

Petroleum Training Institute

P.M.B 20 Effurun, Delta State

www.ptimnigeria.org

Appointment of External Auditors

Background

The Petroleum Training Institute (PTI), a Parastatal of the Ministry of Petroleum Resources was set up by Act No. 37 of 1975 and subsequently amended by Act No. 52 of 1975 to train middle level manpower for the Oil, Gas and Allied Companies. In accordance with the Procurement Act, 2007, the Institute hereby invites qualified Auditors to pre-qualify for the service below:

Scope of Services Required

The scope shall include among others, the auditing of Accounts of the Petroleum and its Consultancy outfit according to standard Accounting Practice.

Pre-Qualification Requirements

- i. Evidence of firm's registration with the Corporate Affairs Commission,
- ii. Evidence of registration with the office of Auditor General of the Federation in the year the appointment is being set,
- iii. Firm's profile, such as experience, technical qualification of key staff not less than ten (10) in numbers. Evidence of financial capability/Bank Reference,
- iv. Audited Accounts for the last three (3) years,
- v. Evidence of valid Tax Clearance Certificate for the last three (3) years,
- vi. Evidence of VAT registration certificate
- vii. Evidence of firm's existence with not less than ten (10) years of satisfactory performance, and

viii. Evidence of registration with PENCOM for the firm's employees,

Tenure

The appointment shall be for one (1) year in the first instance and renewable subject to satisfactory performance for a maximum of two (2) years

Fees

Fees will be negotiated on man-hour basis as obtainable from at least three (3) accredited firms of Chartered Accountants from the list at the office of the Auditor General of the Federation. This will be negotiated and determined as part of the final selection process.

Submission of Documents

Interested firm of Chartered Accountants should forward three (3) bound copies of their applications in wax sealed envelope(s), and marked "**Application for External Auditors**" for the auditing of the financial statement of the Petroleum Training Institute (PTI), Effurun, with an enclosed Bank draft of non-refundable sum of thirty thousand naira (N30,000.00) issued in favour of Petroleum Training Institute, Effurun, and addressed to:

The Registrar,

Petroleum Training Institute

P.M.B. 20, Effurun, Delta sState.

All applications must be submitted on or before 21st June, 2011.

General Information

It should be noted that the Institute will be free to verify any claim made by firms and reserves the right to reject any tender. Only pre-qualified firms will be invited to submit proposal. Bids will be opened in the presence of the

bidders/representatives in the Institute's Council Chamber, Administrative Block, on Tuesday, June 21, 2011, at 12.00 noon.

Signed

A.S. Ewere (Mrs)

For: Registrar.