



OKITIPUPA OIL PALM PLC

REGISTRATION PROCEDURES FOR CONTRACTORS:

Below are the guidelines for registration as a contractor/subcontractors with the company:

Registration categories are as follows:

CATEGORY A -

- Building works - Industrial and Residential standard
- Electrical services;
- Mechanical services;
- Fire services;
- Building systems - monitoring and control; and
- Facilities management and maintenance.
- Diesel Supply

REGISTRATION FEES - =N=100,000.00 {Fifty Thousand Naira Only}

CATEGORY B

- License Contractors
- Harvest Contractors
- Evacuation Contractors
- Consultancy Services
- Motorbikes, Tractors and Accessories
- Audit Services - External
- Power Generation
- Generator Supply & Generator Maintenance Services
- Computers, Telecommunications, Internet and IT Services
- Road and Bridge Construction
- Insurance
- Insurance Brokerage Services
- Health Management Organizations
- Pension Managers
- Training and Human Capital Development Services
- Agricultural Services
- Agricultural tools and Equipment
- Brand Management and Advertisement & Media Consultancy Services

REGISTRATION FEES - =N=200,000.00 {One Hundred Thousand Naira Only}

CATEGORY C

- Engineering Services
- Vehicles Supply & Maintenance Services
- Motorbikes, Tractors and Accessories
- Road and Bridge Construction
- Company Secretarial & Legal Services
- Product buyers - Oil, Kernel, Ashes, Shells and other by products
- Training and Human Capital Development Services
- Engineering Services
- Land Surveying and Valuations Service
- Mapping, Drone Services etc.
- Security Services

REGISTRATION FEES - =N=300,000.00 {Two Hundred Thousand Naira Only}

Note: Residential maintenance contractors are not prequalified.

REGISTRATION PROCESS

Qualified Contractors shall submit an application for registration attaching the company profile and other relevant information including certifications where applicable, permits and the documents listed below:

- Business information.
- Registration category.
- Company profile .
- Personnel.
- Project experience and performance.
- Government project experience if any.

- Financial information.
- Occupational health and Safety information and
- Referees/Guarantors.

The completed application for registration can be submitted by email or submitted online on our website www.oopplc.com/procurement or email us at procurement@oopplc.com.

The address to forward the application and telephone contact details for any inquiries are provided in the registration application document.

Contractors are assessed for their suitability to undertake contract works in the category and financial level for which they have applied. The assessment will determine if a contractor has satisfactorily demonstrated relevant experience and appropriate performance in the categories for which prequalification is being sought. As a result the contractor may be prequalified for a particular category(s) or assessed as unsuitable for registration in a particular category(s).

Contractors will be advised of the assessment results in writing. Contractors may apply, at any time, for prequalification, or to upgrade an existing prequalification.

The registration is only valid for a period of 12 months effective January 1 of each year. Contractors will be advised via our website portal when the new registration opens to the public

OOP PLC undertakes to treat all the information contained in the application for registration as confidential.

OOP PLC reserves the right to provide information from Applicants for Registration to our consultants engaged for the purpose of Technical and Financial evaluation of these applications .

The same confidentiality of Information will be binding on all our engaged consultants. OOP PLC maintains a computerized database that contains information on all contractors registered to tender for all our projects.

Application documentation submitted by the contractor is retained by OOP PLC only.

REGISTRATION FEES:

A registration fee of the sum of between =N=100,000.00 {One Hundred Thousand Naira only} and =N=300,000.00 {Three Hundred Thousand Naira Only} is payable to our designated bank account on all categories of contract.

CODE OF CONDUCT:

Integrity is one of our core values in OOP PLC, and it is therefore essential that we restate the position of the company on issues impacting on our integrity:

1. Our employees are not permitted to accept any gift from contractors, suppliers and consultants or their representatives, which is intended to facilitate or give undue advantage to the Contractor, Supplier or Consultant in the processing of Orders, documents or payment.
2. If at any time, any of our employees demands or is offered an inducement or such a gift which is, or may be construed as being a bribe, the matter will be reported formally for disciplinary actions.
3. Where an employee demands for inducement or gratification from any Contractor, Supplier or Consultant, such request must be promptly rejected and reported to the HEAD of Department available at the time of the incident.
4. The issuance and acceptance of Orders for services constitutes a legal contract, and as such, any inability to service or incompletely deliver on issued orders must be declared in writing at least three (3) days from expected date of delivery. Unserviced and/or incomplete service of order without notification as stipulated above will attract three (3) months suspension or outright loss of registration status.
5. Multiple registrations are not permitted. That is, registration with Two (2) or more different names or the use of proxy by the same Contractor, Supplier or Consultant. When detected such defaulters will lose their registration status with the Company.

It is important to note that we expect full compliance with this policy by all Contractors, Suppliers and Consultants as well as their Representatives. kindly login to our website for further enquiries: . . . www.oopplc.com, info@oopplc.com, procurement@oopplc.com or our contact Tel +234-916-984-6914.

CLOSING DATE FOR RECEIPT OF ALL VALID APPLICATIONS WILL BE 4PM ON MONDAY SEPTEMBER 30, 2024



SIGNED : MANAGEMENT