

Overview

NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE

REQUEST FOR EXPRESSIONS OF INTEREST CONSULTING SERVICES NIGERIA EXTRACTIVE INDUSTRIES TRANSPARENCY INITIATIVE

(CONSULTING SERVICES – FIRMS SELECTION)

LOT 1. OIL AND GAS INDUSTRY AUDIT 2020

LOT 2. SOLID MINERALS INDUSTRY AUDIT 2020

(1.0) BACKGROUND

The Nigeria Extractive Industries Transparency Initiative (NEITI) is mandated by law to promote transparency and accountability in the management of Nigeria's oil, gas and mining revenues, NEITI is the national version of the Extractive Industries Transparency Initiative (EITI), which is a global movement aimed at ensuring that extractive resources aid sustainable development.

Pursuant to the above, NEITI intends to apply part of the funds approved under the 2020 Appropriation for the procurement of Consultants/Auditors for the continuation of its annual audits covering Financial, Physical and Process aspects of the Oil & Gas and Solid Minerals Industry.

LOT 1. OIL AND GAS INDUSTRY AUDIT 2020

SCOPE OF SERVICES

The scope of the services includes the following:

- (a) Report payments by companies and receipts by relevant government agencies duly reconciled in accordance with the NEITI requirements.
- (b) Report on the quantities of hydrocarbons (oil & gas and refined products, including condensates where appropriate) produced, exported and imported.
- (c) Validate all payments by companies and government agencies to determine accuracy and completeness and report all underpayments and balances payable to the Federation.

(d) Review the policies and procedures of collection, custody and management of funds and make recommendations that will enhance the efficiency and transparency of the sector.

(e) Reporting will be under the New EITI Standard of 2019.

LOT 2. SOLID MINERALS INDUSTRY AUDIT 2020

SCOPE OF SERVICES

The Scope of the services includes the following:-

(a) Report payments by companies and receipts by relevant government agencies duly reconciled in accordance with the NEITI requirements.

(b) Report on the quantities of solid minerals produced (extracted and mined) exported and imported,

(c) Validate all payments by companies and government agencies to determine accuracy and completeness and report all underpayments and balances payable to the Federation.

(d) Review the policies and procedures on collection, custody and management of funds and make recommendations that will enhance the efficiency and transparency of the sector.

(e) Reporting will be under the NEITI Standard of 2019.

(3.0) ELIGIBILITY REQUIREMENTS.

(a) Evidence of Certificate of Incorporation with Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;

(b) Evidence of Firms Tax Clearance Certificate for the last three years i.e. (2017, 2018 and 2019 expiring December 2020) and VAT from FIRS.

(c) Evidence of Current Pension Compliance Certificate valid till 31 December 2020;

(d) Evidence of Current Industrial Training Fund (ITF) compliance certificate valid till 31 December 2020;

- (e) Evidence of Current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31 December 2020;
- (f) Evidence of Registration on the National Data Base of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring 1/1/2021 or valid certificate issued Bureau of Public Procurement (BPP);
- (g) Evidence of Firm's registration with relevant professional bodies, (Financial Reporting Council of Nigeria FRCN, ICAN, ANAN, COMEG, etc. is required;
- (h) For Consortium, joint Venture/Partnership, memorandum of Understanding (MoU) should be provided , all eligibility requirements are compulsory for each JV;
- (i) Company Audited Accounts for the last three (3) years (2017, 2018 and 2019);
- (j) Evidence of financial capability to execute the assignment including reference letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the assignment when needed;
- (k) Company profile with Curriculum vitae of key staff to be deployed for the assignment including copies of their Academic/Professional qualifications;
- (l) Verifiable documentary evidence of at least three (3) similar jobs executed within the last five (5) years, including letters of awards, jobs completion certificates;
- (m) Sworn Affidavit whether or not any officer of the relevant committees of NEITI or the BPP is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in the bid are true and correct in all particulars;
- (n) All documents for submission must be transmitted with a covering/forwarding letter under the company's/firm's Letter Headed Paper bearing amongst others Registration number (RC) as issued by CAC. Contact Address, GSM Number and email address. The letter head paper must bear the names and nationalities of the Directors of the company at the bottom of the page, duly signed by the authorized officer of the firm.
- (o) Firms are encouraged to form consortium to enhance their Qualifications.

(4.0) SUBMISSION OF EXPRESSION OF INTEREST

- (a) Interested firms should submit two (2) bound Eol documents duly paginated, separated by dividers and arranged in the order outlined above.

(b) Expression of Interest (Eol) for consultancy as stated above is free and open to all interested and qualified firms in line with National Competitive Bidding (NCB).

(c) The two (2) bound copies put in a sealed envelopes together in a bigger sealed envelope addressed to:

The Executive Secretary,

Nigeria Extractive Industries Transparency Initiative (NEITI)

(NEITI), 60, Nelson Mandela Street, off Kwame Nkrumah Street, Asokoro, Abuja.

Attention: Procurement E-Mail: aahmed@neiti.gov.ng

Web site: <http://www.neiti.gov.ng>

Only shortlisted applicants will be issued Requests for Proposals (RFPs) with the name of the LOT number and also, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box (only in person, electronic mail not allowed) at **Small Conference Room, No. 60, Nelson Mandela Street, Off Kwame Nkrumah Street, Asokoro, Abuja at 12:00pm on Monday 19 October 2020**

(5.0) OPENING OF EXPRESSION OF INTEREST

The Eol proposals will be opened at **12:00pm on Monday 19 October 2020** at the **open site of the secretariat No. 60, Nelson Mandela Street, Off Kwame Nkrumah Street, Asokoro**, Abuja in the presence of bidders or their representatives.

Please ensure that you sign the bid Submission Register in the office of the Head of Procurement Unit at **NEITI, No. 60, Nelson Mandela Street, Off Kwame Nkrumah Street, Asokoro, Abuja**. As the NEITI will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Head of Procurement on e-mail address : aahmed@neiti.gov.ng

(6.0) GENERAL INFORMATION

(a) Eol must be in English Language and signed by an official authorized by the bidder

(b.) Eol proposals submitted after the deadline for submission would be returned un-opened

- (c) All cost will be borne by the bidder's
- (d) Submission and opening of EoI proposals shall be conducted in line with COVID19 guidelines;
- (e) Only shortlisted bidders will be issued with RFP.
- (f) The NEITI is not bound to shortlist any bidder and reserves the right to annul the procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.
- (g) Electronic bidding will not be allowed and late bids will be rejected.

Prospective Consulting/Auditing firms should note the following provisions of NEITI Act 2007:

- (a) Section 5 -An auditor/or auditing firm that has audited any extractive industry company in any given year shall not be appointed in the same year for the NEITI Industry Audit.
- (b) Section 6 – An Auditor /or auditing firm shall not be engaged for more than two years consecutively.

SIGNED

THE EXECUTIVE SECRETARY, NEITI

EXPRESSION OF INTEREST

BOOKMARK THIS JOB

Advertising & Media Audit & Accounting Services Consultancy Services Federal Government Oil & Gas