRAFT ADVERT (DA) TEMPLATE

NCDMB TEMPLATE FOR SUBMISSION OF THE NIGERIAN CONTENT PLAN AND
DRAFT ADVERT

REVISION 1 – 17/02/2025

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I. INTRODUCTION

The Nigerian Oil and Gas Industry Content Development Act, 2010 mandates the Board to implement the provisions of the Act to ensure a measurable and continuous growth of Nigerian Content in all oil and gas arrangements, projects, operations, activities, or transactions in the Nigerian oil and Gas industry following the provisions of Sections 7 to 13 of the Act.

The purpose of this template is to guide all oil and gas industry Operators in Nigeria with the format for providing the required details of the Plan to the Nigerian Content Development Board in a structured and consistent manner.

For consistency in the interpretation of certain terms and acronyms, kindly refer to the glossary below.

II. GLOSSARY OF TERMS

Term	Definition
EPC	Engineering, Procurement, and Construction
T&I	Transportation and Installation
I&C	Installation and Commissioning
EPCM	Engineering, Procurement & Construction Management
ePC	Minor engineering but more procurement and construction
CC	Construction and Commissioning
CIC	Construction, Installation, and Commissioning
O&M	Operations and Maintenance
Greenfield	A new oil and gas field development project
Brownfield	An oil and gas accumulation that has matured to a production plateau or even progressed to a stage of declining production
Retrofit	Changes made to an existing structure to reduce or eliminate the possibility of damage to that structure
OEM	Original Equipment Manufacturer
OPL	Oil Production License
OML	Oil Mining License
PEL	Petroleum Exploration License
PPL	Petroleum Prospecting License
PML	Petroleum Mining Lease

(Should be presented in a document with Operator's Logo)

NIGERIAN CONTENT PLAN

This submission is to obtain NCDMB approval for NC Plan and Contract Strategy for [Click or tap here to enter text.](#) in line with provisions of Section 7 of the NOGICD Act 2010

SECTION A: PROJECT SUMMARY		
S/N	1 Contract Information Table	
i.	CONTRACT TITLE	Click or tap here to enter text.
ii.	ESTIMATED CONTRACT VALUE (ECV)/BUDGET	Click or tap here to enter text.
iii.	EXPECTED START DATE: Click or tap to enter a date.	EXPECTED END DATE: Click or tap to enter a date.
iv.	TYPE OF CONTRACT:	<p>SERVICES: <input type="checkbox"/> CALL-OFF <input type="checkbox"/> FULL TIME</p> <p>**NOTE FOR CALL-OUT CONTRACTS: Please note that NCDMB Monitoring & Evaluation Directorate shall monitor all POs and Work Orders issued under the contract ceiling in line with NCCC Commitments and NOGICD Act.</p> <p>PROJECT: State if: EPC, T&I, I&C, EPCM, ePC, CC, CIC, O&M (tick as appropriate). If others, please state:</p> <p><input type="checkbox"/> EPC <input type="checkbox"/> T&I <input type="checkbox"/> I&C <input type="checkbox"/> EPCM <input type="checkbox"/> CC <input type="checkbox"/> CIC</p> <p><input type="checkbox"/> O&M <input type="checkbox"/> Others</p> <p>Others: Click or tap here to enter text.</p> <p>State if: Greenfield, Brownfield, Retrofit (tick as appropriate). If others, please state:</p> <p><input type="checkbox"/> Greenfield <input type="checkbox"/> Brownfield <input type="checkbox"/> Retrofit <input type="checkbox"/> Others</p> <p>Others: Click or tap here to enter text.</p>
v.	CONTRACT TENOR / DURATION	<p>FIRM PERIOD (YRS): Click or tap here to enter text.</p> <p>OPTIONAL (YRS): N/A</p>
vi.	FIELD LOCATION/CONTRACT COVERAGE AREA	<p>OML/OPL/PML/PPL NUMBER(S): Click or tap here to enter text.</p> <p>FIELD NAME (S): Click or tap here to enter text.</p> <p>Tick the applicable field location(s):</p> <p><input type="checkbox"/> LAND <input type="checkbox"/> SWAMP <input type="checkbox"/> OFFSHORE</p>
vii.	IS THIS A REPLACEMENT CONTRACT?	<p>Tick as applicable:</p> <p><input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>If Yes, complete (viii), (ix), (x) and (xi) below.</p> <p>The Operator shall be liable to sanctions, if the declaration above is False.</p>
viii.	STATE END DATE OF THE (Previous/ Expired/Expiring) CONTRACT(S)	N/A

	(If this is not a replacement contract, skip to item xii)	
ix.	DATE AND REF OF APPROVED NCCC FOR (Previous/Expired/Expiring) CONTRACT	Click or tap here to enter text. If Replacement Contract but no NCCC, enter Operator name below. Otherwise, delete the comment below: The NCCC(s) for the previous contract was not processed by {Insert name of operator}.
x.	NUMBERS OF CONTRACT AWARD GIVEN IN THE (Previous/Expired/Expiring) CONTRACT	Click or tap here to enter text.
xi.	AWARD TERM OF THE (Previous/Expired/Expiring) CONTRACT	Click or tap here to enter text.
xii.	NC PLAN DATE:	Click or tap to enter a date.
xiii.	OPERATORS TENDER/ CONTRACT NUMBER:	Click or tap here to enter text.
xiv.	NCDMB DOCUMENT NUMBER:	TBA upon certification

2 Project Background

State brief background/description of the Project –This should include but not limited to a brief description of the project, the Asset/Field location, asset coverage, the number of wells, and a history of this project/service.

Click or tap here to enter text.

3 Contracting strategy

3.1 Contracting Medium

The Operator should specify the medium, i.e., either NipeX or paper bidding platform. (“others” please specify)

<p>i. Contracting Strategy (Tick as applicable)</p>	<p><input type="checkbox"/> Single/Sole Source <input type="checkbox"/> Selective Tendering <input type="checkbox"/> Open Tendering</p> <p>Please note that the default Contracting Strategy is Open Tendering. Where Operator wishes to utilize Single/Selective Tendering Strategy, a letter of no objection shall be written and approval obtained from the Board.</p> <p>Where applicable (for Single/selective tendering) provide the reference number of the letter of no objection below:</p> <p>Click or tap here to enter text.</p>
<p>ii. Award Type (Tick as applicable)</p>	<p><input type="checkbox"/> Single Award <input type="checkbox"/> Multiple Awards</p> <p>If multiple awards, state how many awards and award ratios (if applicable):</p> <p>Click or tap here to enter text.</p>
<p>iii. Award Style (Tick as applicable)</p>	<p><input type="checkbox"/> Award by Volume <input type="checkbox"/> Award by Tonnage <input type="checkbox"/> Award by Scope of Work</p>
<p>iv. Contracting Medium (Tick as applicable)</p>	<p><input type="checkbox"/> NIPEX <input type="checkbox"/> Paper Bidding Platform <input type="checkbox"/> In-house <input type="checkbox"/> Others</p> <p>If others, please specify here:</p> <p>Click or tap here to enter text.</p>
<p>v. Advertising Medium (Tick as applicable)</p>	<p><input type="checkbox"/> NIPEX <input type="checkbox"/> National Newspaper <input type="checkbox"/> Others</p> <p>If others, please specify here:</p> <p>Click or tap here to enter text.</p>

3.2 Tendering Process

In the Table below provide information on the contracting process:

Technical/Commercial Process (Tick as applicable)	Evaluation Criteria (Indicate how the bids will be evaluated and what qualification constraints will be applied?)	Facility/Site Visit (Yes/No)
<input type="checkbox"/> Single Envelope (Technical before Commercial Submission) <input type="checkbox"/> Double Envelope (Technical & Commercial submissions – Open Tender) <input type="checkbox"/> Double Envelope (Technical & Commercial submissions – Selective Tender) <input type="checkbox"/> Commercial Submission only (single source)	Bids shall be evaluated based on the following criteria Click or tap here to enter text.	Tick as applicable: <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, select stage (Tick as applicable). if no, delete all comments below: <input type="checkbox"/> Before Desktop Technical Evaluation <input type="checkbox"/> After Desktop Technical Evaluation <input type="checkbox"/> Before Commercial Evaluation <input type="checkbox"/> After Commercial Evaluation If others, please specify here: Click or tap here to enter text. {Insert Operator name} shall ensure the full and effective participation of the Board during the facility visit of the tender.

4 Work Scope

4.1 Scope Declaration

{Insert Operator name} confirms the scope of work specified in this plan, and we acknowledge that any scope of work not mentioned/captured in this Nigerian Content Plan but identified in any tendering document or during the contract execution shall be considered to be a Nigerian Content scope of work, and Operator shall ensure it is executed with the required Nigerian resources (Goods, services, and labour).”

4.2 Total Work Scope

State the Total Work scope in this row:

Click or tap here to enter text.

4.3 Nigerian Content Work Scope:

State all achievable NC work scope in this row from Total Work Scope:

Click or tap here to enter text.

4.4 Nigerian Content Equipment Certificate (NCEC)

In line with the NCEC guidelines published by the Board , state in this row the category of Nigerian Content Equipment Certificate (NCEC) required for the execution of the work scope as stated in this NC Plan. (If more than one NCEC category is required, state all required categories):

Click or tap here to enter text.

NCEC Categories Guide:

1. **Consultancy Services (CS):** Technical Consultancy, ESHIA, Manpower Supply, Studies, Engineering Designs, etc.
2. **Fabrication and Construction (FC):** Fabrication of Portakabin, Subassemblies, Modules, Pipe Racks, Tanks, etc.
3. **Manufacturing and Related Services (MS):** Valves, Bolts & Nuts, Cables, Production Chemicals, Line Pipes, Paints, PPEs, Steel Pipes/Plates, GRE, LV/MV/HV Panels, Gaskets, Gears, ICSS Cabinets, Drilling Fluids, etc.
4. **Procurement and Supplies (PS):** Procurement of Wellhead, Welding/Binding Machines, Graders, Rollers, Multimeters, Gauges, NDT Equipment, Drilling Equipment, Cranes, etc.
5. **Services and Support (SS):** Drilling, Solid Control, Mud, Wireline, Perforation, PVT Sampling, Well Completion excluding Marine Logistics, Quality Inspection and Drilling Rig Services, etc.
6. **Quality Inspection (QS):** Testing and Certification Services such as NDT, All forms of Quality Control and Quality Assurance Certifications, etc.
7. **Construction and Moveable Equipment (EC):**Construction, Electrical Instrumentation, Mechanical, Process and Civil Equipment, etc.
8. **Non-moveable Assets (DA):** Logistics, Catering, Health, HSE, Training Facilities, etc.

SECTION B - SCOPE OF WORK (N/B: Where the Project has Multiple Packages, Operator Shall Complete This Section B For Each Package)

B1.0 Total Personnel Requirement

State the personnel required in this section relevant to the project, contract or, service in a tabular form with the various disciplines, nationality, manning levels, and qualification level/certifications required.

S/N	Job Position /Title	No. of personnel manning each position	Nationality (State in Figures)		Qualifications/Certifications/ competencies Required	Planned Duration
			Nigeria	Foreign		
1						
2						
2						
3						

(Add rows as required)

Operator to provide a summary of estimated NC% below, based on items already entered in this section:

Operator Estimated NC%: Click or tap here to enter text.

Schedule A Target: Click or tap here to enter text.

B1.1 Anticipated Nigerian Workforce Skills Shortages Forecast

S/N.	SKILL SHORTAGE	COMPETENCY GAP	AREA OF SPECIALIZATION

(Add rows as required)

B2 Long Lead/Procurement Items

Note: Procurement of materials on NCDMB exclusive Material list (not limited to line pipes, electrical cables, coveralls & safety shoes, OCTG pipes, paints etc) shall be from NCDMB latest published approved manufacturers.

State all key items to be procured – Provide details of all Procured items and materials in this section in a tabular form.

I. Procured Item (equipment/ consumables/ materials): Item to be delivered > 6 months from issuance of PO.

S/N	Name of Item	Nos	Unit of Measurement	Name of OEM (If Applicable)	Market Intelligence of Procurement Item	
					Manufactured In-Country (Yes/ No)	If yes, %age to be Manufactured In-country

(Add rows as required)

II. Procured Item (equipment/ consumables/ materials): Item to be delivered < 6 months from issuance of PO.

S/N	Name of Item	Nos	Unit of Measurement	Name of OEM (If Applicable)	Market Intelligence of Procurement Item	
					Manufactured In-Country (Yes/ No)	If yes, %age to be Manufactured In-country

(Add rows as required)

Operator to provide a summary of estimated NC% below based on items already entered in this section:

Operator Estimated NC%: Click or tap here to enter text.

Schedule A Target: Click or tap here to enter text.

B3.0 Total Rental Equipment

State all key rental equipment and its availability in-country to be utilized in executing the work scope.

Note: All equipment to be used in this project/service shall meet the NOGICD Act, 2010 requirement of 50% Nigerian ownership.

Rental Equipment required:

S/N	Name of Equipment	Nos	Equipment specification	Market Intelligence of Equipment Availability

				Available In-country? (Yes/ No)	Rental Equipment - Nigerian owned? (Yes/No)

(Add rows as required)

Operator to provide a summary of estimated NC% below, based on items already entered in this section:

Operator Estimated NC%: Click or tap here to enter text.

Schedule A Target: Click or tap here to enter text.

B3.1 Vessel Utilization Requirements (Where Applicable)

Note: All Marine vessels to be engaged in this project/service must possess Nigerian Content Marine Vessel Certificate (NCMVC) in line with the NCDMB latest Marine vessel categorization.

State all vessel requirements for this project/Service in the table below.

S/N	Type of Vessel	Nos	Vessel specification	Planned Duration to be engaged (Call-off or Fixed Timeline)	Market Intelligence of Vessel Availability	
					Available In – country? (Yes/No)	Vessel Nigerian Owned? (Yes/No)
1						
1						

(Add rows as required)

B3.2 Rig Utilization Requirements (Where Applicable)

Note: All Rigs to be engaged in this project/service must possess Nigerian Content Rig Certificate (NCRC) in line with the NCDMB latest Rig categorization.

State all Rig requirements for this project/Service in the table below.

S/N	Type of Rig	Nos	Rig specification	Planned Duration to be engaged (Call-off or Fixed Timeline)	Market Intelligence of Rig Availability	
					Available In – country? (Yes/No)	Vessel Nigerian Owned? (Yes/No)
1						
1						

B4 Fabrication Requirement

Proposed fabrication location (where fabrication activities will be conducted State all the fabrication activities that will be conducted), where vendors are located. Unit of fabrication- (Tonnage).

S/N	ITEMS TO BE FABRICATED	UNIT OF MEASUREMENT	PROPOSED FABRICATION LOCATION (In-country/ Out-country/ Both)	FABRICATION DOMICILIATION	
				Percentage to be Fabricated In-Country	Percentage to be Fabricated Out-Country

(Add rows as required)

Operator to provide a summary of estimated NC% below, based on items already entered in this section:

Operator Estimated NC%: Click or tap here to enter text.

Schedule A Target: Click or tap here to enter text.

B5 Other Services (Engineering, Installation, Pre-Commissioning/Commissioning, Testing, Operations, And Maintenance, etc.)

State all the installation, pre-commissioning, and commissioning activities that shall be carried out on the contract:

S/N	Activity	Brief Detail of Scope of Activity	Proposed Activity Location (In-country/ Out-country/ Both)	Activity Domiciliation	
				Percentage to be executed In-country	Percentage to be executed out-country
1					
2					

(Add rows as required)

Operator to provide a summary of estimated NC% below, based on items already entered in this section:

Operator Estimated NC%: Click or tap here to enter text.

Schedule A Target: Click or tap here to enter text.

B6.0 PROFESSIONAL SERVICES (Utilization of Nigerian Financial Institutions, Insurance companies and Legal Services)**In line with Section 49, 50, 51 & 52 of the NOGICD Act 2010**

All operators or project promoters in the Oil and Gas industry launching service/operational contracts or other applicable projects shall submit the Plan and Programme (in accordance with sections 49 to 52 of the NOGICD, Act, 2010) for Insurance, Legal and Financial services for approval by the Board.

Operator shall submit these Plans in line with requirements inside the applicable Board's guidelines consistent with the provisions of the NOGICD Act. This plan shall include:

1. Insurance Services Plan
2. Legal Services Plan
3. Financial Services Plan (i.e. ACCOUNTING, AUDIT & TAX AND BANKING)

{insert name of operator} understands and confirms that, Details of these plan (to be submitted outside of this NC Plan) shall be provided consistent and in line with the Board's Guidelines or Procedures issued for these professional services and Operator shall obtain NCDMB approval for the detailed plan through the responsible designated authorities of the Board prior to contract award.

S/N	Activity	Proposed Activity Location	Activity Domiciliation
-----	----------	----------------------------	------------------------

		(In-country/Out-country/Both)	Percentage to be executed In-country	Percentage to be executed out-country
1	Insurance Service			
2	Legal Service			
3	Financial Service			

Operator to provide a summary of estimated NC% below, based on items already entered in this section:

Operator Estimated NC%: Click or tap here to enter text.

Schedule A Target: Click or tap here to enter text.

SECTION C – NC COMMITMENT

5 Detailed forecast on employment and training of Nigerians in the work programme

5.1 Human Capacity Development (HCD) Training Opportunities: Details subject to approval by CBD:

{insert name of operator} understands and confirms that, Details of HCD training (to be submitted outside of this Plan) shall be provided consistently and in line with the Board's HCD Guidelines and Operator shall obtain NCDMB approval for the detailed HCD training plan through the Capacity Building Directorate (CBD) of the Board prior to contract award.

The information provided in the table below is therefore only indicative and shall be subjected to the process stated above.

S/N.	AREAS OF TRAINING OPPORTUNITY	QUALIFICATION REQUIREMENT FOR THE TRAINING	TYPE OF CERTIFICATION
1.			

(Add rows as required)

6 Labour Clause

(Operator shall substitute the term "operator" for its name in the following declaration)

{Insert name of operator} hereby solemnly declares, agrees, and undertakes to fulfil all obligations and fully comply with the requirements for the employment of Nigerians into specific cadres as stipulated by the Board; and to use a minimum percentage of Nigerian labour in professional cadres following the provisions and spirit of the NOGICD Act; and shall ensure employment of Nigerians only into junior and intermediate cadre (or any other corresponding grade levels) in the execution of this project/service as prescribed in Section 34, 35 and 106 of the NOGICD Act, 2010.

{Insert name of operator} hereby acknowledges and understands that failure to comply with this declaration will cause the Board to take appropriate administrative and legal steps following the provisions of the Nigerian Laws”

7 Nigerian Content Estimates

7.1 Estimated Total Project/Contract NC

Provide the Nigerian Content target to be achieved in this tender in relation to Schedule A of the Nigerian Content Act.

S/N.	Related Service(s) Contained in Schedule A of NOGICD ACT (2010)	Schedule A Target (%) (As prescribed in Schedule A or as estimated)	Estimate of Achievable NC (%)	Measurement Metrics
1.				
2.				

(Add rows as required)

7.2 Detailed Nigerian Content Estimates

In the table below, list all work scope-related, detailed activity, operators estimated NC% to be achieved and %NC target according to the schedule of the NOGICD Act for each project activity and the scope described above. For any activity not required for the work scope, indicate N/A for that row.

SECTION	Project Activity	Operator Estimated NC%	% NC Target (NOGICD Act 2010)
B1	Personnel (Engineering, PMT, Others)		
B2	Procurement (LLI/Consumables/Materials)		
B3	Equipment (Rentals, Vessels, Rigs)		
B4	Fabrication of Work Elements / Construction & Installation		
B5	Other Services		
	• Installation		
	• Pre-Commissioning/ Commissioning		
	• Testing		
	• Operations and Maintenance		
	• Others		
B6	Professional Services		
	• Insurance Service		
	• Legal Service		
	• Financial Service		
B7	Training and Gap Closure Initiatives		
	(Add additional project activity based on work scope)		

8 Details to be provided by the R&D Division of the Board

8.1 Revolving R&D Plan and Expenditure Breakdown

All operators or project promoters in the Oil and Gas industry launching service contracts or other applicable projects with a completion period of 12 months and above shall provide an R&D program approved by the Board as part of the operator's Nigerian Content plan for the project.

Details shall be provided consistently and in line with the Board's R & D Guidelines and collaboration with the NCDMB R&D Division.

The Arrangement shall be in the form of a commitment (completion of R&D project template) which will indicate how the operator will deploy resources for all R&D requirements during the contract duration or the first 5 years of the service life of the field, facility, or plant.

All operators are expected to insert in their ITT requirements that any service company bidding for such a project shall submit an R&D plan as part of Nigerian Content requirement, a signed commitment to sponsor at least one R&D project relevant to the project scope in-line with the Board's R&D framework and thematic areas.

8.2 Information on Public Call for Proposals: If required state how the information will be circulated.

[Click or tap here to enter text.](#)

9 Detailed plan on Technology Transfer (where applicable)

State if there will be technology transfer on the project.

[Click or tap here to enter text.](#)

9.1 Planned Initiatives Promoting Effective Technology Transfer (where applicable)

S/N.	Planned Initiatives	Type of Technology	Area of Specialization
1.			

(Add rows as required)

9.2 Planned Facilitation of Joint Ventures and Alliances between Nig. & Foreign Contractors

S/N.	Facilitation Type	Technology to be Transferred	Area of Specialization
1.			

(Add rows as required)

10 CAPACITY DEVELOPMENT INITIATIVES (CDI):

State details (where applicable) below:

[Click or tap here to enter text.](#)

COMMUNITY CONTENT: DETAILED PLAN TO BE SUBMITTED TO ZONAL COORDINATION & CORPORATE COMMUNICATION DIVISION

11 Local/Host Community Plan

Detailed plan is to be submitted to the Zonal Coordination Division of the Board for review and approval.

{Insert name of operator} agrees to submit to the Board and obtain NCDMB approval of the community content plan for the tenders through the Board's Zonal Coordination division for the purpose of bidding for this service.

{Insert name of operator} shall ensure that the process of putting in place, the award and execution of this contract in compliance with all relevant Sections of the NOGICD Act, 2010 pertaining to host community content and catchment area as well as the latest revisions of NCDMB Community Content Guidelines to the industry”

DRAFT ADVERT TEMPLATE (IF APPLICABLE TO THE TENDER)

(Should be presented in a document with Operator's Logo)

{INSERT NAME OF OPERATOR}

TENDER OPPORTUNITY: Click or tap here to enter text.

Tender Ref:

NIPEX/Tender Number: Click or tap here to enter text.

NCDMB CERTIFICATION OF AUTHORIZATION NUMBER: Click or tap here to enter text.

1.0 INTRODUCTION

Click or tap here to enter text.

2.0 SCOPE OF WORK

Click or tap here to enter text.

3.0 MANDATORY REQUIREMENTS

Click or tap here to enter text.

4.0 NIGERIAN CONTENT REQUIREMENTS

Click or tap here to enter text.

5.0 CLOSING DATE

Click or tap here to enter text.

6.0 ADDITIONAL INFORMATION

Click or tap here to enter text.

Nigerian Content Plan & Advert Declaration

{Insert name of operator} understands that NCDMB's endorsement of the NC Plan & Advert does not preclude it from further exercising any additional statutory responsibilities as may arise from new circumstances not provided for in the NC Plan & Advert, nor does the endorsement discharge {insert name of operator}, its contractors, sub-contractors, and vendors from their continuing obligation to ensure strict compliance with the provisions of the NOGICD Act.

As a statutory provision of the NOGICD Act, 2010 Operator (insert name of the operator) agrees to submit to the Board and obtain NCDMB approval of the legal services plan, financial services plan, insurance services plan, as well as expatriate quota approvals for the project/tenders through the Board's responsible Department/Division/Directorate for the purpose of bidding for this service.

Signatures:

Name:

Designation: Managing Director (or person
of authority signing the NC plan on
behalf of operator)

Name:

Designation: Nigerian Content Rep.

Name:

Designation: (Project Promoter/Owner)