



**NIGERIAN NATIONAL PETROLEUM
CORPORATION**
**NNPC TOWERS, HERBERT MACAULAY WAY,
P.M.B. 190, GARKI- ABUJA, NIGERIA**

EXPRESSION OF INTEREST
FOR THE SELECTION OF AUDIT, ACCOUNTING AND TAX ADVISORY SERVICES

1. INTRODUCTION

The Nigerian National Petroleum Corporation (NNPC) is a Statutory Corporation established under the laws of the Federal Republic of Nigeria (FGN) with its Head Office at NNPC Towers, Herbert Macaulay Way, Central Business District, Abuja, Nigeria.

NNPC is an integrated oil and gas company with diverse operations across the value chain, in the upstream, midstream and downstream sectors of the petroleum industry. NNPC conducts its activities through its subsidiaries, commonly referred to as Strategic Business Units (SBUs) and associated companies.

NNPC therefore invites interested and credible local Firms to participate in this tender process for the subsequent engagement of qualified and reputable Auditors, and Tax Professionals/Practitioners on specialized accounting, financial and tax issues on a framework call out agreement

2. BRIEF DESCRIPTION OF SCOPE OF THE SERVICES

The scope of services is expected to include but not limited to the following as detailed scope would be negotiated and concluded prior to formal engagement:

- a. Statutory Audit;

- b. Forensic Audit, due diligence;
- c. Value for Money audit;
- d. Process improvement, new accounting standards (IFRS);
- e. Disputes and disagreement involving NNPC, Government Agencies, Tax authorities, Joint Venture Partners, Resolution of Tax Liabilities;
- f. International tax laws, provisions, regulations; and
- g. Tax incentive of new projects and investments, and cross boarder tax incidence and incentives.

3. WHO MAY APPLY?

Reputable Audit, Accounting, Financial Consulting and Tax Advisory Firms with proven record and vast experience in the Oil and Gas industry in Nigeria or similar experience for foreign companies.

The prequalification of prospective bidders would be based on the minimum of the following criteria;

- a. Firms' technical capability,
- b. Industry footprint,
- c. Relevant Audit, Accounting, and Tax Advisory experiences.
 - Previous experience in Oil and Gas Industry
 - Responsiveness and ability to deliver on assignment within agreed timeframe.
- d. Dedicated deal team with adequate and experienced manpower.

4. DURATION AND COMMENCEMENT

The duration of the Call off term Contract shall be for period of three years. However, this will lapse on the 31st of December 2023 irrespective of the effective date of such engagement.

5. BID DOCUMENTATION REQUIREMENTS

In accordance with the Public Procurement Act of 2007, extant laws and NNPC policies and guidelines all interested bidders seeking to be considered must include the general experience of the firm as well as satisfy the following requirements:

5.1 STATUTORY REQUIREMENTS

- a. Full details of company profile including postal address, telephone/fax number and email address where correspondences may be directed;
- b. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC), certified true copies of Memorandum and Articles of Association of the company, CAC form C02 and C07 (Particular of Directors) for Nigerian companies and/or similar document of Incorporation for foreign companies, certified true copies of statutory documents indicating ownership structure of company, name(s) of major shareholders and percentage shareholding;
- c. Evidence of firm's tax clearance certificate for the last three years (i.e. 2018, 2019, & 2020 for Nigerian companies and similar tax certification documents for foreign companies;
- d. Evidence of compliance with Pension Reform Act 2004 by inclusion of valid Pension Compliance Certificate expiring on 31st December 2021 (for Nigerian companies) or similar document for foreign companies
- e. Evidence of compliance with the Nigeria Social insurance Trust Fund (NSITF) Act by inclusion of current NSITF Compliance Certificate expiring on 31st December 2021 (for Nigerian companies) or similar documents for foreign companies;
- f. Evidence of compliance with the Industrial Training Fund (ITF) Amendment Act 2011 by inclusion of copy of Industrial Training Fund (ITF) Compliance Certificate expiring on 31st December, 2021 (for Nigerian companies) or similar documents for foreign companies;

- g. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31st December, 2021 or valid Certificate issued by BPP;

***Note: Each requirement 5b – 5g as listed above are deemed as mandatory (for Nigerian Companies) and non-submission of documentation stated in 5b – 5c (for foreign companies) will be considered as ‘Fatal flaw’.**

6.0 FINANCIAL REQUIREMENTS

- a. Audited Accounts for the past three (3) years (2018, 2019 & 2020) which must bear the stamp or seal of a credible Audit Firm.
- b. Demonstration of an average minimum turnover of =N=50million (or the USD dollar equivalent) and net worth of not less than =N= 100million (or the USD dollar equivalent) for the Financial Year Endings of 2018, 2019 and 2020 respectively.

7.0 TECHNICAL REQUIREMENTS

- a. Evidence of at least Three (3) Audit services provided over the last 5 years (2016 to date). Please attach reference letters, value of project, including client company full contact details (not P. O. Box), functional phone numbers and e-mail address for at least three (3) of such completed jobs.
- b. Evidence of at least Three (3) Accounting services provided over the last 5 years (2016 to date). Please attach reference letters, value of project, including client company full contact details (not P. O. Box), functional phone numbers and e-mail address for at least three (3) of such completed jobs.
- c. Evidence of at least Three (3) Tax advisory services provided over the last 5 years (2016 to date). Please attach reference letters, value of project, including client company full contact details (not P. O. Box), functional phone numbers and e-mail address for at least three (3) of such completed jobs.

- d. Job Completion Certificate for carrying out statutory audit of any companies in Oil and Gas industry.
- e. Job Completion Certificate for carrying out Tax advisory services of any companies in Oil and Gas industry.
- f. Job Completion Certificate for carrying out Accounting services of any companies in Oil and Gas industry.
- g. Evidence of carrying out value for money audit, forensic audit and due diligence in any Oil and Gas company.
- h. Certificate of completion for carrying out dispute resolution with Joint Venture Partners and Resolution of Tax Liabilities.
- i. The Firm's profile and CV stating the key personnel, their roles, designation, qualifications and years of relevant experience in Oil and Gas industry.
- j. Copies of professional qualification certificates of the key staff with the institute Chartered Accountants of Nigeria (ICAN), National Accountants of Nigeria (ANAN) or Institute of Chartered Taxation of Nigeria (CITN) must be attached.
- k. Evidence of work experience of the Firm in executing or having executed similar projects in Oil and Gas by submission of letters of engagement and evidence of successful completion of same in the last three (3) years.
- l. Evidence of carrying out Process improvement on new accounting standards (IFRS)
- m. Evidence of current practicing License (Certificate)
- n. Evidence of the Firm's registration with the Office of the Auditor-General for the Federation in 2020.

BUSINESS INTEGRITY REQUIRMENTS

7.1 A prospective bidder shall make provision of a sworn affidavit to support action as follows:

- a) To allow NNPC verify all claims made in your submission;
- b) To allow NNPC verify that your organisation is not in receivership, nor the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of wrong up petition or proceedings;

- c) To confirm that the company is not a replacement for a hitherto tax defaulting company;
- d) To confirm whether any of the members of relevant companies of NNPC or Bureau of Public Procurement (BPP) is former or present Director, Shareholder, or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
- e) A written statement confirming that your company does not have any Director who has been convicted in any country for a criminal offence relating to fraud or any financial impropriety or criminal misrepresentation or falsification of facts relating to any matter; and
- f) A written statement providing full names, contact addresses of current directors and beneficial owners to including their email address, and telephone number.

7.2 Certainty of business integrity and pre-signed undertaking to strictly comply with Nigerian anti-corruption laws in processing the bid and executing the contract, if successful.

8.0 COMPLIANCE WITH THE NIGERIAN CONTENT ACT

As in all prior engagements of Audit, Accounting and Tax advisers, NNPC has always complied with NCD requirements by making sure a local firms are appointed to provide these services.

In furtherance of the above, NNPC intends to select a pool of local Audit, Accounting and Tax Consultants on call out basis as earlier indicated.

9.0 SUBMISSION OF BID DOCUMENTS

9.1 DUE TO THE COVID-19 PANDEMIC, ALL BIDS MUST BE SUBMITTED ELECTRONICALLY TO THE NNPC/NipeX TENDER PORTAL

9.2 To be eligible for this tender exercise, **interested** bidders are required to submit these mandatory details as outlined below to SCMTenders@nipex.com.ng on or before **12 noon Wednesday 19th May 2021**

- a. Company's name
- b. Company's full address
- c. Company's authorized contact person(s) name to include
- d. Phone number
- e. Company's e-mail address

9.3 Provision of 9.2 (a-e) above is a mandatory requirement to register your company for participation in this tender process in the NNPC/NipeX tender process portal

9.4 All interested bidders who do not provide as requested in 9.2(a-e) above as at **12 noon Wednesday 19th May 2021** will no longer have access to submit the mandatory details.

9.5 Individual bidders would be duly notified on their registration in the NNPC/NipeX tender portal.

9.6 Thereafter, the bidder would have access to make their submissions on the NNPC/NipeX Tender Portal

9.7 All submitted bids should be titled **"INVITATION TO TENDER FOR "THE PROVISION OF AUDIT, FINANCIAL, ACCOUNTING AND TAX ADVISORY SERVICES**

9.8 The submission/closing date:

All documents should be submitted online through the electronic NNPC/NIPEX Tender Portal on or **before 12 noon Wednesday 9th June 2021** to: www.nipex-ng.com

9.9 . All bids shall be opened virtually, following the deadline for bids submission at **12:00 noon, Wednesday 9th June, 2021**, using the NNPC Microsoft Teams.

9.10 In case of any unscheduled holiday on the Bid submission date, the deadline for submission of bids will take place on the next working day. Accordingly, Bid Closing Date/time will be extended to the next working day and time.

10.0 IMPORTANT INFORMATION

Bidders acknowledge and accept with respect to this tender that;

- a. NNPC will only accept documents received electronically via the designated NipeX portal. Bids received in any other form shall not be accepted.
- b. Timely submission is the responsibility of the bidder.
- c. At the deadline of EOIs submission, bidders will no longer have access on the NipeX portal to submit their EOIs.
- d. The uploading of electronic files may take time and as such bidders must allow for sufficient time to fully transmit all files prior to the EOIs closing time. (Please note that each file should not exceed 10mb).
- e. All submissions must be in a readable PDF format. Bidders are advised that NNPC may not discover corrupted or unreadable files submitted via the NipeX portal until after the tender submission deadline.
- f. If the electronic files containing the tender documents are corrupted, contain a virus or are unreadable for any reason, NNPC reserves the right to reject the tender documents.
- g. NNPC is not responsible for errors or failures in the Bidder's own systems.
- h. NNPC accepts no responsibility for Bidder's misunderstanding of the instructions or incorrect usage of the NipeX portal system.
- i. All bidders who have submitted their mandatory details and registered on the NipeX portal and external observers shall be invited to attend a virtual bid opening session through Microsoft Teams to be communicated.
- j. NNPC shall deal directly with only authorized officers of the interested companies and not through individuals or agents.
- k. All costs incurred by your company as a result of this Expression of Interest (EOI) exercise and any subsequent request for information shall be to your account.
- l. This EOI process and any related process neither creates any commitment by NNPC nor establishes any legal relationship.
- m. Only companies adjudged qualified by NNPC under this EOI bid process shall be invited to participate in the next stage of the tender process.
- n. All information must be provided in English Language.

- o. The NNPC 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.

SIGNED: NNPC MANAGEMENT