

Petroleum Training Institute

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

www.ptinigeria.org

Vacancy for the 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 1972 and subsequently amended by Act No. 52 of 1976 to train technical manpower for the Oil, Gas and Allied Companies. In accordance with the Procurement Act, 2007, the Board of Trustees of PTI Pension scheme hereby invites qualified professional auditing firms to pre-qualify for the for services below.

Scope of Services Required:

The scope shall be the auditing of the Institute's Pensions Accounts for the years 2008, 2009 and 2010 respectively, according to Standard Accounting Practice.

Requirements:

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

- Evidence of firm's existence with not less than ten (10) years of satisfactory performance.

Fee

Fee 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) hound copies of their applications in a sealed envelope, and marked "Application for External Auditors for PTI Pensions Accounts" with an enclosed Bank draft of non-refundable sum often thousand naira (N10,000.00) issued in favour of Petroleum Training Institute, Effurun, and addressed to:

The Registrar,

Petroleum Training Institute,

P. M. B. 20,

Effurun, Delta State.

All applications must be submitted on or before 26th April 2012.

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 m the presence of the bidders/representatives in the Institute's Council Chamber, Administrative Block, at 12.00 noon.

N.B.

Companies that submitted bids earlier are kindly requested to attach receipts of their previous submission to the new bid.