



# MINISTRY OF PETROLEUM RESOURCES

## OPERATIONALIZATION PLAN OF EXECUTIVE ORDER – 001, 2017

### MINISTRY OF PETROLEUM RESOURCES WEBSITE

<http://petroleumresources.gov.ng>

- 1. Website is being upgraded to carry out the following operations:**
  - Responsive:- Mobile compatibility. i.e mobile friendly
  - Improve search engine optimization
  - Developed on Joomla version 3.7.2 (security upgrades).
  - Contact Us / Feedback Form
  - Social Media Integration
  - Upcoming events of the Minister/Ministry
  - Photo Gallery and video clips of all past events in the ministry and by the HMS
  - Links to all the agencies and parastatals websites
  - Links to 7Bigwins
  - Links to HMS' social media (facebook, twitter, LinkedIn, website)
  - Has Google Map :- gives direction to the ministry's office
  - Events Calendar
  - Ministry programme initiatives
  - FAQ (Frequently Asked Questions)
  - Transparency
  - The Disk space for the website will be increased from 2.0 GB to at least 10 GB.

## **2. Commissioning of ICT Team to update the Website**

(i) To organize capacity Building for website Administration Staff

- To be enable them to keep on updating the website in line with global standards
- To be reviewing the website performance periodically

(ii) Capacity Building for ICT staff on Website Content Management

- To acquire the necessary skill to enable them update the content of the Website
- Editing the content of the Website
- Uploading events and activities of the Ministry
- To reply to all complaints and enquiries of Customers on the Website

## **3. Setup complaint email address as well as a Customer Services Unit**

### ***Contact us/Feedback form:***

- Email and cell phone Numbers of the MPR Website Desk officers for timely response
- Feedback form is on the Website for Customers to fill
- FAQ tab ( A tab for frequently Asked Questions)
- Escalation procedure to Director Procurement/DPRS

## **4. User friendly Review of Website to ensure information is presented in friendly fashion**

- Mobile friendly
- Photo Gallery & video clips of all past events of the Ministry
- It support all the browsers
- Social media integration
- Google map (office location)

## **EXECUTIVE ORDER RESPONSIBILITY 1: TRANSPARENCY**

Requirements/Terms relating to Service delivery (Contract) business

### **MINIMUM ELIGIBILITY REQUIREMENTS TO RECEIVE FEDERAL CONTRACT AWARDS IN THE MINISTRY**

**1.0** To qualify for bidding contracts value from **₦300m** or **₦100m** and above for **Works** and **Consultancy/Services** respectively, eligible bidders must satisfy the minimum requirements.

**1.1** A pre-qualification exercise of interested companies will be carried out and only companies successful in the pre-qualification (Technical) exercise will be invited to submit detailed financial proposals. The Ministry will also notify bidders reasons for disqualification.

### **2.0 CHECKLIST OF REQUIREMENTS FOR PRE-QUALIFICATION FOR CONTRACTS VALUE OF ₦300M OR ₦100M AND ABOVE FOR WORKS AND CONSULTANCY/SERVICES**

- a) Certificate of incorporation with Corporate Affairs Commission (CAC);
- b) Tax Clearance Certificate (TCC) for the past three (3) years;
- c) Company's audit statement for the past three (3) years;
- d) Certificate of compliance with Contributory Pension Scheme (PENCOM CERTIFICATE ONLY);
- e) Certificate of compliance with the Industrial Training Fund (ITF) Amendment Act 2011;
- f) Compliance with Interim Registration Report (IRR) with Bureau of Public Procurement (BPP) National Database for Contractors, Consultants and Service Providers;

- g) Evidence of experience on similar completed or ongoing projects (Contract Award Letters & Job Completion Certificates);
- h) List of equipment with evidence of ownership or lease;
- i) Evidence of Bank Financial status;
- j) Comprehensive Curriculum Vitae (CV) of key Technical/Managerial Personnel relevant to the job;
- k) Any other relevant information to enhance the bid/tender process and
- l) **Sworn Affidavit declaring as follows:**
  - i. That no officer of the relevant committees of the Ministry of Petroleum Resources and its agencies or BPP is a former or present Director, Shareholder or has any pecuniary interest in the bidder.
  - ii. That none of the Company's Director has prior history of conviction or any criminal offenses relating to fraud, financial impropriety and criminal representation of falsification of Acts relating to any matter.
  - iii. That the Company is not in receivership or subject of any form of insolvency or Bankruptcy proceeding or any form of winding up petition of proceedings and
  - iv. Confirming that all information supplied by the company is true and correct.

**3.0 CHECKLIST OF REQUIREMENTS FOR CONTRACTS VALUE BELOW N300M OR N100M FOR WORKS AND CONSULTANCY/SERVICES RESPECTIVELY**

This type of procurement process requires no pre-qualification but the following requirements must be fulfilled:

- (a) Certificate of incorporation with Corporate Affairs Commission (CAC);
- (b) Tax Clearance Certificate (TCC) for the past three (3) years;
- (c) Certificate of compliance with Contributory Pension Scheme (PENCOM CERTIFICATE ONLY);
- (d) Certificate of compliance with the Industrial Training Fund (ITF) Amendment Act 2011;
- (e) Compliance with Interim Registration Report (IRR) with Bureau of Public Procurement (BPP) National Database for Contractors, Consultants and Service Providers; and
- (f) Evidence of experience on similar completed or ongoing projects (Contract Award Letters & Job Completion Certificates).

**Fees and Timelines**

Fees – Tender fee for the purchase of bid documents.

<b>S/NO.</b>	<b>CONTRACT VALUE</b>	<b>TENDER FEE</b>
1.	Less than <del>N</del> 300m or <del>N</del> 100m for Works and Consultancy/Services respectively	<del>N</del> 10,000 to <del>N</del> 30,000
2.	More than <del>N</del> 300m or <del>N</del> 100m for Works and Consultancy/Services respectively	<del>N</del> 30,000 to <del>N</del> 50,000

## Stages of Bidding Process and Timeline

S/NO.	BIDDING PROCESS	ESTIMATED TIMELINE (WEEKS)
1.	Prequalification Exercise (Technical bid submission)	2
2.	Technical Evaluation	2
3.	Submission of Financial Proposals	4
4.	Financial Evaluation	2
5.	Ministerial Tenders Board Approval	1
6.	BPP Certificate of "No Objection" for the award of contract	2
7.	Federal Executive Council Approval	2
8.	Award	1
<b>Total</b>		<b>16</b>

## Communication Strategy

(a) Internal

1.	Intercom (Physical)	4.	Writing (letters, memos, circulars)
2.	Galaxy Intercom	5.	File transmission.
3.	Cellular Phone calls		

(b) External – Verification/Clarification purposes.

S/NO.	ORGANISATION	MEANS OF COMMUNICATION	EXPECTED RESPONSE TIME (DAYS)
1.	Corporate Affairs Communication (CAC)	Writing/follow-up	10
2.	Federal Inland Revenue Service (FIRS)	Writing/follow-up	10
3.	Pension Commission (PENCOM)	Browsing/e-mail	2
4.	Industrial Training Fund (ITF)	Writing/follow-up	10
5.	Bureau of Public Procurement (BPP)	Writing/e-mail	10
6.	Bidders/Contractors	e-mail/writing/ phone calls	14

## **EXECUTIVE ORDER RESPONSIBILITY 2: DEFAULT APPROVAL**

### **Means to acknowledge application (Bid documents)**

1.	Register of bid document submission
2.	Stamping/Signing acknowledge copy

### **DOCUMENT MANAGEMENT SYSTEM**

1. Introduction of electronic tracking of Mails and Files in the Ministry;
2. All documents concerning regulatory Policies issued by the Ministry will be published in the Ministry's Website to be accessed by the internal and external clients;
3. Publish the Service Charter of the Ministry on the Ministry's Website and the hard copies display in the Ministry's service windows, example at the Reception;
4. The Ministry's Registries (Confidential and Open) will be reorganized in accordance with the extant rules in order to systemically store files for easy search and retrieval. Besides, the Registry Staff and Dispatch Clerks of the Ministry will be trained and retrained to be able to discharge their functions effectively;
5. Encourage one central location, where everyone in the Office has access; and
6. Establishment of e-file cabinet by converting paper documents into digital versions.

## **DOCUMENTS MANAGEMENT SYSTEM AND TIMELINES**

### **1. FILING AND DESPATCHING OF FILES**

- Registry Staff will be encouraged to file mails and dispatch files according to how they were classified: that is immediate or at once for classified documents. All other unclassified documents have to be treated within 24 hours.
- A copy of all outgoing correspondence in the Ministry will be circulated daily. The Schedule of officer seeing circulating correspondence will be checked from time to time by the Permanent Secretary or by his/her designate.

### **2. TIMELINE FOR DESK STAY OF FILE**

Desk Officers will be encouraged to treat file according to the classification of the mail under consideration as specified in the CIVIL SERVICE HANDBOOK:

- IMMEDIATE or AT ONCE (treat and submit now)
- TODAY (job should be completed and submitted before close of work)
- URGENT (work should be completed and submitted as early as possible, say within 24 hours)

### **3. TIMELINE FOR PROCESSING PROCUREMENT DOCUMENTS**

Procurement Officers and other Officers in the delivery chain will be encouraged to adhere strictly to the timing as specified in the Public Procurement Act.



## **Approval Communication**

1	Outcome of Prequalification	- Website - Notice Boards
2	Awards	Letter of Award (Writing) and execution of Contract Agreement

## **Procedure for treating Complaints/Suggestions**

In accordance with principles of good leadership for national development, the following steps were taken:

a) Suggestion Box

The Ministry has provided a suggestion box at Reception Area, Ground Floor of Block D, NNPC Towers to receive Complaints/Suggestions/Criticism and address them. Box is clearly marked "Complaints/Suggestion Box".

b) Written and received Complaints from Procurement Proceedings

In line with provisions of Public Procurement Act, 2007 on Administrative Review, the Ministry is prepared to receive and treat within 10 working days, all formal complaints from bidders arising from procurement proceedings.

## **Desk Officers to handle correspondence to public and acknowledge correspondence**

<b>S/NO.</b>	<b>NAME</b>	<b>GL.</b>	<b>DESIGNATION</b>	<b>TELEPHONE NO.</b>
1.	Oladipo Alex Alesinloye	14	Chief Proc. Officer	08023733664
2.	Gloria Ngozi Osilo	12	Prin. Proc. Officer	08036009484

## **Desk Officers for Escalation Procedure**

<b>S/NO.</b>	<b>NAME</b>	<b>GL.</b>	<b>DESIGNATION</b>	<b>TELEPHONE NO.</b>
1.	Engr. Ahmed Abdu, FNSE	17	Director (Proc.)	08033146587
2.	Barr. Olusegun A. Adekunle	17	Director (PRS)	08033143326

## **EXECUTIVE ORDER IMPLEMENTATION TEAM**

<b>S/NO.</b>	<b>NAME</b>	<b>DESIGNATION</b>	<b>ROLE</b>
1.	Engr. Ahmed Abdu, FNSE	Director (Procurement)	Leader
2.	Dr. Magbadelo John Olushola	Deputy Director (Reform Co-ordination)	Member
3.	Mr. Festus Yayock Boman	Assistant Director (ICT)	Member
4.	Dr. Ahmed Jibrin	Assistant Director (Finance/Accts)	Member
5.	Mr. Ndulaka Chinedu	Chief Admin. Officer	Member