



NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

Fig. 1: Nigerian Content Plan Template

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

NIGERIAN CONTENT PLAN

CONTRACT TITLE			
ESTIMATED CONTRACT VALUE (ECV)/BUDGET			
EXPECTED START DATE		EXPECTED END DATE	
TYPE OF CONTRACT:	SERVICES:	CALL-OFF:	FULL TIME:
	PROJECT:	State if: EPC, T&I, I&C, EPCM, ePC, CC, CIC, O&M, others	
		State if: Greenfield, Brownfield, Retrofit, others	
CONTRACT TENOR / DURATION	FIRM PERIOD (YRS)		OPTIONAL (YRS)
IF IT IS A REPLACEMENT CONTRACT THEN DO THE FOLLOWING?			
IF REPLACEMENT CONTRACT, STATE END DATE OF THE REPLACEMENT CONTRACT			
DATE AND REF OF APPROVED NCCC FOR PREVIOUS CONTRACT?			
AWARD TERM OF THE PREVIOUS CONTRACT			
REFERENCE NUMBER OF SINGLE /SELECTIVE STRATEGY APPROVAL (IF APPLICABLE)			
FIELD LOCATION/ CONTRACT COVERAGE AREA	State if Greenfield, Brownfield, Retrofit, O & M, others or if it covers so many fields such as service contracts state all the fields such contract will cover.		
	OML/OPL NUMBER		
	FIELD NAME:		
	LAND:	SWAMP:	OFFSHORE
DOCUMENT DATE:			
OPERATORS TENDER/ CONTRACT NUMBER:			
NCDMB DOCUMENT NUMBER:			

This submission is to obtain NCDMB approval for NC Plan and Contract Strategy for (title of tender) in line with provisions of Section 7 of the NOGICD Act 2010.

Section A: Project Background

1. Brief Background of the Project

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

Section B: Scope of Work



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2.	Total Work Scope;				
	State the Total Work scope in this row:				
2.1	Scope of MATERIAL AND PROCUREMENT REQUIREMENT				
	State all key items to be procured – Provide details of all Long Lead Items (LLI) and bulk materials in this section in a tabular form.				
	S/N	Product name	Name of OEM	OEM parent company	Name of OEM representative in-country
		(Add rows as required)			
2.2	Scope of Equipment Requirements				
	State the key equipment requirement in this row differentiating spares, from rentals and consumables equipment relevant for the tender.				
	Long Lead Equipment required:				
	S/N	Equipment name	Name of OEM	OEM parent company	Name of OEM representative in-country
			(Add rows as required)		
	OEM Equipment required:				
	S/N	Equipment name	Name of OEM	OEM parent company	Name of OEM representative in-country
		(Add rows as required)			
	Rental/ Service Equipment required:				
	S/N	Equipment name	Name of OEM	OEM parent company	Name of OEM representative in-country
		(Add rows as required)			
	Consumables/ Spares required:				
	S/N	Equipment name	Name of OEM	OEM Product company	Name of OEM representative in-country
		(Add rows as required)			
2.3	Scope of Personnel Requirement				
	State the personnel requirement in this role relevant on the project, contract or service in a tabular form with the various disciplines, manning levels, qualification level required, and certifications required				



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	S/N	Job Position/Title	Manning level	Minimum Qualifications Required	Certifications/competencies Required	Planned Duration
		(Add rows as required)				

2.4 FABRICATION REQUIREMENT:

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

S/N	ITEMS TO BE FABRICATED	SPECIFICATION/QUALIFICATIONS REQUIRED	Proposed Fabrication Location	Unit of Measurement (Tonnage)
	(Add rows as required)			

2.5 INSTALLATION, PRE-COMMISSIONING/COMMISSIONING, TESTING, OPERATE AND MAINTENANCE ETC.:

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

S/N	Activity	Scope of activity	Location where Activity shall be executed
	(Add rows as required)		

2.6 VESSEL UTILIZATION REQUIREMENTS (where applicable):

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

Note: All vessels to be engaged in this project or service must be categorized as Nigerian owned in the NCDMB latest Marine vessel categorization publications via the NOGIC JQS.

S/N	Type of Vessel	Vessel specification	Planned Duration to be engaged
	Add rows where necessary		

2.7 SCOPE Declaration

State the following statement in this row:

“Operator (Insert Name) confirms that the scope of work is as contained in this plan and we understands 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 Nigerian Content scope of work which Operator shall ensure it is executed with required Nigerian resources (Goods, services and labour).”

Section C: Contracting Strategy

3. Contracting Medium: The Operator should specify the medium



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	i.e. either NipeX or paper bidding platform. (“others” please specify)														
	<ul style="list-style-type: none"> i. State the contracting strategy: Sole vendor, Single sourcing, Selective and Open tender ii. Award type: single or multiple awards. iii. Award style: award by volume or by scope of work, etc. For multiple award state award ratios iv. Contracting Medium: Either NipeX or paper bidding platform. (“others” please specify) v. Tendering procedure: Pre-qualification before Technical and subsequent commercial evaluation or Advert, Technical and commercial evaluation or only Commercial evaluation (for Sole/Single source tender only) vi. Advertising medium: Through Widely Read National Newspapers, EOI publication in national dailies or NipeX , etc. (“others” please specify). <p>All the above should be clearly stated in this section</p>														
3.1	Tendering Process														
	In the Table below provide information on the contracting process:														
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Technical/Commercial Evaluation</th> <th style="width: 25%;">Evaluation Method</th> <th style="width: 25%;">Facility Visit Yes/No</th> <th style="width: 25%;">State of Facility Visit</th> </tr> </thead> <tbody> <tr> <td style="height: 150px; vertical-align: top;">State the Technical and commercial tendering process to apply to the bidding exercise (is it phase by phase submission or double envelope submission),</td> <td style="vertical-align: top;">How are the bids going to be evaluated and what qualification constraints that will be applied?</td> <td style="vertical-align: top;">If Yes, which at which stage of the tendering process will the facility visit occur (after desktop technical evaluation or after commercial evaluation)</td> <td style="vertical-align: top;">what qualification constraints will be applied</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Technical/Commercial Evaluation	Evaluation Method	Facility Visit Yes/No	State of Facility Visit	State the Technical and commercial tendering process to apply to the bidding exercise (is it phase by phase submission or double envelope submission),	How are the bids going to be evaluated and what qualification constraints that will be applied?	If Yes, which at which stage of the tendering process will the facility visit occur (after desktop technical evaluation or after commercial evaluation)	what qualification constraints will be applied						
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Section D: Nigerian Content Plan															
4.	Nigerian Content Work Scope														
4.1	State all the achievable NC work scope in this row														
4.2	State the services to be sourced in-country based on the work scope in this row														
4.2.1	Details of Nigerian Content Procurement														
	List all goods and services to be procured in Nigeria based on the work scope in this table. Note: Procurement of Line pipes and cables shall be from or through NCDMB latest published approved manufacturers.														
	S/N	ALL GOODS TO BE SOURCES FROM NIGERIA	Market intelligence												
	(Add rows as required)														
	S/N	ALL SERVICES TO BE SOURCED FROM NIGERIA	Market intelligence												
	(Add rows as required)														
4.2.2	Nigerian Content Equipment Requirement														
4.2.2.1	State only the key equipment required to be sourced from Nigeria in this row differentiating spares, from rentals and consumables equipment relevant for the tender.														



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	<p>Note: All equipment to be used in this project/service shall meet the acts requirement of 50% Nigerian ownership.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">S/N</th> <th style="width: 15%;">Off-shelf Equipment Required</th> <th style="width: 20%;">OEM Equipment Required</th> <th style="width: 15%;">Spares Required</th> <th style="width: 15%;">Rental Equipment Required</th> <th style="width: 30%;">Consumable Equipment List Required</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td>(Add rows as required)</td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>						S/N	Off-shelf Equipment Required	OEM Equipment Required	Spares Required	Rental Equipment Required	Consumable Equipment List Required									(Add rows as required)			
S/N	Off-shelf Equipment Required	OEM Equipment Required	Spares Required	Rental Equipment Required	Consumable Equipment List Required																			
		(Add rows as required)																						
4.2.2.2	Nigerian Content Equipment Certificate (NCEC):																							
	State in this row the category of Nigerian Content Equipment Certificate (NCEC) required for the equipment stated on this NC Plan in line with the NCEC guidelines published by the Board.																							
4.2.3	Nigerian Content Personnel Plan																							
	State in the table below only positions that Nigerian personnel are planned to be engaged on this project/services from the total personnel requirement plan for this work as stated in your scope of work above.																							
	S/N	Job Position	Qualifications Required	Certifications Required	Experience Required	Planned Duration	Percentage Manning																	
		(Add rows as required)																						
4.2.4	Nigerian Fabrication Plan																							
	State all fabrication activities that will be carried out in Nigeria																							
	S/N	ITEMS TO BE FABRICATED	SPECIFICATION/QUALIFICATIONS REQUIRED	Unit of Measurement (Tonnage)																				
		Add rows where necessary																						
4.2.5	NIGERIAN THIRD-PARTY SERVICES PLAN - INSTALLATION, PRE-COMMISSIONING/COMMISSIONING, TESTING, OPERATE AND MAINTENANCE ETC.:																							
	Provide details of third-party services to be sourced from Nigerian																							
	S/N	Activity	Scope of activity	Specifications required																				
		Add rows where necessary																						
	NIGERIAN CONTENT VESSEL UTILIZATION PLAN (where applicable):																							
	State all vessel requirements on this project/Service in the table below.																							
	S/N	Type of Vessel	Vessel specification	Planned Duration to be engaged																				
		Add rows where necessary																						
5.	Detail forecast on employment and training of Nigerians in the work programme																							



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5.1: Employment Opportunity Forecast:

Based on Job position stated in the work scope, state the employment opportunity for Nigerian nationals and non-Nigerian nationals that shall execute the work scope:

S/N.	Job Position	Nationality of Personnel	Area of Specialization	Skills Requirement	Employment Time Frame	State if: Sustained or New Employment
	Add rows where necessary					

In table above, Operator understands and confirms that listing of positions anticipated to be occupied by non-Nigerians shall not be construed as an approval by NCDMB, Operator shall take into considerations the legal obligation and statutory requirement for obtaining Expatriate Quota approval through the Board's PRS directorate.

5.2: Anticipated Nigerian Workforce Skills Shortages Forecast:

S/N.	Skill Shortage	Competency Gap	Area of Specialization
	(Add rows as required)		

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

Operator understands and confirms that, Details of HCD training (to be submitted outside of this Plan) shall be provided consistent 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 Division (CBD) of the Board prior to contract award.

The information provided in the table below are 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
	(Add rows as required)		

6. Outgoing Contract. (Include the Previous approved NCCC & NC Plan):

6.1: Scope of Work: state work scope of the ITT

6.2: Job Position

S/N	JOB POSITION IN PREVIOUS CONTRACT	NATIONALITY OF PERSONNEL	DURATION OF THE CONTRACT	IF ANY EXPAT PERSONNEL POSITION, HAS BEEN NATIONALIZED?	HOW MANY NIGERIAN PERSONNEL HAS OCCUPIED JOB POSITION	STATE TRAINING/CERTIFICATION THAT WAS ACQUIRED TO NATIONALIZE THE POSITION



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		Add rows where necessary					
6.3: Procured item:							
State all the items procured utilized in executing the previous contract:							
S/N	Items Procured	Items Procured in-country or out-country	Name of Nigerian Company that Procured the item				
7. LABOUR CLAUSE							
(Operator shall replace its name with the word "operator" in the declaration below)							
<p>"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 labor in professional cadres in accordance with 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.</p> <p>The operator hereby acknowledges and understand that failure to comply with this declaration will cause the Board to take appropriate administrative and legal steps in accordance with the provisions of the Nigerian Laws”</p>							
8. Nigerian Content Estimates							
8.1 Estimated NC							
Applying the NCDMB calculation matrix, applicable target in this contract for this category of service is XX% Nigerian Content as Provided in Schedule A of the Nigerian Content Act.							
8.2							
S/N.	Schedule A	Schedule A Target (%)	Estimate of Achievable NC (%)	Measurement Metrics			
	Name the project title						
8.3 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 for the scope described above. For any activity not required for the work scope, indicate N/A for that row.							
S/N.	Project Activity			Operator Estimated %NC	% NC Target (NOGICD Act 2010)		
1.	Labour (Engineering)						



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	2.	Labour (PMT)			
	3.	Labour (Procurement services)			
	4.	Procurement (Materials, Pipes, Valves other items)			
	5.	Equipment (Vessels, Tools)			
	6.	Installation			
	7.	Training and Gap Closure Initiatives			
	8.	(Add additional project activity based on work scope)			
9.	Detail to be provided by R & D Division of the Board				
9.1	Revolving R&D Plan and Expenditure Breakdown				
	<p>All operators or project promoters in the Oil and Gas industry launching service contracts or other applicable projects with completion period of 12 months and above shall provide a R&D program approved by the Board as part of the operator's Nigerian Content plan for the project.</p> <p>Details shall be provided consistent and in line with the Board's R & D Guidelines and collaboration with the NCDMB R & D Division.</p> <ul style="list-style-type: none"> 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 ITTs requirements that any service company bidding for such a project shall submit 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 Board's R&D framework and thematic areas. 				
9.2	Information on Public Call for Proposals: If required state how the information will be circulated				
10.	Detail plan on Technology Transfer (where applicable)				
	State if there will be technology transfer on the project				
10.1	Planned Initiatives Promoting Effective Technology Transfer (where applicable)				
	S/N.	Planned Initiatives	Type of Technology	Area of Specialization	
		(Add rows if required)			
10.2	Planned Facilitation of Joint Ventures and Alliances between Nigerian & Foreign Contractors				
	S/N.	Facilitation Type	Technology to be Transferred	Area of Specialization	
		(Add rows if required)			
11.	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				
11.1	Bidders will be mandated to use the services of Nigerian banks, Insurance companies and law firms for the execution of this contract. This shall form part of the requirements for the assessment of the bidders during the technical evaluation. Details of the banks, insurance companies and law firms will be clearly stated in the Nigerian Content Compliance Certificate (NCCC) to be completed by the winning bidder(s).				
11.2	Operator Utilization of Nigerian Financial, Banking, Insurance and Legal services				



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	<p>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.</p> <p>Operator shall submit these Plan in line with requirements inside the applicable Board's guidelines consistent with the provisions of the NOGICD Act. These plan shall include:</p> <ol style="list-style-type: none">1. Insurance Services Plan:2. Legal Services Plan:3. Financial Services Plan (i.e. ACCOUNTING, AUDIT & TAX AND BANKING) <p>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.</p>
12.	CAPACITY DEVELOPMENT INITIATIVES (CDI):
	State details (where applicable) below:
SECTION E: COMMUNITY CONTENT: Detail plan to be submitted to Zonal Coordination & Corporate Communication Division	
13.	Local/Host Community Plan
	Detail plan is to be submitted to the Zonal Coordination Division of the Board for review and approval.
SECTION F (OTHERS):	
14.	

15. Nigerian Content Plan Declaration

(Items on red should be completed)

Operator (insert name of operator) understands that NCDMB's endorsement of the NC plan does not preclude it from further exercising any additional statutory responsibilities as may arise from new circumstances not provided for in the NC Plan, nor does the endorsement discharge Operator (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.

Operator (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.

As a statutory provision of the NOGICD Act, 2010 Operator (insert name of 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 IOC/operator)

Name:

Designation: Nigerian Content Rep.



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Name:

Designation: (Project Promoter/Owner)



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