



Lonadek



DRILLING HUMAN CAPITAL DEVELOPMENT INITIATIVE TRAINING

REQUEST FOR PROPOSAL

LONADEK LIMITED

August 2016





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1.0 Introduction

Lonadek Limited is an ISO 9001 Certified firm of technical consultants, committed to developing capacity, capability and competence across key sectors such as Energy, Power, Infrastructure, Oil and Gas with the keen interest to identify, develop and engage local talent while leveraging on Science, Technology, Engineering and Mathematics (STEM) to maximize productivity and profitability. Lonadek is established and authorized to deliver international and certification courses in collaboration with foreign technical partners such as Institute of Leadership and Management, U.K, PetroSkills, AVEVA, U.K, Bentley Systems Inc. SA among others.

Lonadek is a key player in developing Capacity, Capability and Competence of professionals across key sectors of the Nigerian economy. Lonadek's primary focus is the development of in-country human capital for global competitiveness whilst maintaining strong alliances and partnerships with organizations, institutions, societies, regulatory agencies and professional bodies.

Lonadek has been contracted by one of her International clients to develop an all-encompassing and collaborative road map for capacity, capability and competence development in drilling and completions. The proposed Human Capital Development Initiative (HCDI) will include education, training (formal, semi-formal and informal) as well as a global talent identification, development and engagement programme. . Selected Nigerian beneficiaries, from the Nigerian Content Development and Monitoring Board (NCDMB) database shall be trained to prepare them for fruitful and rewarding careers in Drilling and Completions. Lonadek therefore solicits the Expression of Interest from professional and competent experts, institutions, training vendors and organizations with exceptional qualification and excellent service delivery in Drilling and Completions.

2.0 Background Information

Our client operates in the upstream sector of the Nigerian Oil and Gas industry under a joint-venture arrangement with the Nigerian National Petroleum Corporation with assets on land and in near-offshore regions of the Niger Delta.

The Nigerian Content Development and Monitoring Board (NCDMB) issued for approval a signed document dated 13th February 2014 titled: "Nigerian Content Human Capital Development Initiative – Implementation Plan" which states criteria (Training man-hours for small, medium and major contracts in the category of Projects, Services and procurement) for all contract sponsors to comply with. Please refer to section 4.7 of the NCDMB Hand book of Operational Guidelines (see attached)

NCDMB mandates Oil and Gas companies to execute major Human Capacity Development Initiatives (HCDIs) whilst also tying them to crucial approvals of company requests. Our client seeks to implement a comprehensive and robust Human Capacity Development Initiatives (HCDI) in compliance with requirements of the Nigerian Content Development & Monitoring Board (NCDMB); wants to develop a strategy for executing HCDIs and explore the use of a portfolio approach to meet NCDMB's requirements. Our client is desirous to implement an efficient framework for operational effectiveness that involves cooperation, collaboration and coordination of existing human capital initiatives and activities. This is expected to make the HCDI process more efficient and strategic in order to reduce the challenges belaboring the current ad-hoc project-for-project approach of executing HCDIs.

In order to make significant impact on the identified skills gap matrix within the industry and also achieve its HCDI objectives, Lonadek has been engaged in the development, implementation and deployment of an efficient HCDI framework in line with our client's objectives, by advocating an integrated approach through the combination of training, on-the-job skills acquisition, apprenticeship/mentoring and placement, within a skills development programme as a proactive measure for evolving local human capital into a world-class high-value workforce/professionals. A

Continuous Professional Development (CPD) programme in collaboration with world-renowned societies, associations, institutions and relevant bodies that provide a valuable route to international certification and accreditation based on skills sets and competency required locally and globally is equally essential to the HCIDI objectives

The purpose of this project is to significantly reduce cost on project-by-project HCIDI's whilst increasing the client's Return on Investment in human capacity building through a harmonized and centralized HCIDI's that can be planned, monitored and evaluated over time for optimal results.

3.0 Project Overview / Purpose of Deliverables

Lonadek is expected to identify and work with key stakeholders that can carry out a Human Capital Development Initiative in Drilling and Completions on behalf of her client. The essence of this initiative is to boost local participation in drilling operations, harmonise existing local and international capacity building initiatives, stimulate industry wide collaboration, address HCIDI gaps in Oil and Gas drilling and completions as well as those in related sectors of the Nigerian economy. The goal is ensure that Nigerian human resources attain the level of competence required to perform and compete globally.

The selected HCIDI Drilling and Completions competency development programme will be delivered through collaboration, optimization and utilization of existing "in-country" capacity, capability and competencies. The HCIDI scopes of activities include Training, Learning and Development, Mentoring, Coaching, On-the-job supervision, apprenticeship and possible placement.

The Drilling and Completions HCIDI will be run in two phases of Classroom Training and On-the-Job Training (OJT).

The classroom training will run for a period of three (3) months. The participants will undergo comprehensive training in the following courses:

- Geology and Geophysics,
- Reservoir Engineering,
- Drilling and Well Engineering Technology
- Production Technology.

The On-the-Job-training (OJT) will run for a period of three (3) months. It will entail practical / hands-on training of the participants in the following in specialized operation areas namely:

- Cementing
- Directional Drilling
- Drilling fluids

The expected deliverables from successful (qualified) vendor are as follows:

- Design and develop a training plan with adequate provisions for on-the-job training, site visits and field-experience of the highest quality standard that reflects operational management excellence;
- Six (6) months basic level curriculum training and OJT consistently in compliance with the Nigerian Oil & Gas Industry Content Development (**NOGICD**) Act and in accordance with the NCDMB HCD Initiatives Implementation Guidelines;
- Evidence of readiness and availability of proposing firms for on-the-job training at drilling rig site(s);
- Partnerships and Strategic Alliances with world-class training providers, associations, societies and institutions;
- Continuing Professional Development (CPD) plan and certification pathways at various levels of the entire proposed training plan;

- Project management methodology procedures and internationally acceptable standard practices to ensure that the aspirations of the Client are not compromised

4.0 Statement of Purpose

Lonadek hereby requests proposals from interested professional training firms, astute consultants and outstanding education providers in Drilling and Completions. Training firms, consultants and education providers shall be referred to as vendors in the adjoining sections of this RFP. This Request for Proposal (RFP) describes the project background, objectives, scope of work, required proposal format, vendor selection process, terms, legal issues, and other project/contract considerations.

N.B- Vendors with expertise in both classroom and OJT shall be expected to submit their RFP for considerations as well.

5.0. Guideline for Submission / Detailed Requirements

The documents and information to be provided from this RFP shall include:

- Corporate Profile including the Vendor name, key contact details, registered address, field of expertise, existing products and services, project organization and Staff Strength including key officers,
- Business Licenses such as Registration Papers, Tax Payment Confirmation, Copy of VAT Certificate & TIN Number,
- Track Record –list of clients serviced for Drilling and Well Completions training or similar services as those required by the RFP, indicating description of contract scope, contract duration, contract value, contact references
- Resume of at least 5 instructors and project leads in your organization
- Project Management Methodology for the Drilling HCDI project
- Backup Personnel Plan in the event of unforeseen contingencies
- Work Plan and Schedule for the HCDI project in form of Gant Chart or any acceptable format
- A curriculum covering both classroom based and OJT training
- Recommendation for existing programmes run in Nigerian Universities
- A proposed competency matrix pathway/plan that satisfies the objectives of the Drilling HCDI Project in line with NCDMB requirement
- Certificates and Accreditations including Quality and HSSE Certificates, etc. as a Technical Training Provider
- Professional Accreditation or Registration with professional body (local and international where applicable)
- Evidence of Strategic Partnerships and Alliances with OGTAN,PETAN,SPE and / or foreign certified training providers
- MOU or Strategic Partnership with other companies for technical assistance (where applicable)
- Commercial Proposal / Detailed Itemised Pricing
- Any other detail(s) in relation to the RFP

6.0 Qualification Criteria

Only qualified vendors that have proven capability and recent experience of Drilling and Completions training services with specific expertise in Geology and Geophysics, Drilling and Engineering Technology and Production Technology or similar onshore similar projects will be awarded the HCDI project.

Interested vendors are required to provide relevant information as set forth in the Guidelines for Submission / Specification section.

The purpose of the information and documents request is to start a "qualification assessment" and to give equal opportunity to the selected vendor(s) to provide details of its legal structure, its management, its experience, its resources and overall capability to perform the required scope of work and its best quotation.

Please be advised that Lonadek is not bound to accept any Proposal, nor award a contract nor be responsible for any costs associated with a vendor's preparation and submission of a proposal. We reserve the right to cancel the tender process at any time prior to contracts being signed and reserve the right to re-tender for the same requirements. Any existing or potential conflicts of interest by the tenderers must be fully disclosed

Lonadek Limited shall satisfy itself that each of the final selected companies have the resources, management and all the capability to act as a single legal entity (company) in order to achieve the required targets of quality, HSE, standards and programme. Lonadek will like to stress the importance it places on this RFP document and ask that proposing organizations submit all the information as requested.

7.0 Responses / Communication

All responses are to be supported by such narrative, organisation charts, resource charts and other information which the company considers necessary to substantiate the individual responses and provide Lonadek with the required confidence in the company's capabilities and capabilities.

Vendors intending to submit a proposal for the HCDI project shall complete, sign and stamp all pages of the proposal and submit (by hand, courier or e-mail) not later than September 21st, 2016 to :

Taiye Adaramola
HCDI Project Secretary
Lonadek Limited
12, Jibowu Street Yaba
Lagos
Telephone: +234 8034002957, +234 012953827
Email:hcdi@lonadek.com

Calling times should be between the hours of 8:00am and 4:30pm from Mondays to Fridays during the RFP acknowledgement and submission period.

8.0 Additional Information

All information included in this RFP are confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party. This RFP does not represent or constitute any promise, obligation or commitment of any kind on the part of Lonadek to enter into any agreement or arrangement with you or with any company.

Consequently, all data and information provided by you shall not be construed as a commitment on the part of Lonadek to enter into any agreement or arrangement with you, nor shall they entitle vendor(s) to claim any indemnity from Lonadek.

All data and information provided pursuant to this RFP will be treated as strictly confidential and shall not be disclosed or communicated to non-authorized persons or companies except Lonadek and its partners.

8.1 Classroom Training Venue / Location

All Classroom trainings shall be conducted at Lonadek Training Facility, Lagos

8.2 Pricing

Vendors shall submit a commercial proposal in Naira.

8.3 Proposal Validity

Proposals from interested Vendors shall be valid for a minimum of 45 days from the closing date of the RFP.

You are required to acknowledge receipt of the RFP and confirm your intention to submit a proposal via email within five (5) working days of this invitation.

Please submit the data/information requested by the date indicated above.

Enquiries and clarifications shall be communicated to hcdi@lonadek.com or +234 8034002957, +234 7084354404, +234 012953827 within five days after the publication of this RFP.