



# Supplier Expression of Interest (SEOI): “INSTRUCTIONS FOR POTENTIAL SUPPLIERS”

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## 1. Introduction:

This document provides instructions for submitting a Supplier Expression of Interest (hereafter referred to as SEOI Instructions) via the SEOI Web Form on the Nigeria Mid-Africa (hereafter referred to as NMA) external website.

Suppliers are required to read these instructions thoroughly and carefully prior to submitting the SEOI Web Form to ensure a clear understanding of the SEOI process, including submission requirements and assessment criteria.

Submission of an SEOI shall not be construed as a commitment by NMA, nor shall it entitle any Supplier to make any claims or seek indemnity from NMA or any of its affiliates, solely by virtue of expressing interest in doing business with NMA.

**Submission of SEOI Web Form or registration by NMA does not imply that the Supplier is prequalified or invited to participate in any tender process.**

All expenses incurred in preparing the SEOI Web Form shall be borne solely by the Supplier.

Suppliers shall not attempt to contact NMA personnel via telephone or e-mail regarding their SEOI submission.

NMA representatives will contact you if your organization's services or materials are required.

If Supplier experiences any technical issues, please contact the NMA SEOI Team at [l9lek730@chevron.com](mailto:l9lek730@chevron.com) with the name of your legal entity in the subject line.

## 2. SEOI Web Form Submission

### 2.1. Supplier Responsibilities during SEOI Submission

- 2.1.1. The Supplier shall review all relevant information on the SEOI Home Page.
- 2.1.2. The Supplier shall review and accept the *User Acknowledgment and Confidentiality Agreement* by selecting "Accept".
- 2.1.3. The Supplier shall complete all the required data fields in the SEOI Web Form accurately.
- 2.1.4. Prior to submission, the supplier shall carefully review the SEOI Web Form to ensure completeness and correct any discrepancies or omissions.
- 2.1.5. Please be advised that providing false or misleading information in this form may lead to complete disqualification from the registration process.



### **3. SEOI Web Form Completion**

#### **3.1. SEOI Web Form Successful Completion**

- 3.1.1.** Upon submission of the SEOI Web Form, an automatic system notification will be sent to Supplier's registered e-mail address acknowledging receipt of the submission.
- 3.1.2.** All Submitted EOIs will undergo internal review based on the information provided in the Web Form.