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BID Announcement for Companies

Cabinda Gulf Oil Company Ltd (CABGOC), Chevron subsidiary is one of Angola's top petroleum producers, is going to be issuing a Tender for the services described below:

BID Announcement Number: RFBA-071-SS-2019

Scope of Work:

Contractor shall manage all internal and external customer requests for Company services & products. Contractor shall act as primary point of contact of all requests related to maintenance, housing, office, catering, and hotel reservations for all Company's facilities

Contractor shall provide all administrative Customer Services requests in Luanda, including:

- Office, Recreational & Residential facilities,
- Address all Luanda facilities services and maintenance requests to the respective facility management groups,
- Monitor Company customer services inbox and phone tracking,
- Track all maintenance requests and produce accurate reports,
- Deal directly with customers either by phone, electronically or face to face to respond promptly to customer inquiries and handle customer complaints. Contractor shall evaluate all customers' needs or requests and forward to appropriate group for actions,
- Draft, review and publish announcements,

Contractor shall provide customer-oriented personnel able to handle a highly diverse and multicultural organization and able to multitask.

If a company is qualified based on the described services and material provider and is interested in being considered for participation in that tender they can submit their information through our website www.angola.chevron.com, Suppliers page, BID Announcement; fill the Supplier information form and forward to concurso@chevron.com within the time stipulated in the internet.

Cabinda Gulf Oil Company Limited

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