



GUIDELINES FOR NCDMB APPROVALS OF NIGERIAN OIL & GAS INDUSTRY CONTRACTING PROCESSES

December 2024

Approved for Release: _____

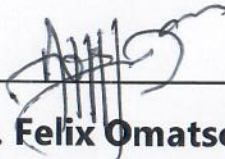

Engr. Felix Omatsola Ogbe (FNSE)
Executive Secretary NCDMB

TABLE OF CONTENTS

Contents

.....	Error! Bookmark not defined.
TABLE OF CONTENTS.....	2
PURPOSE.....	3
REFERENCES	4
DEFINITIONS.....	4
INTRODUCTION	6
STEP 1: NIGERIAN CONTENT PLAN – (STRATEGY, ADVERT).....	11
STEP 2: DOUBLE ENVELOPE – TITT; TEC; CITT; CET	15
STEP 3: TECHNICAL EVALUATION REPORT & REVISED TECHNICAL EVALUATION REPORT	19
STEP 4: COMMERCIAL EVALUATION REPORT.....	22
STEP 5: NIGERIAN CONTENT COMPLIANCE COMMITMENT - NCCC	25
APPENDIX 1: JOINT INDUSTRY MOU/SLA	28
APPENDIX – RELEVANT SECTIONS OF THE NOGICD ACT	29

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

PURPOSE

The purpose and objective of this document are as follow:

- i. To update the existing PCAD Guidelines which was last reviewed and issued on the 16th of April 2018.
- ii. This update seeks to take cognizance of the recent developments in the oil and gas industry such as:
 - a. Industry MOU/SLA endorsed by the Board, NNPC and IOCs in September 2023
 - b. Three (3) Presidential Directives issued by the President of the Federal Republic in February 2024 (Gazette Publication in March 2024)
- iii. Define and explain the processes and stages related to NCDMB Tender Management and Administration as mandated by the NOGICD Act.
- iv. Clearly define the roles and responsibilities of Operators, Service Providers/Bidders and NCDMB for each stage of tender and contract execution in the oil and gas industry.
- v. Define the procedure for review of NC Plan (which will contain the Contract Strategy and Advert), draft ITT's (which contains Technical Invitation to Tender - TITT, Technical Evaluation Criteria –TEC and Commercial Invitation to Tender - CITT) of NC scopes identified by Operators in their bid packages.
- vi. Outline the requirements for prospective bidders to participate in each stage of the tendering and contracting phase as managed by NCDMB and Operators – opportunity, technical and commercial phases.
- vii. Describe the procedure for reviewing and approving of NCCC (containing details of Nigerian Content commitments to be achieved by the successful bidder during contract execution.

REFERENCES

- a. The Nigerian Oil & Gas Industry Content Development Act, 2010 (The Act)
- b. NCDMB/Industry SLA/MOA 2023.
- c. Presidential Directive on Reduction of Petroleum Sector Contracting Costs and Timelines, 2024
- d. Presidential Directive on Local Content Compliance Requirements, 2024

DEFINITIONS

CS	-	Contracting Strategy
CITT	-	Commercial Invitation To Tender
CET	-	Commercial Evaluation Template
DA	-	Draft Advert
FGN	-	Federal Government of Nigeria
HCD	-	Human Capital Development
IOC	-	International Oil Company
NC	-	Nigerian Content
NCP	-	Nigerian Content Plan
NCEC	-	Nigerian Content Equipment Certificate
NCCC	-	Nigerian Content Compliance Commitment
PCAD	-	Projects Certification & Authorization Directorate
NCDF	-	Nigerian Content Development Fund
ORAS	-	Oil Rig Acquisition Strategy
TITT	-	Technical Invitation To Tender
TEC	-	Technical Evaluation Criteria.
Reviewer	-	NCDMB staff assigned to review contract documents.

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

Evaluator	-	NCDMB staff that participate in the opening and evaluation of bids
NCDMB	-	Nigerian Content Development & Monitoring Board (The Board)
NUIMS	-	NNPC Upstream Investment Management Company
ES	-	Executive Secretary
PDs	-	Presidential Directives 2024

Appendices:

Appendix 1	-	Nigerian Content Plan Stage Review Process
Appendix 2	-	Technical ITT stage review Process
Appendix 3	-	Commercial ITT stage review Process
Appendix 4	-	Technical Evaluation Stage Process
Appendix 5	-	Commercial Evaluation Stage Process.
Appendix 6	-	Nigerian Content Compliance Certificate Process.
Appendix 7	-	Updated Contracting Process Flowchart.
Appendix 8	-	Existing MOU/SLA VS Updated contracting timeline.

INTRODUCTION

In 2018, when this guideline was first issued, the NCDMB PCAD Tendering Administration Procedures had nine (9) touchpoints which required Operators to obtain the Board's approval/certification for each phase of the tendering/contracting process. The requirement to secure various approvals from NCDMB is separate from other approvals required from other entities such as NNPC/NUIMS which resulted in delays in the tendering and contracting process.

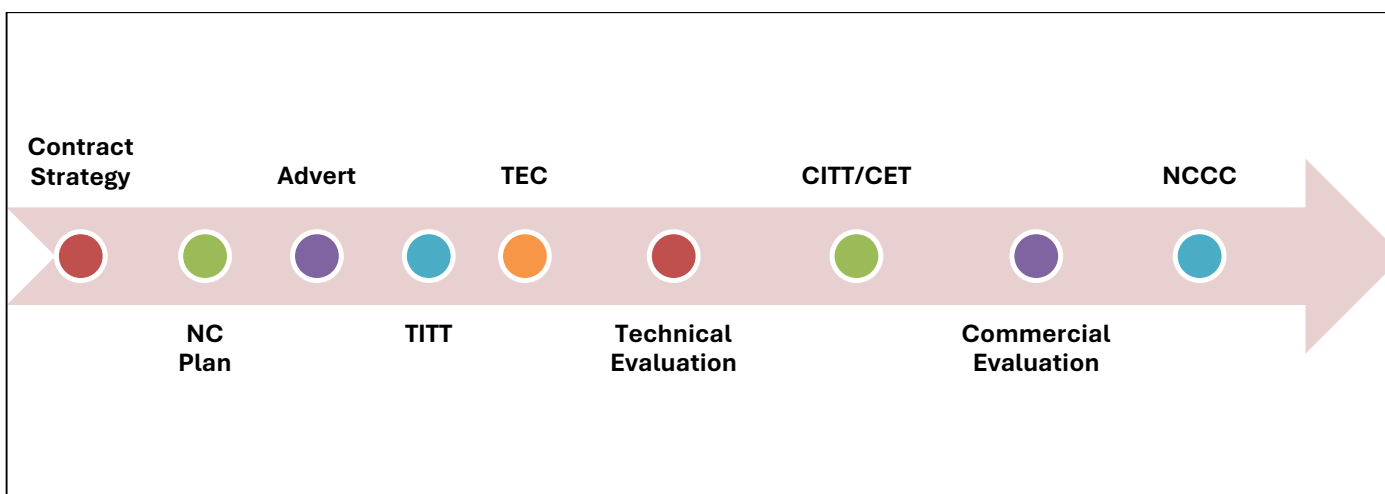


Figure 1- Previous NCDMB Tender Administration Touch-Points - Nine (9) Steps

This led to the roll out of reforms to improve the business environment for the Nigerian oil and gas industry which include the need for all the stakeholders involved in the contracting cycle to shorten the timeline to less than 180 days. This resulted in the

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

development and execution of the Joint NCDMB/Industry SLA/MOA between NCDMB, NNPC, and major IOCs in September 2023 which contained the sequence of approvals and the number of days for the parties to keep within the 180 days target.

In March 2024, the Presidential Directive on Reduction of Contracting Costs and Timelines was issued by Mr. President to enhance competitiveness, attract additional investments in the sector, and further streamline the completion of the contracting cycle to six (6) months.

In a bid to operationalize the objectives of the Presidential Directive on Contracting Timelines, the Joint NCDMB/Industry SLA/MOA has been revised to stay within the six (6) months target. The Board has thus reduced its touch points from nine (9) to five (5) as depicted below:

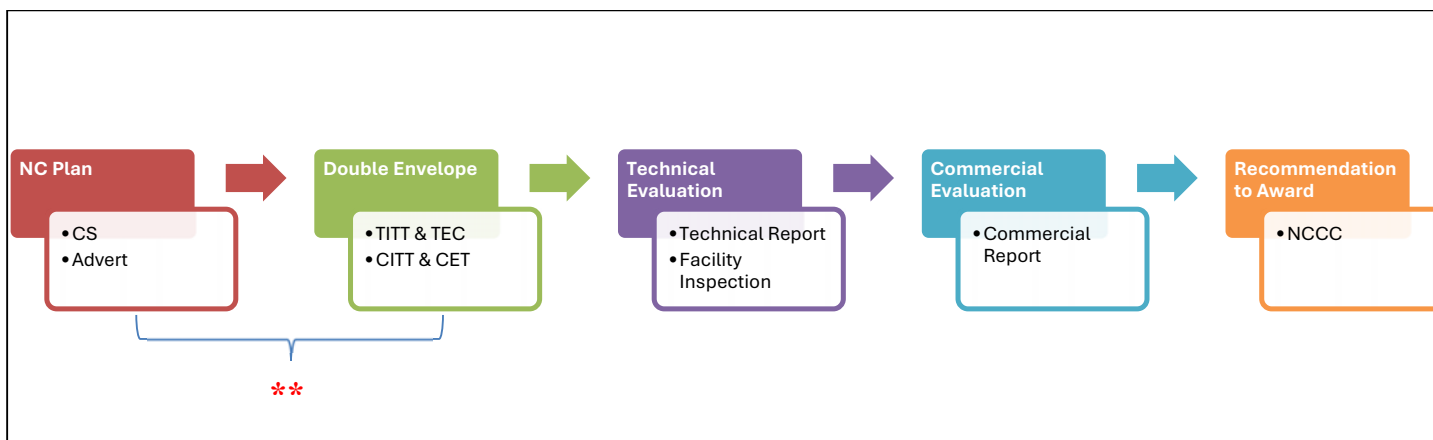


Figure 2 - New NCDMB Contracting Cycle Touch-Points - Five (5) Steps – [Open Tender]

The sequences shown above are NCDMB touch points for Open Tendering – which is the default industry tender process.

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

****Operator may choose to submit the requests at the Opportunity Phase (NC Plan) and the ITT Phase (Double Envelope) together. But the Operator must take cognizance of the fact that the sanctity of the above processes flow must be observed by the Board. Thus, the Board shall only treat the Double Envelope submissions if NC Plan submissions are deemed to be adequate as per the Board's requirements.**

Where an Operator intends to deviate from the default strategy of Open Tendering, and opt for either Selective Tendering, an additional step is introduced requiring the Operator to submit a formal approval request to the Board for justification of the Contracting Strategy, as depicted below:

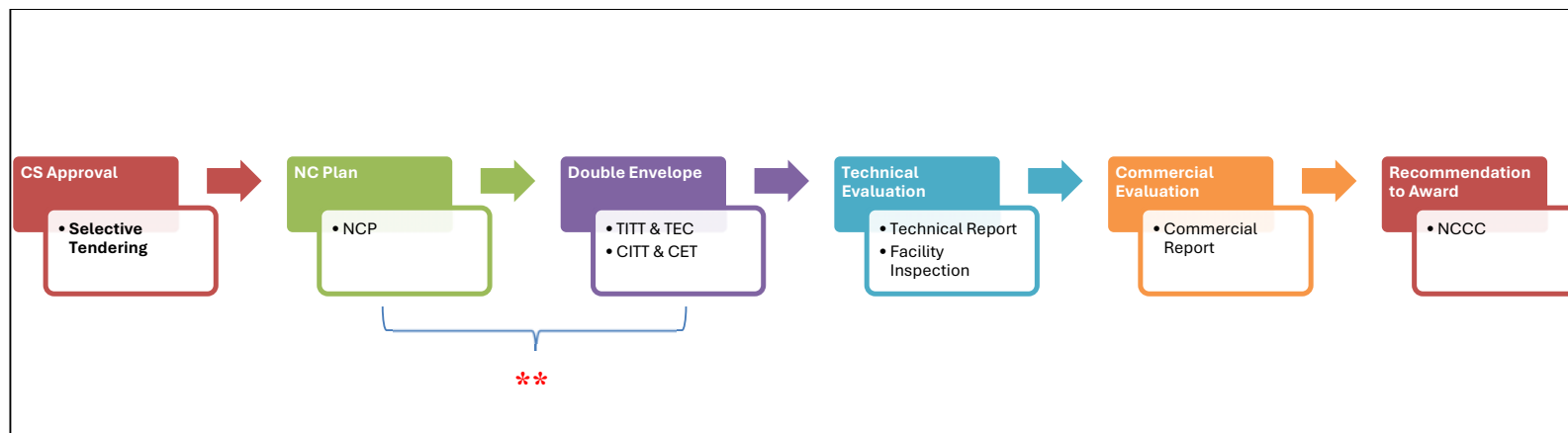


Figure 3 - Selective Tendering Strategy Steps

The steps for Sole Source Tendering Strategy are as follows:

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

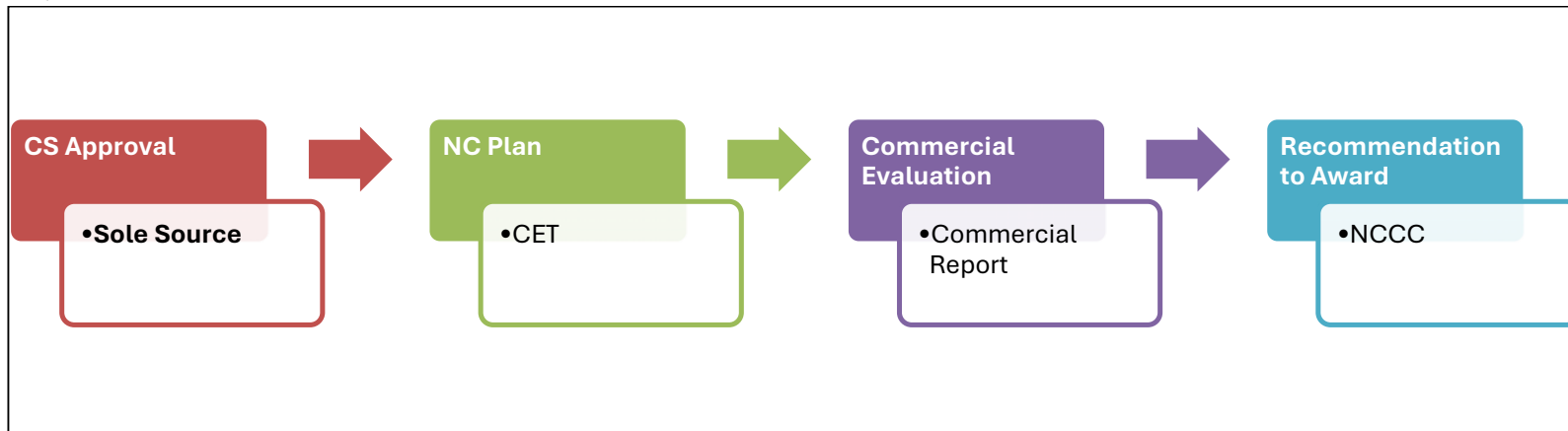


Figure 4 - Sole Source Tendering Strategy Steps

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

DESCRIPTION OF THE FIVE (5) TOUCHPOINTS

This chapter provides further details of the purpose, supporting provision, timeline, notations, and other peculiarities of each of the five touchpoints required to conclude the contracting cycle. In addition, the concluding milestone for each step has been defined consistent with the provision of the NOGICD Act and prevailing practices.

The table below provides a summary of the key tools to be deployed for conclusion of each touchpoint:

STEP	ACTIVITY DESCRIPTION	APPROVAL INSTRUMENT	REMARKS
1	NC Plan review/approval	Certificate of Authorization (CoA)	Consistent with the provision of the NOGICD Act (2010)
2	Double Envelope (TITT/CITT)	Tender Certifications	NC compliant tenders
3	Technical Evaluation Exercise	Technical Evaluation Report	Contains NC qualified bidders
4	Commercial Evaluation Exercise	Commercial Evaluation Report	Contains bids that meet required NC levels
5	Recommendation to Award	NC Compliance Commitments (NCCC)	NCCC Focus on commitments agreed at the end of tendering phase. NC Compliance Certificate (NCCC) to be issued by Monitoring & Evaluation Directorate (MED) upon performance of the contract and fulfilment of the promises/commitments.

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

STEP 1: NIGERIAN CONTENT PLAN – (STRATEGY, ADVERT)

	ITEM	DESCRIPTION/REQUIREMENTS
a.	TEMPLATE/DOCUMENT TITLE	NC PLAN (inclusive of the STRATEGY and ADVERT)
b.	SUPPORTING SECTIONS OF THE ACT	Sections 7 – 13
c.	RESPONSIBILITY	- Processes initiated by Operator using NCDMB NC Plan Template and submitted via email to the Board - NCDMB Reviews, Rejects or Certifies.
d.	TEMPLATE (Yes/No) or DOCUMENT TO BE SUBMITTED	- NCDMB NC Plan Template (This Template is inclusive of NC Plan, Advert and Contracting Strategy – as may be applicable) - For Single Source/Selective Tender – ES NCDMB approval of Contracting Strategy is required. - See Appendix for template
e.	NCDMB CERTIFICATION TO BE ISSUED	- NCDMB Certificate of Authorization (COA) with unique Certification Number for the specific Project/Contract. - This has 6 months validity. Upon expiry, the Operator is required to request for reissuance of COA for the NC Plan.
f.	REVIEW TIMELINES	10 days
g.	NOTATION	The default CS covered by this guideline is Open Tender. Any deviation from this strategy shall require a special request to the ES, NCDMB, for consideration and approval.

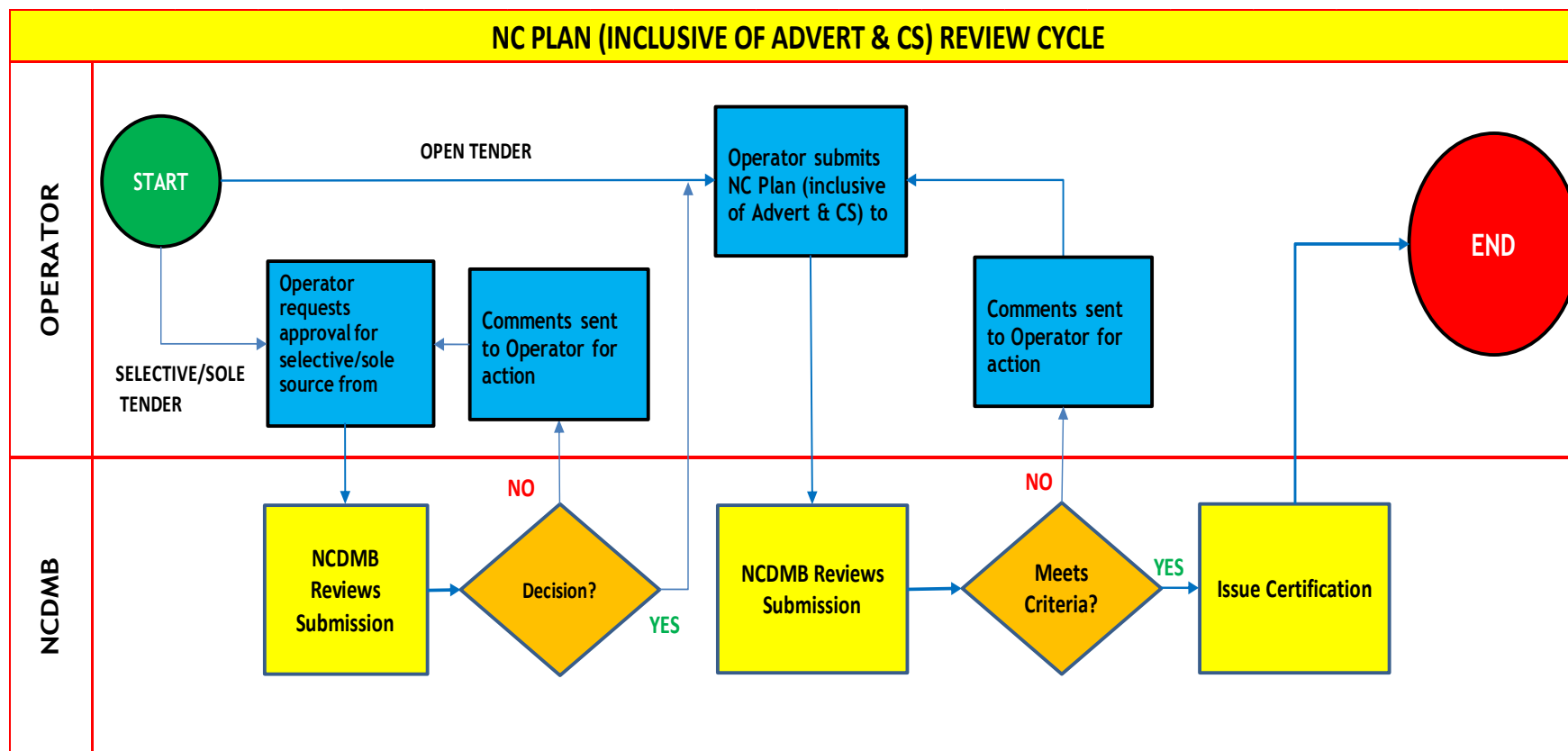
NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

		▪ No prior document submission is required for New Open Tender. But, for replacement contracts - evidence of compliance with prior contract NC Commitments such as NCDF 1% Remittance and NCDMB HCD Execution is required. ▪ The Operator and NCDMB shall ensure that the NC Plan addresses the following: ○ <i>Draft Advert Publication shall be embedded in NC Plan Template</i> ○ <i>Date of NC plan submission; Project title; Estimated contract value/Budget; Expected Project start date and end date;</i> ○ <i>Project scope – (brief background of the project and detailed work scope) & Nigerian content work scope</i> ○ <i>Contract strategy</i> ○ <i>Detail plans for services to be sourced in-country: the plan shall demonstrate how the work scope shall be executed using Nigeria registered companies.</i> ○ <i>Use of Nigeria Personnel, Labour and Employment.</i> ○ <i>Training and employment of Nigerian nationals on the contract</i> ○ <i>Use of goods and services of Nigerian Origin in executing the work scope.</i> ○ <i>Use of equipment, tools, and hardware of Nigerian ownership - The plan shall address the utilization of Nigerian owned equipment, tools and hardware in executing the work scope.</i> ○ <i>Requirement for applicable NCDMB Capacity Certifications such as NCEC; NCMVC; NRCR for equipment, services, marine and rig assets.</i> ○ <i>Use of third-party services and sub-contractors of Nigeria origin</i> ○ <i>Human Capacity Development Training in line with extant NCDMB Guidelines for HCD.</i> ○ <i>Ensure NC target meets minimum NC targets as specified in the schedule of the NOGICD Act.</i> ▪ Plans for technology transfer; Planned facilitation of Joint Ventures and alliances between Nigerians and foreign contractors; utilization of Nigerian Banks, Legal and Insurance services, Capacity Development Initiative (CDI), Community Content, etc.
--	--	--

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

		Any other information as may be required by tender scope or prescribed by NCDMB. <i>**Operator may choose to submit the requests at the Opportunity Phase (NC Plan) and the ITT Phase (Double Envelope) together. But the Operator must take cognizance of the fact that the sanctity of the above processes flow must be observed by the Board. Thus, the Board shall only treat the Double Envelope submissions if NC Plan submissions are deemed to be adequate as per the Board's requirements.</i>
--	--	--

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD



NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

STEP 2: DOUBLE ENVELOPE – TITT; TEC; CITT; CET

	ITEM	DESCRIPTION/REQUIREMENTS
a.	TEMPLATE/DOCUMENT TITLE	ITT; TEC; CITT; CET
b.	SUPPORTING SECTIONS OF THE NOGICD ACT	▪ Sections 14 – 22
c.	RESPONSIBILITY	▪ Processes initiated by Operator and submitted via e-mail ▪ NCDMB review with comments (if applicable), and/or approves.
d.	TIMELINES	INDUSTRY SLA/MOU (Based on PDs) ▪ 10 days
e.	▪ TEMPLATE (Yes/No) ▪ DOCUMENT TO BE SUBMITTED	▪ There is no NCDMB Template for these items. Each Tender has peculiar requirements. ▪ NCDMB issued COA – Certificate of Authorization ▪ Associated NC Plan & Published Advert in national dailies with NCDMB Certification Number
f.	NCDMB CERTIFICATION TO BE ISSUED	▪ NCDMB Certification with unique Certification Number for the following: ○ TITT ○ TEC ○ CITT & CET
g.	NOTATION	ITT:

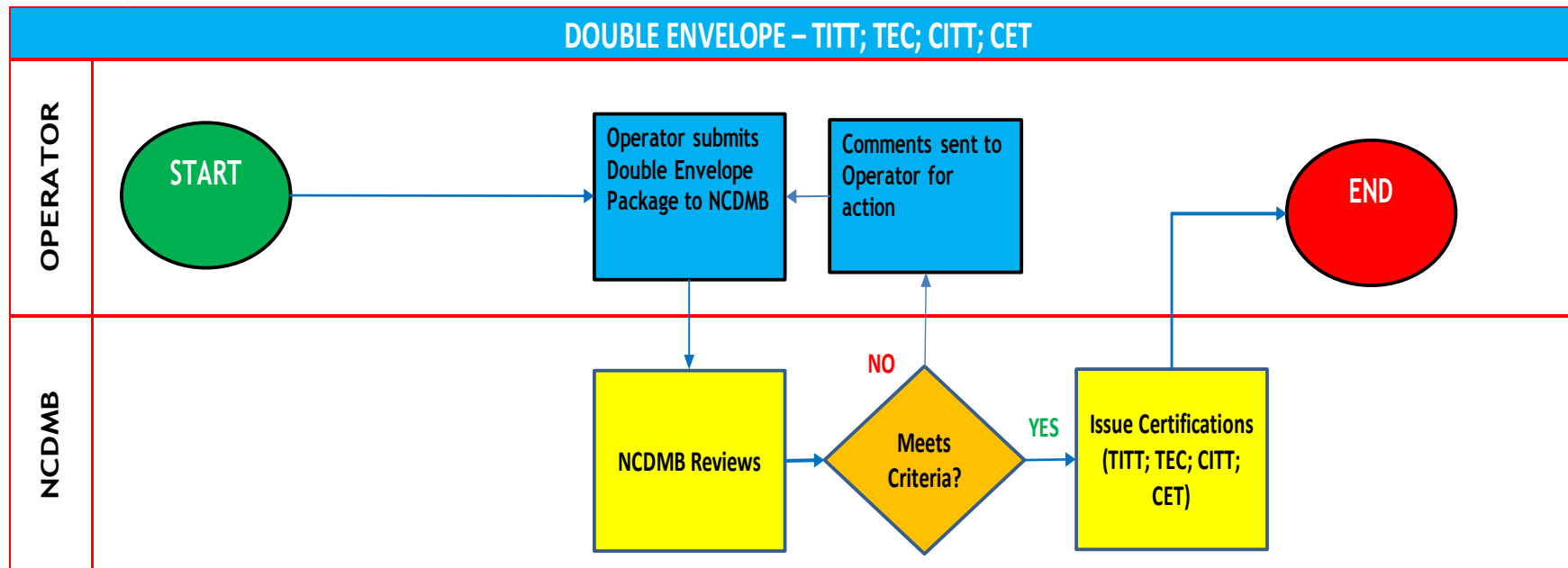
NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

- The ITT shall contain a Section Titled: “**Nigerian Content Requirements**” which includes key fatal flaw requirements outlined in the advert and NC Plan documentation.
 - These requirements often include but not limited to NCDMB Certifications such as: NCEC/NCMVC/NCRC and NOGIC JQS Registration etc.
 - In-country facilities, investments and equipment
 - Details of Manpower – Nigerian and Expatriate
 - Plan to utilize Nigerian goods and services.
 - Professional and Statutory Certifications and Licenses as maybe applicable to scope of tender – COREN, NIMASA, NCAA etc
 - Joint Venture Partnerships – MOAs
- TEC:**
- The NCDMB TEC is different from the Operator TEC.
 - NCDMB develops the TEC to be utilized during the evaluation of the Bids.
 - The NCDMB TEC scoring criteria ensures compliance with the NC requirement in the Nigerian Content section of the TITT
 - The TEC shall mirror NCDMB Technical requirements embedded in the ITT.
- CITT/CET**
- Submission of completed **NCDMB CET** is **MANDATORY** for all bidders, and it is the responsibility of the Operator to ensure the NCDMB CET is contained as part of the CITT package issued to bidders. Non submission of CET by bidder is a fatal flaw.
 - The approved NCDMB CET is embedded in the Operator CITT and must be filled by all bidders.
 - NCDMB develops the Commercial Evaluation Template document. This Template shall contain Nigerian Content target percentages for items on the operator pricing sheet.

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

		• Operator shall ensure that all tender documents or ITT/RFQ/Templates launched by hard copy documents and electronic document on the electronic portal shall ensure NCDMB certification number is included at the bottom of the cover or first page for all the documents. • These targets are derived from the Schedule of the NOGICD Act thus they also maintain the Unit of Measurements from the Schedule (e.g. Manhours, tonnage, length, spend) as maybe applicable. • Where Operator has approval for Single Source Strategy, only CITT/CET shall be submitted (TITT/TEC not required). <i>**Operator may choose to submit the requests at the Opportunity Phase (NC Plan) and the ITT Phase (Double Envelope) together. But the Operator must take cognizance of the fact that the sanctity of the above processes flow must be observed by the Board. Thus, the Board shall only treat the Double Envelope submissions if NC Plan submissions are deemed to be adequate as per the Board's requirements.</i>
--	--	---

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD



NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

STEP 3: TECHNICAL EVALUATION REPORT & REVISED TECHNICAL EVALUATION REPORT

	ITEM	DESCRIPTION/REQUIREMENTS
a.	PHASE/DOCUMENT TITLE	TECHNICAL EVALUATION REPORT
b.	SUPPORTING SECTIONS OF THE NOGICD ACT	Sections 14 – 22
c.	RESPONSIBILITY	- Operator initiates process by inviting NCDMB to bid opening after bid submission deadline issued to bidders has elapsed - Thereafter, Operator provides NCDMB with bid submissions. - NCDMB Evaluates submissions using NCDMB TEC and issues official report to Operator
d.	TIMELINES	INDUSTRY SLA/MOU – (In line with PDs) 18 DAYS - Note that the above days start from the date complete bid downloads for tender are shared/delivered to NCDMB.
e.	- TEMPLATE (Yes/No) - DOCUMENT TO BE SUBMITTED	- Technical Bid Download/Documents from Operator. - NCDMB Certified TITT & TEC - NCDMB has a standard Technical Reporting Format - See notation below for basic principles and requirements
f.	NCDMB REPORT TO BE ISSUED	NCDMB Technical Evaluation Report with unique Report Reference Number
g.	NOTATION	The technical submissions are evaluated to ensure that the level of compliance and conformity of the bidder's Nigerian Content execution plan are assessed against the provisions of the NOGICD Act and targets in the schedule.

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

- These assessments are done based on the relevant provisions of :
 - NOGICD Act. 2010;
 - ITT NC requirements and
 - NCDMB TEC for tender.
- Any Bidder that does not meet the minimum targets as in the approved NC Plan and Nigerian Content Requirements obligations as outlined in the ITT for the tender in line with the NOGICD Act is not qualified to proceed to the next phase (commercial) of the contracting process.
- Where bidders have not complied, reasons are stated for their non-compliance based on the mandatory NC requirements.
- Where Facility Visit is required for the subject tender, Operator must ensure NCDMB participation.

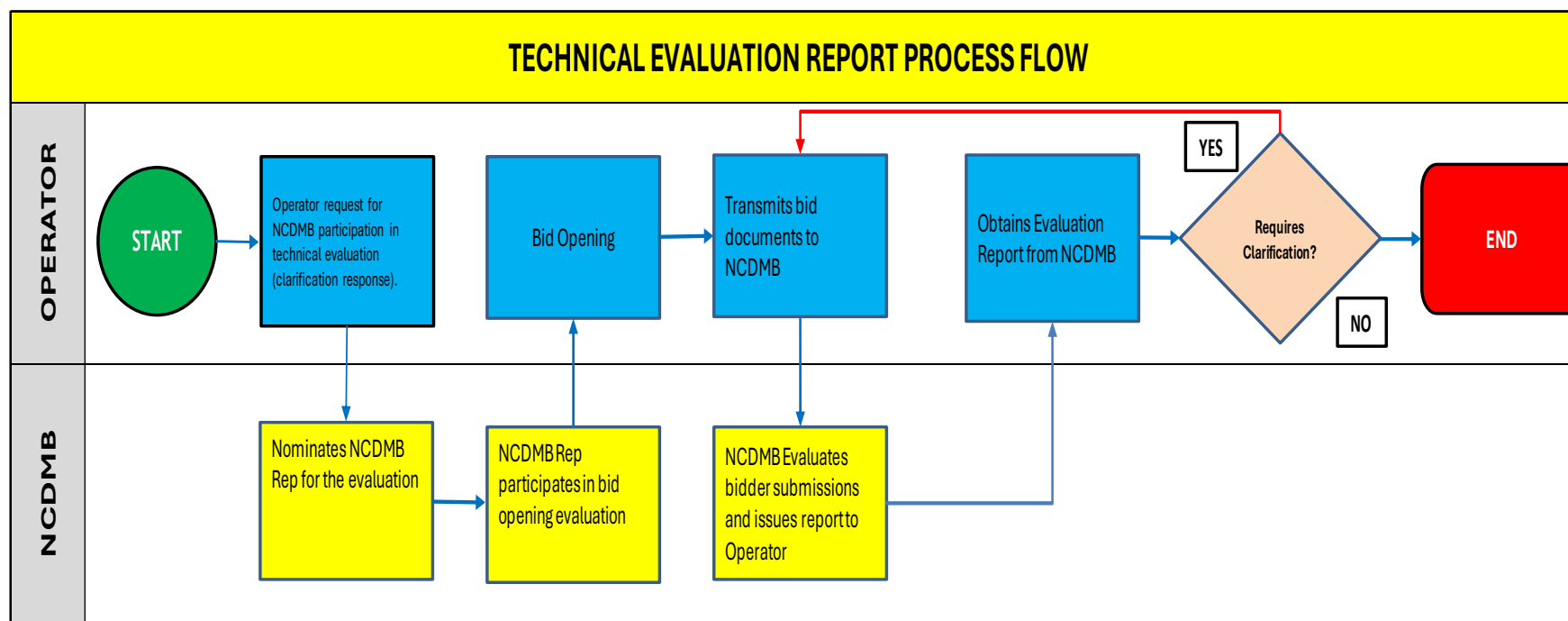
Revised Technical Evaluation Report:

- Upon receipt of Technical Evaluation Report from the Board, Operator may wish to request non-compliant bidders to provide additional clarification submissions to address reasons for their non-compliance.
- Operator is required to collate these additional submissions and forward to NCDMB within ten (10) working days after issuing clarification to the bidders.
- NCDMB shall then review the submissions in line with the Tender ITT requirements and TEC.
- Thereafter, a Revised Technical Evaluation Report is issued to the Operator in line with Technical Evaluation Process Flow depicted in the Appendix.
- The Revised Technical Evaluation Report must always refer to the first report in the first paragraph clearly stating the number of all bidders and number of compliant bidders from the initial report.

Validity of Evaluation Report

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

- The Technical Evaluation Report has a validity of 6 months from the date of the report.
- Within the 6-month validity period, Operator's request for a revised report shall entail the review of the validity of NCDMB Certificates (NCEC/NMVC, NCRC, etc.) for **ONLY** bidders initially not qualified by the Board.
- However, after the expiry of this period, should Operator request for a revised report, NCDMB shall review the validity of NCDMB Certificates (NCEC, NMVC, NCRC, etc.) for **ALL** bidders to ensure compliance accordingly.



NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

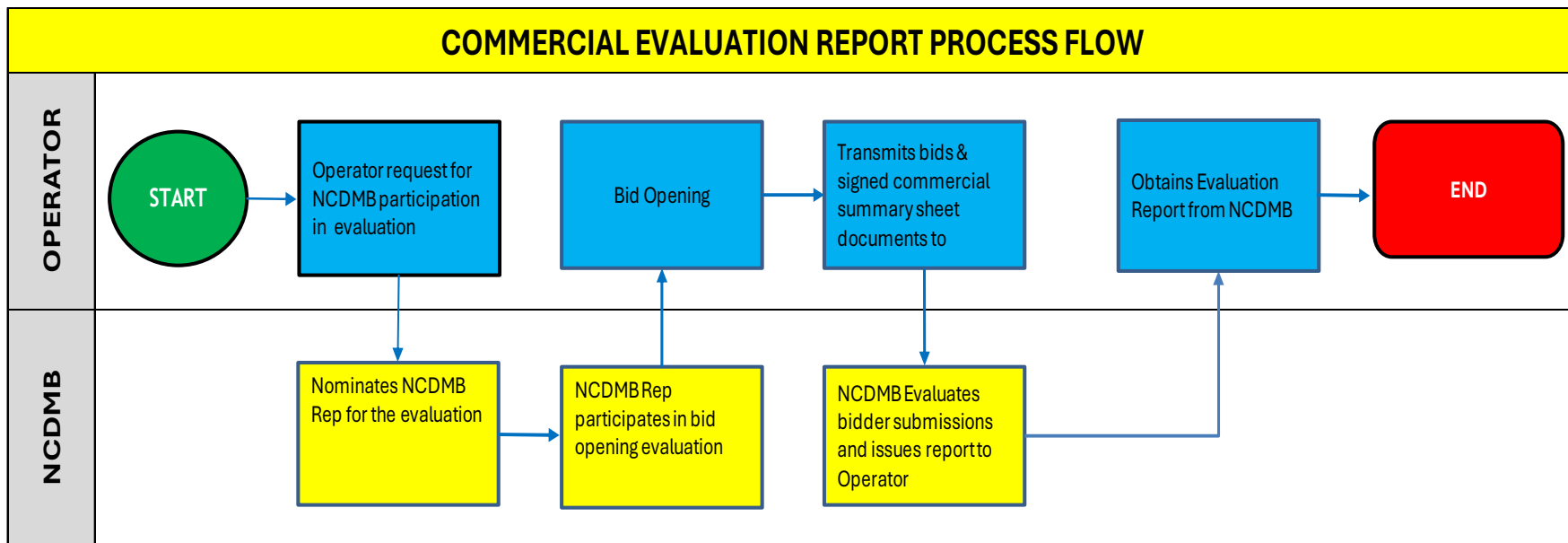
STEP 4: COMMERCIAL EVALUATION REPORT

	ITEM	DESCRIPTION/REQUIREMENTS
a.	TEMPLATE/DOCUMENT TITLE	COMMERCIAL EVALUATION REPORT
b.	SUPPORTING SECTIONS OF THE NOGICD ACT	Sections 14 – 22
c.	RESPONSIBILITY	- Operator initiates process by inviting NCDMB to bid opening after conclusion of technical evaluation by NCDMB and the Operator - Commercial Bids are opened for bidders who were successful at the technical stage. - NCDMB commercial evaluation is concluded upon receipt of Operator final/signed commercial evaluation summary sheet. - NCDMB evaluates submissions and issues official report to Operator
d.	TIMELINES	INDUSTRY SLA/MOU (In line with PDs) 7 Days - Note that this count starts upon receipt of Operator's final/signed commercial evaluation summary sheet.
e.	- TEMPLATE (Yes/No) - DOCUMENT TO BE SUBMITTED	- Open Tender and Selective - NCDMB Approved Technical Report (or Revised Report) - For Sole Source – NCDMB CS Strategy Approval and CITT Certification. - NCDMB has a standard Commercial Reporting Format - See notation below for basic principles and requirements

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

f.	NCDMB REPORT TO BE ISSUED	▪ NCDMB Certified Commercial Evaluation Report with unique Report Reference Number
g.	NOTATION	▪ The Board shall evaluate the priced commercial submissions to ensure that the level of compliance is in conformity with technical non-priced submission against the provisions of the NOGICD Act and targets in the schedule. The targets in the schedule are either in man-hours, spend, tonnage, rates or numbers. ▪ Any Bidder that does not meet the minimum Nigerian Content requirements has not complied, and therefore cannot be recommended for contract award. ▪ The Board shall request evidence of the approved NCDMB Certification for double envelope certification for the tender. ▪ The NCDMB Commercial Template (CET) is important because various Nigerian Content parameters are extracted from the template for the double envelope submission by bidders. ▪ NCDMB shall receive the bid download from Operator for the evaluation of bidders. ▪ NCDMB shall request for the Operator and/or JV Partner (as may be applicable) signed off commercial evaluation summary sheet. ▪ NCDMB will conclude and issue commercial report after receipt of Operator's signed Commercial Summary Sheet.

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD



NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

STEP 5: NIGERIAN CONTENT COMPLIANCE COMMITMENT - NCCC

	ITEM	DESCRIPTION/REQUIREMENTS
a.	TEMPLATE/DOCUMENT TITLE	NCCC - NIGERIAN CONTENT COMPLIANCE COMMITMENT
b.	SUPPORTING SECTIONS OF THE NOGICD ACT	Sections 14 – 22
c.	RESPONSIBILITY	- Upon conclusion of the Commercial Evaluation and issuance of the NCDMB Commercial Evaluation Report, the Operator's Successful Bidder/Main Contractor shall fill the NCCC Template and present to NCDMB via Operator for review - NCDMB Reviews, Rejects or Approves
d.	TIMELINES	INDUSTRY SLA/MOU (In line with PDs) 8 Days
e.	- TEMPLATE (Yes/No) - DOCUMENT TO BE SUBMITTED	- Template Available (see Appendix) - NCDMB Approved Commercial Report.
f.	NCDMB CERTIFICATION TO BE ISSUED	NCCC endorsed by ES, NCDMB & MD/CEO, Operator
g.	NOTATION	- Upon completion of the Commercial Evaluation, and prior to recommendation to award, Operator shall request the issuance of a Nigerian Content Compliance Commitments (NCCC) which outlines committed Nigerian content targets agreed by the Operator and its contractor for the subject tender execution phase. - NCDMB shall review and approved the NCCC in line with the NOGICD Act. - NCDMB & The Operator shall ensure that the under-listed are captured in the NCCC:

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

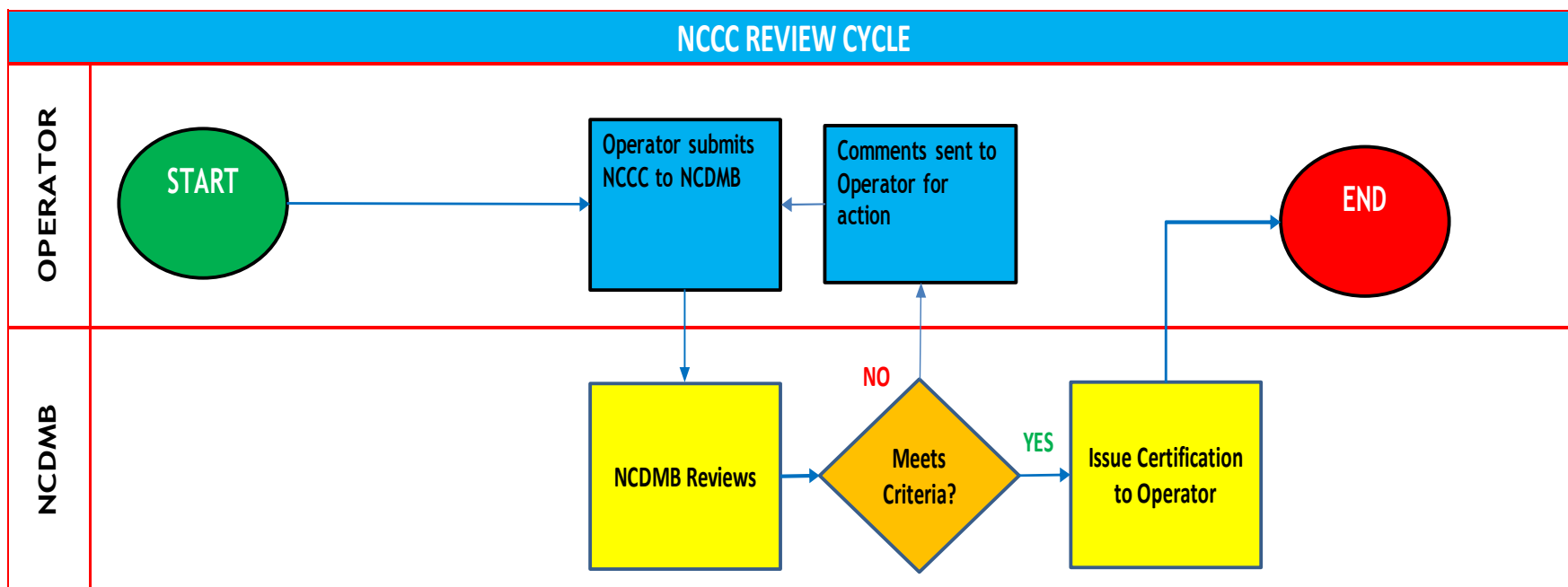
For the Introductory section of the NCCC:

- NAME OF OPERATOR/PROJECT PROMOTER
- CONTRACT / PROJECT TITLE
- CONTRACT/PROJECT NUMBER
- DATE OF COMMENCEMENT OF BID
- DATE OF AND REF (NCDMB TECH EVALUATION RPT)
- DATE OF AND REF (NCDMB COMM EVALUATION RPT)
- DATE OF COMMENCEMENT OF CONTRACT
- DATE OF CONTRACT COMPLETION
- DURATION OF CONTRACT
- TOTAL CONTRACT VALUE
- MAIN CONTRACTOR
- SUB-CONTRACTOR(S)

Other Key Components of the NCCC are:

- The Total contract Value- TCV (which shall be equal to the sum of all sub-total of the Total Value captured for each section, and must correlate with the stated TCV at the introductory section of the NCCC).
 - Total NC Value (which shall be equal to the sum of all the sub-total of the NC Value captured for each section)
 - Total NC%
 - 1% NCDF
 - Details of NCDMB HCD Commitments, Capacity Development Initiatives (CDI) as applicable.
- Upon issuance of the NCCC, the document is transmitted to NCDMB Monitoring & Evaluation Directorate for post-award compliance monitoring of commitments during project/contract execution in line with the relevant sections of the NOGICD Act.

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD



NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

APPENDIX 1: JOINT INDUSTRY MOU/SLA: AGREED TIMELINES FOR NCDMB TOUCHPOINTS

S/N	JOINT INDUSTRY MOU/SLA (IN LINE WITH PRESIDENTIAL DIRECTIVES)			
	DOCUMENT NAME	OC	SL	SS
1	NC PLAN (CONTRACTING STRATEGY & ADVERT)	10	10	10
2	ITT'S (TITT, TEC & CITT/CET)	10	5	5
3	TECHNICAL EVALUATION REPORT	18	10	0
4	COMMERCIAL EVALUATION REPORT	7	5	5
5	NIGERIAN CONTENT COMPLIANCE COMMITMENT	8	15	15

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

APPENDIX – RELEVANT SECTIONS OF THE NOGICD ACT

The procedure takes into consideration the key provisions of the NOGIC Act 2010 in addition to extant NCDMB-issued guidelines and policy directives which are outlined below:

The relevant provisions of the NOGICD Act which support NCDMB Tendering and Contracting administration procedures are highlighted below:

S/N	SECTION OF THE ACT	PROVISIONS
1.0	Section 3	(1) Nigerian independent operators shall be given first consideration in the award of oil blocks, oil field licences, oil lifting licenses and in all projects for which contract is to be awarded in the Nigerian oil and gas industry subject to the fulfillment of such conditions as may be specified by the Minister. (2) There shall be exclusive consideration to Nigerian indigenous service companies which demonstrate ownership of equipment, Nigerian personnel and capacity to execute such work to bid on land and swamp operating areas of the Nigerian oil and gas industry for contracts and services contained in the Schedule to this Act. (3) Compliance with the provisions of this Act and promotion of Nigerian content development shall be a major criterion for award of licenses, permits and any other interest in bidding for oil exploration, production, transportation and development or any other operations in Nigerian oil and gas industry.
2.0	Section 7	In the bidding for any license, permit or interest and before carrying out any project in the Nigerian oil and gas industry, an operator shall submit a Nigerian Content Plan ("the Plan") to the Board demonstrating compliance with the Nigerian content requirements of this Act.
3.0	Section 8	The Board shall review and assess the plan and, if satisfied that the plan complies with the provisions of this Act, issue a Certificate of Authorization ("the Certificate") to the operator for that project.
4.0	Section 10	(1) A plan shall contain provisions intended to ensure that-

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

		(a) first consideration shall be given to services provided from within Nigeria and to goods manufactured in Nigeria; and (b) Nigerians shall be given first consideration for training and employment in the work programme for which the plan was submitted. (2) Any collective agreement entered by the operator, project promoter or other body submitting the plan with any association of employees respecting terms and conditions of employment in the project shall contain provisions consistent with this section.
5.0	Section 11	As from the commencement of this Act, the minimum Nigerian content in any project to be executed in the Nigerian oil and gas industry shall be consistent with the level set in Schedule to this Act.
6.0	Section 12	Subject to section 7 of this Act, the Nigerian Content Plan submitted to the Board by an operator shall contain a detailed plan, satisfactory to the Board, setting out how the operator and their contractors will give first consideration to Nigerian goods and services, including specific examples showing how first consideration is considered and assessed by the operator in its evaluation of bids for goods and services required by the project.
7.0	Section 13	13. The Nigerian content plan submitted to the Board by any operator or alliance partner shall contain detailed plan on how the operator or its alliance partner intend to ensure the use of locally manufactured goods where such goods meet the specifications of the industry.
8.0	Section 17	(1) For all proposed projects, contracts, subcontracts and purchase orders estimated by operator to be in excess of \$1,000,000 (USD), the operator shall provide to the Board for approval, advertisements~ pre-qualification criteria, technical bid documents, technical evaluation criteria and the proposed bidders lists. (2) The operator or project promoter shall submit sufficient Information with the notifications to enable the Board assess the subject matter and to be satisfied that the requirements for Nigerian content have been complied with by the operator or project promoter.
9.0	Section 18	(1) The operators shall submit to the Board, 30 days prior to the first day of each quarter, a list of all contracts, subcontracts and purchase orders exceeding \$1,000,000 (USD) which will be bided or executed in the upcoming quarter. (2) For each contract, subcontract and purchase order, the list shall provide- (a) a description of the service or item to be contracted or purchased (material and equipment specifications shall be provided upon request); (b) estimated value of contract, subcontract or purchase order; (c) the Invitation To Tender (ITT) issuance date, ITT closure date and award date; and

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

		(d) any other information requested by the Board for the purposes of implementing the provisions of this Act.
10.0	Section 20	Prior to issuing of adverts or pre-qualification notification to prospective bidders, the operator or the project promoter shall submit to the Board the following for review and approval:- (a) a description of the scope of work; (b) a copy of the pre-qualification notification, if these documents differ from the standard pre-qualification notification previously reviewed by the Board; (c) a list of companies, indicating locations of head offices, to whom questionnaires shall be issued; and (d) anticipated dates for closure of prequalification and commencement of technical evaluation, issuance of an Invitation To Tender (ITT).
11.0	Section 21	21. For the purposes of compiling a bidding list for any project, the operator, project promoter or alliance partner shall submit to the Board, prior to issuing an Invitation To Tender (ITT) - (a) a list of bidders; (b) a copy of the Invitation To Tender (ITT (the Board shall advise the operator of its requirements in this regard on a case by case basis); (c) a description of corporate ownership (main shareholders by percentage) of bidders; (d) location of any Nigerian based office, plant or facility; (e) anticipated dates for closure of bids and award of contract or purchase order; and (f) any other information requested by the Board.
12.0	Section 22	22. Prior to the award of contract, subcontract or purchase order to the selected bidder, the operator shall submit to the Board - (a) the name of the selected contractor or vendor; (b) a list of designated sub-contractors or sub-vendors; (c) where applicable, a list of proposed sub-suppliers; (d) for construction or service contracts; the estimated Nigerian employment (in person-hours); (e) contract or purchase order commencement and completion dates; (f) award Notification Form signed by an appropriate official of the operator; and (g) statement of award rationale (evaluation of bids) showing - (i) percentage difference in price between selected bidder and each bid, (ii) a primary location of work associated with each bidder,

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

		(iii) estimates of Nigerian content associated with the bid of each bidder calculated in accordance with the definition of Nigerian content to be provided by the Board, and (iv) other information relevant to the evaluation of bidders including where applicable, a summary of the technical, commercial and Nigerian content aspects of the bid evaluations.
13.0	Section 33	Upon the commencement of this Act, the operators shall make application to, and receive the approval of, the Board before making any application for expatriate quota to the Ministry of Internal Affairs or any other agency or Ministry of the Federal Government.
14.0	Section 41(2)	International or multinational companies working through their Nigerian subsidiaries shall demonstrate that a minimum of 50% of the equipment deployed for execution of work are owned by the Nigerian subsidiaries.
15.0	Section 43	Each operator shall carry out a programme in accordance with the country's own plans and priorities, to the satisfaction of the Board, for the promotion of technology transfer to Nigeria in relation to its oil and gas activities.
16.0	Section 106	Nigerian company" means a company formed and registered in Nigeria in accordance with the provision of Companies and Allied Matters Act with not less than 51% equity shares by Nigerians;

Likewise, the relevant NCDMB guidelines and policy instruments which support PCAD operations include but not limited to the following:

S/N	TYPE OF INSTRUMENT	LIST
1	SERVICE LEVEL AGREEMENTS AND PRESIDENTIAL DIRECTIVES	a. NCDMB AND OPERATORS' INDUSTRY SLA/MOU – 2023 b. PRESIDENTIAL DIRECTIVE ON LOCAL CONTENT COMPLIANCE REQUIREMENTS, 2024 c. PRESIDENTIAL DIRECTIVE ON REDUCTION OF PETROLEUM SECTOR CONTRACTING COSTS AND TIMELINES, 2024
2	NCDMB GUIDELINES	a. GUIDELINE FOR NIGERIAN CONTENT EQUIPMENT CERTIFICATE INITIATIVE 2020 b. GUIDELINE FOR NIGERIAN CONTENT MARINE VESSEL CATEGORISATION 2020 c. GUIDELINE FOR NIGERIAN CONTENT RIG OWNERSHIP AND UTILIZATION 2021 d. GUIDELINE FOR THE UTILIZATION OF LOCALLY PRODUCED BARITES AND DRILLING FLUIDS IN THE NIGERIAN OIL AND GAS INDUSTRY 2019

NIGERIAN CONTENT DEVELOPMENT AND MONITORING BOARD

		e. GUIDELINE FOR NIGERIAN CONTENT HUMAN CAPITAL DEVELOPMENT IMPLEMENTATION 2020 f. COMMUNITY CONTENT GUIDELINE g. GUIDELINE ON DEDUCTION OF 1% NCDF LEVY 2021
3	NCDMB MINISTERIAL REGULATIONS	a. MINISTERIAL REGULATION FOR THE FURTHER GROWTH OF INDIGENOUS CAPACITY 2021 b. MINISTERIAL REGULATION FOR TRAINING IN THE NIGERIAN OIL AND GAS INDUSTRY 2021 c. MINISTERIAL REGULATION FOR THE ESTABLISHMENT OF OPERATIONS IN NIGERIA 2021
4	NCDMB POLICIES	a. NIGERIAN CONTENT POLICY ON PROCUREMENT AND UTILIZATION OF PERSONAL PROTECTIVE EQUIPMENT IN THE NIGERIAN OIL AND INDUSTRY 2022 b. NIGERIAN CONTENT POLICY ON PROCUREMENT OF PUMPS AND VALVES 2023 c. NIGERIAN CONTENT POLICY ON PROCUREMENT OF BARE LINE PIPES 2022



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

TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
I. Introduction	3
II. Glossary of Terms.....	3
Section A: PROJECT SUMMARY	4
1 Contract Information Table.....	4
2 Project Background	5
3 Contracting strategy.....	6
3.1 Contracting Medium	6
3.2 Tendering Process	7
4 Work Scope	8
4.1 Scope Declaration	8
4.2 Total Work Scope	8
4.3 Nigerian Content Work Scope:	8
4.4 Nigerian Content Equipment Certificate (NCEC)	8
SECTION B - Scope of Work (N/B: Where the Project has Multiple Packages, Operator Shall Complete This Section B For Each Package)	9
B1.0 Total Personnel Requirement	9
B1.1 Anticipated Nigerian Workforce Skills Shortages Forecast.....	9
B2 Long Lead/Procurement Items	9
B3.0 Total Rental Equipment	10
B3.1 Vessel Utilization Requirements (Where Applicable)	11
B3.2 Rig Utilization Requirements (Where Applicable)	11
B4 Fabrication Requirement	12
B5 Other Services (Engineering, Installation, Pre-Commissioning/Commissioning, Testing, Operations, And Maintenance, etc.).....	13
SECTION C – NC COMMITMENT.....	15
5 Detailed forecast on employment and training of Nigerians in the work programme	15
5.1 Human Capacity Development (HCD) Training Opportunities: Details subject to approval by CBD: 15	
6 Labour Clause.....	15
7 Nigerian Content Estimates	15
7.1 Estimated Total Project/Contract NC.....	15
7.2 Detailed Nigerian Content Estimates.....	16

8	Details to be provided by the R&D Division of the Board.....	17
8.1	Revolving R&D Plan and Expenditure Breakdown.....	17
8.2	Information on Public Call for Proposals: If required state how the information will be circulated.	17
9	Detailed plan on Technology Transfer (where applicable).....	17
9.1	Planned Initiatives Promoting Effective Technology Transfer (where applicable).....	17
9.2	Planned Facilitation of Joint Ventures and Alliances between Nig. & Foreign Contractors...	17
10	CAPACITY DEVELOPMENT INITIATIVES (CDI):	17
Community Content: Detailed Plan to be Submitted to Zonal coordination & corporate Communication division		18
11	Local/Host Community Plan.....	18
	Nigerian Content Plan & Advert Declaration	20

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:	SERVICES:	☐ CALL-OFF ☐ FULL TIME
		**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.	
		PROJECT:	State if: EPC, T&I, I&C, EPCM, ePC, CC, CIC, O&M (tick as appropriate). If others, please state: ☐ EPC ☐ T&I ☐ I&C ☐ EPCM ☐ CC ☐ CIC ☐ O&M ☐ Others Others: Click or tap here to enter text.
		State if: Greenfield, Brownfield, Retrofit (tick as appropriate). If others, please state: ☐ Greenfield ☐ Brownfield ☐ Retrofit ☐ Others Others: Click or tap here to enter text.	
v.	CONTRACT TENOR / DURATION	FIRM PERIOD (YRS): Click or tap here to enter text.	OPTIONAL (YRS): N/A
vi.	FIELD LOCATION/CONTRACT COVERAGE AREA	OML/OPL/PML/PPL NUMBER(S): Click or tap here to enter text.	
		FIELD NAME (S): Click or tap here to enter text.	
		Tick the applicable field location(s): ☐ LAND ☐ SWAMP ☐ OFFSHORE	
vii.	IS THIS A REPLACEMENT CONTRACT?	Tick as applicable: ☐ YES ☐ NO If Yes, complete (viii), (ix), (x) and (xi) below. The Operator shall be liable to sanctions, if the declaration above is False.	
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)

i. Contracting Strategy (Tick as applicable)	☐ Single/Sole Source ☐ Selective Tendering ☐ Open Tendering 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. Where applicable (for Single/selective tendering) provide the reference number of the letter of no objection below: Click or tap here to enter text.
ii. Award Type (Tick as applicable)	☐ Single Award ☐ Multiple Awards If multiple awards, state how many awards and award ratios (if applicable): Click or tap here to enter text.
iii. Award Style (Tick as applicable)	☐ Award by Volume ☐ Award by Tonnage ☐ Award by Scope of Work
iv. Contracting Medium (Tick as applicable)	☐ NIPEX ☐ Paper Bidding Platform ☐ In-house ☐ Others If others, please specify here: Click or tap here to enter text.
v. Advertising Medium (Tick as applicable)	☐ NIPEX ☐ National Newspaper ☐ Others If others, please specify here: Click or tap here to enter text.

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)
☐ Single Envelope (Technical before Commercial Submission) ☐ Double Envelope (Technical & Commercial submissions – Open Tender) ☐ Double Envelope (Technical & Commercial submissions – Selective Tender) ☐ Commercial Submission only (single source)	Bids shall be evaluated based on the following criteria Click or tap here to enter text.	Tick as applicable: ☐ YES ☐ NO If yes, select stage (Tick as applicable). if no, delete all comments below: ☐ Before Desktop Technical Evaluation ☐ After Desktop Technical Evaluation ☐ Before Commercial Evaluation ☐ 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)



NIGERIAN CONTENT COMPLIANCE COMMITMENTS (NCCC)

SECTION A - SUMMARY

CONTRACT TYPE (Tick as applicable)	☒ **CALL- OUT	☐ NON CALL-OUT	☒	CURRENCY	FUSD
**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 provisions.					
REF. NO.:	DATE AND REF (NC PLAN APPROVAL):		TOTAL CONTRACT VALUE:		10,000.00 FUSD
NAME OF OPERATOR/PROJECT PROMOTER:	DATE OF AND REF (NCDMB TECH EVALUATION RPT):		TOTAL NC VALUE:		10000.00 FUSD
CONTRACT / PROJECT TITLE:	DATE OF AND REF (NCDMB COMM EVALUATION RPT):		1% NCDF: Being the sum of one percent of contract awarded:		100.00
CONTRACT/PROJECT NUMBER:	DATE OF COMMENCEMENT OF CONTRACT:		NCDMB HCD TRAINING BUDGET (% of TCV):		200.00
DATE OF COMMENCEMENT OF BID:	DATE OF COMPLETION OF CONTRACT:		MAIN CONTRACTOR:		
DATE AND REF (SINGLE SOURCE/ SELECTIVE APPROVAL) - NOT APPLICABLE	DURATION OF CONTRACT :		SUB-CONTRACTOR(S): In line with the statutory requirement of the NOGICD Act 2010, Tenderer shall deduct 1% NCDF for every subcontract to be issued on this contract and remit same to NCDMB. Failure to remit the said 1% NCDF shall be in non-compliance with the requirement of the NOGICD Act and be liable for sanctions.		
TOTAL NC%(SPEND)	100%	TOTAL NC% (MANHOURS):		#DIV/0!	

DECLARATION BY OPERATOR (1-6): 1. We understand that the NCCC is submitted with a view to ensuring strict compliance with the letter and spirit of the NOGICD Act, in particular the schedule thereto on the utilisation of Nigerian Goods,Services and personnel as defined in the act. 2. We understand that the agreed Nigerian scope stated in the NCCC includes any scope not specifically included in the foreign scope or any foreign scope that the NCDMB may in future re-define as Nigerian scope. 3. We understand that foreign scope is limited to the items listed in the NCCC which shall be procured in compliance with extant Guidelines applicable and precedent to the procurement of such foreign scope. 4.We undertake that all our Contractors, Sub-contractors and Sub-vendors shall be contractually bound to this NCCC, and report Nigerian Content Information to the Operator and the Board 5. We understand that NCDMB's endorsement of the NCCC does not preclude it from further exercising any of additional statutory responsibilities as may arise from new circumstances not provided for in the NCCC; nor does the endorsement discharge the operator, its contractors, sub contractors and vendors from their continuing obligation to ensure strict compliance with the provisions of the NOGICD Act. 6. 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	DECLARATION BY SERVICE PROVIDER (1-5): 1. We understand that the NCCC is submitted with a view to ensuring strict compliance with the letter and spirit of the NOGICD Act, in particular the schedule thereto on the utilisation of Nigerian Goods,Services and personnel as defined in the act. 2. We understand that the agreed Nigerian scope stated in the NCCC includes any scope not specifically included in the foreign scope or any foreign scope that the NCDMB may in future re-define as Nigerian scope. 3. We understand that foreign scope is limited to the items listed in the NCCC which shall be procured in compliance with extant Guidelines applicable and precedent to the procurement of such foreign scope. 4.We undertake that all our Sub-contractors and Sub-vendors shall be contractually bound to this NCCC, and report Nigerian Content Information to the Operator and the Board 5. We understand that NCDMB's endorsement of the NCCC does not preclude it from further exercising any of additional statutory responsibilities as may arise from new circumstances not provided for in the NCCC; nor does the endorsement discharge the service provider, its sub contractors and vendors from their continuing obligation to ensure strict compliance with the provisions of the NOGICD Act.
*Signing of the Declaration (on the right) by Service Provider is at the sole discretion of the Operator Signature of Operator authorised Representative (Contract Manager/Contract Holder): Name: Designation: Date:	Signature of Service Provider, if applicable (MD to sign): Name: Designation: Date:

SECTION B - AGREED NIGERIAN CONTENT SCOPE BREAKDOWN

B1.0 - PERSONNEL - PROJECT MANAGEMENT, ADMINISTRATION AND SERVICES TO COMPANY

S/N	JOB POSITION	NAME AND ADDRESS OF COMPANY PROVIDING EACH JOB POSITION	TOTAL NUMBER OF PERSONNEL FOR EACH JOB POSITION	NATIONALITY OF PERSONNEL (STATE IN FIGURES)		WORK SCOPE DOMICILIATION (MANHOURS)					NC Spend Value	Foreign Spend Value	Total Spend Value	NC% (spend)
						IN-COUNTRY (MANHOURS)		OUT-COUNTRY (MANHOURS)		NC% (manhours)				
				NIGERIAN	FOREIGN	NIGERIAN	EXPAT	NIGERIANS	EXPAT					
										#DIV/0!	10,000.00		10,000.00	100%
										#DIV/0!			0.00	#DIV/0!
										#DIV/0!			0.00	#DIV/0!
										#DIV/0!			0.00	#DIV/0!
TOTAL			0	0	0	0	0	0	0	#DIV/0!	10000.00	0.00	10000.00	100%

No expatriate shall be deployed in this project without obtaining expatriate quota from the Board consistent with sections 31 and 33 of the NOGICD Act 2010 on expatriate quota applications and approval.

B1.1 - PERSONNEL - ENGINEERING, DETAILED DESIGN AND DOCUMENTATION



S/N	JOB POSITION (ENGINEERING DISCIPLINE)	NAME AND ADDRESS OF COMPANY PROVIDING EACH JOB POSITION	TOTAL NUMBER OF PERSONNEL FOR EACH JOB POSITION	NATIONALITY OF PERSONNEL (STATE IN FIGURES)		WORK SCOPE DOMICILIATION (MANHOURS)					NC Value	Foreign Value	Total Value	NC% (spend)
						IN-COUNTRY (MANHOURS)		OUT-COUNTRY (MANHOURS)		NC% (manhours)				
				NIGERIAN	FOREIGN	NIGERIAN	EXPAT	NIGERIAN	EXPAT		FUSD			
										#DIV/0!			0.00	#DIV/0!
										#DIV/0!			0.00	#DIV/0!
										#DIV/0!			0.00	#DIV/0!
										#DIV/0!			0.00	#DIV/0!
TOTAL			0	0	0	0	0	0	0	#DIV/0!	0.00	0.00	0.00	#DIV/0!

No expatriate shall be deployed in this project without obtaining expatriate quota from the Board consistent with sections 31 and 33 of the NOGICD Act 2010 on expatriate quota applications and approval.

B1.2 - PERSONNEL - OTHER PERSONNEL (Construction, Installation, Security, Fabrication, Commissioning, Corporate Services, etc)

S/N	JOB POSITION	NAME AND ADDRESS OF COMPANY PROVIDING EACH JOB POSITION	TOTAL NUMBER OF PERSONNEL FOR EACH JOB POSITION	NATIONALITY OF PERSONNEL (STATE IN FIGURES)		WORK SCOPE DOMICILIATION (MANHOURS)					NC Value	Foreign Value	Total Value	NC% (spend)
						IN-COUNTRY (MANHOURS)		OUT-COUNTRY (MANHOURS)		NC% (manhours)				
				NIGERIAN	FOREIGN	NIGERIAN	EXPAT	NIGERIAN	EXPAT		FUSD			
										#DIV/0!			0.00	#DIV/0!
										#DIV/0!			0.00	#DIV/0!
										#DIV/0!			0.00	#DIV/0!
										#DIV/0!			0.00	#DIV/0!
TOTAL			0	0	0	0	0	0	0	#DIV/0!	0.00	0.00	0.00	#DIV/0!

No expatriate shall be deployed in this project without obtaining expatriate quota from the Board consistent with sections 31 and 33 of the NOGICD Act 2010 on expatriate quota applications and approval.

B2 - PROCUREMENT OF CONTRACTOR ITEMS, MATERIALS AND EQUIPMENT (Materials to be Procured)

S/N	PROCUREMENT ITEMS (List of Procurement Items)	MANUFACTURED IN-COUNTRY (YES OR NO)	VENDOR DETAILS & LOCATION		UoM (Tonnes/Numbers of Items/Length,etc.)	PROCUREMENT DOMICILIATION			NC Value	Foreign Value	Total Value	NC% (spend)
			NAME & ADDRESS OF IN-COUNTRY VENDOR	NAME & ADDRESS OF OUT COUNTRY MANUFACTURER/ OEM		% PROCURED (IN-COUNTRY)	% PROCURED (OUT-COUNTRY)	NC %				
									FUSD			
1							100%	0%			0.00	#DIV/0!
2							100%	0%			0.00	#DIV/0!
							100%	0%			0.00	#DIV/0!
							100%	0%			0.00	#DIV/0!
							100%	0%			0.00	#DIV/0!
TOTAL									0.00	0.00	0.00	#DIV/0!

B3 - EQUIPMENT (Rental, Vessels, Rig, etc)

S/N	EQUIPMENT NAME (List Equipment)	AVAILABLE IN-COUNTRY (YES OR NO)	VENDOR DETAILS		% NIGERIAN OWNERSHIP	% FOREIGN OWNERSHIP	NC%	NC Value	Foreign Value	Total Value	NC% (spend)
			NAME & ADDRESS OF IN-COUNTRY OWNER	NAME & ADDRESS OF OUT-COUNTRY OWNER							
						100%	0%			0.00	#DIV/0!
						100%	0%			0.00	#DIV/0!
						100%	0%			0.00	#DIV/0!
						100%	0%			0.00	#DIV/0!
TOTAL								0.00	0.00	0.00	#DIV/0!

B4 - FABRICATION OF WORK ELEMENTS / CONSTRUCTION & INSTALLATION

S/N	ITEMS (List Items to be Fabricated)	VENDOR DETAILS & FABRICATION YARD LOCATION		FABRICATION DOMICILIATION				NC Value	Foreign Value	Total Value	NC% (spend)
		NAME & ADDRESS OF IN-COUNTRY FABRICATION YARD	NAME & ADDRESS OF OUT- COUNTRY FABRICATION YARD	UoM (Tonnage)	% FABRICATED (IN-COUNTRY)	% FABRICATED (OUT-COUNTRY)	NC % (Tonnage)	FUSD			
						100%	0%			0.00	#DIV/0!



						100%	0%			0.00	#DIV/0!
						100%	0%			0.00	#DIV/0!
						100%	0%			0.00	#DIV/0!
						100%	0%			0.00	#DIV/0!
						100%	0%			0.00	#DIV/0!

TOTAL									0.00	0.00	0.00	#DIV/0!
-------	--	--	--	--	--	--	--	--	------	------	------	---------

B5 - OTHER SERVICES - PLEASE LIST & SPECIFY ACCORDINGLY
(Other Tender Related Services; , SUB-CONTRACTS/THIRD PARTIES; Transportation, Corporate Services, Assembly of Plant Componets; Security Services, Onshore Pre-Commissioning & Commissioning; Offshore Tie-In & commissioning; Documentation; Start-Up Operations, etc)

S/N	ITEMS (List Services)	VENDOR DETAILS & LOCATION		OTHER RELATED SERVICES ACTIVITY				NC Value	Foreign Value	Total Value	NC %
		NAME & ADDRESS OF IN-COUNTRY VENDOR	NAME & ADDRESS OF OUT-COUNTRY VENDOR	UoM (Man Hours/Tonnes/Numbers of Items/Length)	% EXECUTED (IN-COUNTRY)	% EXECUTED (OUT-COUNTRY)	NC %	FUSD			
						100%	0%			0.00	#DIV/0!
						100%	0%			0.00	#DIV/0!
						100%	0%			0.00	#DIV/0!
						100%	0%			0.00	#DIV/0!

TOTAL									0.00	0.00	0.00	#DIV/0!
-------	--	--	--	--	--	--	--	--	------	------	------	---------

B6 - PROFESSIONAL SERVICES - (Legal, Insurance & Financial)

S/N	ITEMS (List Services)	SERVICE PROVIDER DETAILS & LOCATION		OTHER RELATED SERVICES ACTIVITY				NC Value	Foreign Value	Total Value	NC %
		NAME & ADDRESS OF IN-COUNTRY FIRM	NAME & ADDRESS OF OUT-COUNTRY FIRM	UoM (Duration/Lump Sum/Volume,etc)	% EXECUTED (IN-COUNTRY)	% EXECUTED (OUT-COUNTRY)	NC %	FUSD			
						100%	0%			0.00	#DIV/0!
						100%	0%			0.00	#DIV/0!
						100%	0%			0.00	#DIV/0!
						100%	0%			0.00	#DIV/0!

TOTAL									0.00	0.00	0.00	#DIV/0!
-------	--	--	--	--	--	--	--	--	------	------	------	---------

SECTION C - TRAINING,GAP CLOSURE INITIATIVES AND RESEARCH & DEVELOPMENT

C1 - HCD TRAINING

Training scope/ Certification, Training Provider(s) and Total number of Trainees will be agreed upon when the subject Training Plan is submitted to the Board for review and approval	HCD (Input the applicable HCD% in the row below, in line with the NCDMB HCD Guideline)										
	2%										

C2 - CAPACITY DEVELOPMENT INITIATIVE (CDI) - IF APPLICABLE

S/N	SCOPE DETAILS	PROJECT ACTIVITY LOCATION	ACTIVITY DURATION (WEEKS/MONTHS /YEARS)	NUMBER OF PERSONNEL	PRIMARY ACTIVITY TO BE EMBARKED UPON	OUTCOME (INFRASTRUCTURE, LEARNING ETC) OF ACTIVITY	COST OF ACTIVITY

TOTAL COST		0					
------------	--	---	--	--	--	--	--

C3 - R&D (If Applicable)

S/N	SCOPE DETAILS	R&D PLAN	Provide Name & Location of R&D CLUSTER	NAME AND ADDRESS OF R&D LOCATION	R&D DURATION (WEEKS/MONTHS/YEARS)	EXPECTED OBJECTIVE/OUTCOME OF R&D	COST (IF APPLICABLE)



TOTAL COST		0					
(Insert Operator name) hereby solemnly declares, agrees and undertakes to fulfill 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 in accordance with the provisions and spirit of the NOGICD Act; and shall ensure employment of Nigerian only into junior and intermediate cadre (or any other corresponding grade levels) in the execution of this project/service as prescribed by Section 34, 35 and 106 of the NOGICD Act 2010. (insert Operator Name) hereby acknowledge and understand that failure to comply with this declaration will cause the Board to take appropriate administrative and legal steps in accordance with the provision of Nigerian laws. (insert Operator Name) shall ensure that the process of putting in place, the award and execution of this contract shall comply 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.							
Certified by NCDMB:				This NCCC is Dated		of.....20.....	
Executive Secretary (NCDMB)				Certified by Operator (MD/CEO)			