



PETROLEUM PRODUCTS PRICING REGULATORY AGENCY (PPPRA)

(Ministry of Petroleum Resources)

Plot 1012 Cadastral Zone A00, Central Business District, P.M.B 609 Garki, Abuja

www.pppra.gov.ng

OPERATIONALIZATION PLAN OF EXECUTIVE ORDER --- 001, 2017

PETROLEUM PRODUCTS PRICING REGULATORY AGENCY WEBSITE

<http://www.pppra.gov.ng>

1. TECHNOLOGY:

- Front end programming (WordPress)
- Back end programming (WordPress)
- Website design colour (design with Agency brand colours with PPPRA Brand Logo)

PPPRA Website is hosted by:

- a. Galaxy Backbone
- b. Managed by Corporate Services Department and technically managed by ICT Unit of the Agency.

1.0 ESSENTIAL FEATURES OF THE PPPRA WEBSITE:

- Agency Pricing information (PSF, APF)
- Real Time Data Management System
- News and Events of the Agency
- Contact Forms
- Clear Navigation
- Sub Links
- Clear Navigation
- Mobile Compatibility
- User Friendly
- Social Media Platforms Compatibility
- FAQs
- High Bandwidth
- Dedicated Hosting Service (VPS)
- Photo/Video Gallery for Viewing

1.1 **PPPRA AGENCY WEBSITE IS UPGRADED TO CARRYOUT THE FOLLOWING OPERATIONS:**

- Pricing Templates
- *Downstream Monitor* (A Quarterly Magazine of the Agency)
- Press News (Press Releases, Publications and Tender Proposal)
- Archive of Data
- Database on Petroleum Products
- *Downstream Review* (A Monthly Publication of the Agency)

1.2 **COMMISSION OF WEBSITE UPDATE TEAM:**

- Training was done In-house on the update of the Website by ICT Unit and as well as monitoring of its performance.
- Corporate Services Department manages the Agency's Corporate Image, through Content Management, in line with global best practice.
- Update of Pricing Template and other Operational activities

1.3 **USABILITY:**

- Social Media compatibility and platform for Communication (Facebook and Twitter)
- Mobile compatibility
- User friendly

2.0 CUSTOMER/STAKEHOLDER INTERFACE MECHANISM

STAKEHOLDERS ENGAGEMENT

A dedicated phone line **(09-4605033)**

- a) Generation of information
- b) Analyses of generated information
- c) Documentation of generated and analyzed information
- d) Response to queries, inquiries, observation and information
- e) Serves as main link between the Agency and its various Publics
- f) Free flow communication and effective mediation between consumers and service providers.
- g) Generation of Frequently Asked Questions (FAQ).

2.1 CONSUMER PARLIAMENT

- a) Generated complaints, queries, information and observation by consumers to be addressed at the parliament
- b) Selection of appropriate service providers to respond to complaints and queries raised by consumers, either at the level of supply or distribution
- c) Use of the Media to disseminate event live, via select outlets

2.2 PUBLIC ENLIGHTENMENT

- a) Press Releases
- b) Press Statements
- c) Invitation to Stakeholder's Meetings
- d) Integration of Social Media Handles on all topical issues in the Agency.
- e) Publication and distribution of quarterly magazine known as the *Downstream Monitor* to various stakeholders and also available as a soft copy on the website.

2.3 COMPLAINT DESK

- a) Customer care line **(09-4605033)**
- b) Correspondence to public: info@pppra.gov.ng, csdept@pppra.gov.ng, Social Media Handles such as Facebook-and twitter.
- c) Agencies website: www.pppra.gov.ng
- d) Feedback on the quarterly magazine *Downstream Monitor* – downstream-monitor@pppra.gov.ng
- e) *Downstream Review*

EXECUTIVE ORDER RESPONSIBILITY 1: TRANSPARENCY

3.0 VESSELS AND CARGO INSPECTORS SCHEDULING

- i. Receipt of Vessel Nomination request by text message from Port Harcourt and Lagos Zonal offices.
- ii. Checking of original Notice of Arrival (NOA), Mother Vessel (MV) Load Port and Daughter Vessel (DV) documents from Marketers and financial documents in the case of MOMAN and DAPPMA.
- iii. Checking, Downloading and Printing of documents sent by PPPRA Port - Harcourt and Lagos Zonal offices by email.
- iv. Marketers Registration and Administrative Charge payment verification.
- v. Verification of Marketers Quantity Notification (QN) and LAYCAN schedule.
- vi. Nomination of Inspector and subsequent transmission to Zones via text message.
- vii. Generating of daily schedule summary for all products.
- viii. Full documentation of every vessel scheduled and generation of summary page.
- ix. Generating of Inspectors schedule and forwarding to assign Inspectors by email.

3.1 VESSEL TRACKING AND DOCUMENTATION

- i. Vessel documents received from (scheduling Desk Officers)
- ii. Track of vessel's movement using Lloyd's List Intelligence and (or) Reuters then subsequently create an Excel Sheet to make a summary of findings on tracking.
- iii. Liaise with nominated Surveyors who superintend Vessel/Jetty operations with the PPPRA representative for timely submission of Arrival, Discharge and Empty Tank Certificates reports of operations.
- iv. Capture and enter values on the above certificates against each corresponding scheduled vessel in a given period.

- v. Binding vessel (voyage) documents including Arrival, Discharge and Empty Tank Certificates and present to the respective officers for checking and signing.
- vi. Update of monthly vessel's arrival/discharges for all petroleum products scheduled.
- vii. Determine Marketers' monthly performances based on discharges.
- viii. Investigate complaint made by stakeholders as regards vessel operations

3.2 TRUCK-OUT ANALYSIS

- i. After vessel discharge, PPPRA representatives at the depot capture daily truck-out data on Excel Spread Sheets and upload same on the recently launched software, deployed by the Agency to minimise human error in data capturing and analysis.
- ii. The software analyses the uploaded data to generate Depot Reports, States Distribution Reports, and Daily Truck out reports, for all Petroleum products.
- iii. At the end of the month, the respective Depot Truck-out volumes are compared and reconciled with each Depot's stock evacuation quantity as captured in the monthly supply and distribution report from the zones.
- iv. National consumption is determined by the volume of product trucked-out at the various loading depots across the country.
- v. Bridging receipts are received at their booked destination and so do not form part of National Consumption. (To avoid double counting)

3.3 ARRIVAL PROCEDURES

- i. On arrival of a vessel, PPPRA Depot Representative sends request for nomination to Head Office through the Zonal Offices after confirming the available capacity of the receiving terminal.
- ii. Vessel and Financial documents are cross-checked to ensure that they conform to set guidelines and approved checklist.

- iii. Verifies Marketers' Quantity Notification (QN) and LAYCAN schedule.
- iv. Verifies Marketers Registration and Administrative Charge payment status.
- v. Tracks vessel's movement and position, using Lloyd's List Intelligence and (or) Reuters; then subsequently create an Excel Sheet to make a summary of findings on tracking.
- vi. Nominates Inspector and transmit same to Zones via the text message.
- vii. Vessel is given clearance to discharge after fulfilling the above conditions.
- viii. Vessel ullage is conducted by the PPPRA's appointed Cargo Inspectors, in conjunction with PPPRA and Depot representatives; the established arrival figure is forwarded to the Zonal office for collation and onward transmission to the Head Office via Daily Jetty Position format.
- ix. Petroleum Products day sufficiency is determined by the addition of volume of cargoes offshore, onshore and in Storage Tanks at the Depots divided by Daily National Consumption.

3.4 DISCHARGE PROCEDURES

- i. Shore-tank preparation is carried out in anticipation of vessel discharge.
- ii. Cargo discharge operations are undertaken into the storage tanks in the tank farm.
- iii. Empty-tank Inspection and Hose disconnection is carried out.
- iv. Shore-tank ullage of the storage tanks is conducted on completion of empty – tank inspection.
- v. Shore-Tank and empty tank certificates are duly signed by PPPRA Representative and Cargo Inspectors stating the discharged volume.
- vi. Vessel ullage is conducted by the PPPRA appointed Cargo Inspectors.
- vii. The Shore-Tank figure is forwarded to the Zonal office for collation and onward transmission to the Head office via Daily Jetty Position format.
- viii. Submission of arrival, discharge and empty tank certificates by nominated Inspectors and PPPRA representative to the Head office.

- ix. Corresponding Administrative charge and PEF Bridging claims are calculated based on volume discharged.
- x. Based on Shore-Tank Certificates, update of Monthly Vessel Arrivals/Discharges for all petroleum products prepared.
- xi. Sending of the documents to the Reconciliation and Archival (R /A) section in order to enter values into the Data Analyser and thereafter reconciliation of number and cargo quantities of vessels is carried out between PDI and R & A.

3.5 TRUCK OUT ANALYSIS PROCEDURES

- i. After vessel discharge, PPPRA representatives at the Depot capture daily Truck-Out data on Excel Spread Sheets and upload same on the recently launched software, deployed by the Agency to minimise human error in data capturing and analysis.
- ii. The software analyses the uploaded data to generate Depot truck out, States distribution and Daily truck out reports for all Petroleum products.
- iii. At the end of the month, the respective Depot Truck-Out volumes are compared and reconciled with each Depot's stock evacuation quantity as captured in the monthly supply and distribution report from the Zones.
- iv. National consumption is determined by the volume of product trucked-out at the various loading depots across the country.
- v. Bridging Receipts are record of products receipted at their booked destination and do not form part of National Consumption. (To avoid double counting).

3.6 WORKFLOW OF THE PRICING TEMPLATES

- i. Products price data (Gasoline, Gasoil, Jet Fuel, Fuel Oil, etc.) and Freight rates are accessed from Platt's platform on a daily basis.
- ii. Exchange rates and NIBOR rates are also accessed from CBN daily.
- iii. The accessed data from Platts and CBN are inputted into excel-based pricing models (Pricing Templates), to determine the pump prices for all petroleum products daily.
- iv. Data from the Pricing Templates also determine products and general market trends.

3.7 VESSEL DOCUMENTATION CHECKLIST

- i. Letter of submission from the Marketer/NNPC
- ii. Forwarding Memo from the Zonal office indicating showing the status of the vessel:

MARKETER NAME:	PRODUCT:
MV NAME:	DISPORT:
DV NAME:	DATE:

- iii. Document required

A – NOA AND FINANCIAL DOCS

- 1. Notice of Arrival (NOA)
- 2. Import Permit
- 3. Approved Laycan
- 4. Letter of Credit
- 5. Form M
- 6. Proforma Invoice
- 7. Supplier Letter/ Affirmation of Sale
- 8. Bank Letter
- 9. Marine Insurance

B – MOTHER VESSEL DOCS

- 10. Bill Of Lading
- 11. Certificate of Origin.
- 12. Cargo Manifest
- 13. Certificate of Quality
- 14. Certificate of Quantity
- 15. Notice of Readiness (At Load and Discharge Ports)
- 16. Ullage Reports

C – SHUTTLE VESSEL DOCS

- | | |
|---|--------------------------|
| 17. Bill Of Lading | <input type="checkbox"/> |
| 18. Certificate of Origin. | <input type="checkbox"/> |
| 19. Cargo Manifest | <input type="checkbox"/> |
| 20. Certificate of Quality | <input type="checkbox"/> |
| 21. Certificate of Quantity | <input type="checkbox"/> |
| 22. Notice of Readiness At Ship-To-Ship(STS) Port | <input type="checkbox"/> |
| 23. STS Transfer Certificate | <input type="checkbox"/> |
| 24. Ullage Reports | <input type="checkbox"/> |

D – OTHER CONDITIONS

- | | |
|--|----------------------|
| 25. Submission of Original Load Port Documents | <input type="text"/> |
| 26. Available Ullage Space before Discharge | <input type="text"/> |
| 27. LAYCAN Extension | <input type="text"/> |
| 28. Third Party Discharge Approval | <input type="text"/> |

3.8 CHECKLIST OF ELIGIBILITY AND CAPABILITY REQUIREMENTS FOR CONTRACT

AWARDS:

- a) **Certificate of Incorporation with the Corporate Affairs Commission (CAC).**
- b) **Tax Clearance Certificate (TCC) for the past three (3) Years.**
- c) **Copy of current PENCOM compliance Certificate.**
- d) **Copy of current Industrial Trust Fund (ITF) compliance Certificate.**
- e) **Copy of BPP's Interim Registration Report. (IRR)**
- f) For Joint Venture (JV's), include the Notarized Memorandum of Understanding (MOU).
- g) A sworn affidavit disclosing:
 - i. if any officer of Petroleum Products Pricing Regulatory Agency (PPPRA) is a former or present Director, shareholder or has any pecuniary interest in the company and that all the information/documents provided are true and accurate;
 - ii. That no Director of the firm has been convicted by any court of law and the firm is not bankrupt or in receivership.
- g) Copy of Current NSITF compliance Certificate.
- h) Current Company's Audited Account duly stamped and signed by ANAN/ICAN licensed Auditors for the last three consecutive years.
- i) Verifiable list of at least three (3) similar jobs executed in the last five years (i.e. letters of award, certificates of practical job completion, etc.)

- j) Evidence of Financial capability supported by a letter of commitment from a reputable Bank to provide financial support if the Bidder is awarded the contract.
- k) A comprehensive company profile including staff list, copies of Certificates of Academic and Professional Qualification, Office and Workshop address (not P. O. Box) and telephone numbers of Company Directors.
- l) Evidence of ownership or lease agreement for relevant equipment, machines, tools and workshop where necessary.

3.9 Contract value and Approving Authority:

S/N	Contract Value	Approving Authority	Pre-Qualification	Remarks
1	Less than N2.5m for Goods/Services and Less than N5m for Works	Executive Secretary	Not Applicable	
2	From N2.5m to less than N50m for Goods/Services and from N5m to less than N250m for Works	(Parastatal)Tenders Board Committee (TBC)	Not Applicable	
3	From N50m to less than N250m for Goods/Services and from N250m to less than N500m for Works	Ministerial Tenders Board (MTB)	*Applicable	Pre-qualification applies for contracts up to N100m for Goods/Services and N300m for Works
4	N100m above for Goods/Services and N500m above for Works	Federal Executive Council (FEC), BPP Issues No-Objection	Applicable	

Tender fee is the cost of producing Tender Documents to be issued to the Contractors and is usually non-refundable

3.9i Bidding Stages and Timelines:

S/N	Process	Time (Weeks)	Remarks
1	Pre-qualification (Technical Bids Submission)	2	PPA 2007
2	Technical Evaluation	2	Depends on the number of Bids received
3	Submission of Financial Proposals	4	PPA 2007
4	Financial Evaluation	2	Depends on the number of Bids received
5	TBC Approval	1	At the discretion of Chairman/Members
6	MTB Approval	2	
7	BPP Issues Cert of No-Objection		
8	FEC Approval		
9	Award	1	
	Total	11	

4.0 EXECUTIVE ORDER RESPONSIBILITY 2: DUE DILIGENCE

1. Receives file from Operations Department for conduct of due diligence.
2. Sends files to the Executive Secretary requesting for approval to conduct due diligence.
3. Receives approval to conduct due diligence from the Executive Secretary
4. Profiles official file of company to ascertain documents submitted as follows:
 - a. Certificate of Incorporation (CAC)
 - b. FIRS Tax Certificate
 - c. Expression of Interest
 - d. DPR Storage Permit
 - e. Thru-put Agreement
 - f. CTC of form CO2
 - g. CTC of form CO2
 - h. CTC of form Memorandum and Articles of Association
 - i. Profile of company
 - j. 3 years Audited Account
 - k. Bank Reference Letter
 - l. Annual returns to CAC
5. Prepare Checklist and secure approval of the Executive Secretary to draft contract with the company
6. Draft two copies of APF contract for execution by the company and PPPRA and ensure both parties place their seal on all pages
7. Release one of the contract documents to the Marketer and file a copy

5.0 EXECUTIVE ORDER RESPONSIBILITY 3: BIOFUEL DEVELOPMENT

5.1 SET UP DATABASE FOR REGISTRATION OF BIOFUELS OPERATORS.

Commence the registration of Operators and circulate same on Print and Electronic Media to enable participation.

The checklist for the registration exercise in setting up databank for biofuels operators are as follows:

- I. Company Registration
- II. Shares Allotment
- III. Ownership Structure
- IV. Number of years in business and yearly turnover
- V. Evidence of local presence (if any)
- VI. Financial Status
- VII. Geographical Area(s) of Operations

- VIII. Company Affiliates (if any)
- IX. Any previous awards/recognition/infractions
- X. Contact Information
- XI. Sponsors/Guarantors.

Note: Registration is still ongoing.

5.2 DEVELOP DATA BANK FOR LPG.

This is done through the following processes.

- Request data from Producers, Off-takers and Retailers, e.g. NLNG, NIPCO etc.
- Collate and analyse all data received

5.3 DEVELOP THE PRICING TEMPLATE THROUGH THE APPLICATION OF THE TARIFFS AND COST ELEMENTS INVOLVED IN THE PRODUCTION, SUPPLY AND DISTRIBUTION OF GAS.

- The template relies on information derived from Platt's platform.
- The in-house pricing template has already been completed.
- The Department awaits approval for the engagement of a Consultant for the modification and authentication of the template.

5.4 SCHEDULING AND NOMINATION OF INSPECTORS FOR LOCAL AND IMPORTED LPG VESSELS.

- The Department receives Notice of Arrival, on the arrival of the vessels laden with LPG.
- The documents are verified.
- Inspectors are duly nominated for the vessels volumetric analysis on arrival and cargo discharge.

6.0 EXECUTIVE ORDER RESPONSIBILITY 4: ADMINISTRATIVE

(a) Cleaning Service: Tenders are received from companies to undertake cleaning. Tenders go through Procurement, Company is awarded and the Unit supervises the personnel.

(b) Generator Maintenance: Service agreement is provided by Legal Unit for servicing of Generator which is overseen by the Unit.

(c) Lift Maintenance: Service agreement is provided yearly by the Legal Unit for servicing of the Lifts in the Agency.

(d) Security: Tenders are received from intending Companies via Procurement and a preferred Company is selected who are then supervised by staff in the HSSE/M Unit.

6.1 Staff Welfare and Training

(a) Training: Each department submits training needs for the year, receive bids from intending companies at the beginning of the year which goes through procurement and according to nominal roll nominates staff accordingly.

(b) Pension and Insurance

- i. Nominal roll and Salary structure submitted to PENCOM at the beginning of the year for computation and remittance of staff pension to various PFA's.
- ii. Selection of insurance firm is done through the Procurement process and the firms give notice of expiration of Policies like comprehensive motor vehicle insurance, group life insurance after which the Unit responds accordingly to renew.

(c) Staff Welfare

- i. Retainer-ship services with NNPC and NHIS are handled by the Unit. Staff make request to the Unit in the event of an additional dependent after which a letter is sent to the Clinic informing them of the addition.

NNPC sends Monthly bills from the clinic which the Unit forwards for approval and payment by the ES.

- ii. Staff claims and Processing of Loans: Staff apply through the Unit for domiciliation letters/letter of domiciliation to the bank introducing them to the Bank for access.
- iii. Meetings: The Unit services all meetings in the Agency. Notice of meeting is usually forwarded from the Legal Unit following which makes necessary preparations.
- iv. Issuance of leave Letters to Staff.

6.2 Man Power

- (a) APER (Annual Performance Evaluation Report): The Unit sends out forms to all Staff via official mail. Staffs respond and the Unit collates scores, documents them and reverts to Management for further action.
- (b) Liase with Establishment under HOS to secure vacancies.

6.3 Registry

- (a) Custodian of all policy and personal files which are accessed on request using a File Requisition form duly signed by the Head of Department
- (b) Opening of new files are done by the Unit on the instruction of any Head of Department.

7.0 DESK OFFICERS TO HANDLE AND ACKNOWLEDGE CORRESPONDENCE FROM THE PUBLIC

S/N	NAME	DESIGNATION	MOBILE NO.
1.	MUSTAPHA TAFIDA	DCRO	08037150675
2.	TOBI PERE	ACRO	08077756205

7.1 EXECUTIVE ORDER IMPLEMENTATION TEAM

S/N	NAME	DESIGNATION	ROLE
1.	LANRE OLADELE	AGM (CS)	CHAIRMAN
2.	BARR. OGBOLE IBRAHIM	DCRO	MEMBER
3.	MUSTAPHA TAFIDA	DCRO	MEMBER
4.	ABDULMALIK LADAN	DCRO	MEMBER
5.	OBY EGBUNA	DCRO	MEMBER