



**The Presidency**

**NATIONAL IDENTITY MANAGEMENT COMMISSION**

**11 Sokode Crescent, Off Dalaba Street, Zone 5, Wuse Abuja**

[www.nimc.gov.ng](http://www.nimc.gov.ng)

**INVITATION TO TENDER FOR THE CONSULTANCY SERVICES FOR THE DEVELOPMENT OF AUDIT AND ACCOUNTING MANUALS FOR THE EFFECTIVE MANAGEMENT OF FINANCIAL RECORDS AND MANAGEMENT INFORMATION SYSTEM**

**1.0 INTRODUCTION**

The National Identity Management Commission (NIMC), “The Commission charged with the mandate to establish, own, operate and manage the National Identity Database in Nigeria seeks to invite applications from interested Consultants with cognate experience in areas listed under 2.0 below wishing to participate in the selection for Audit and Accounting Manual for the Commission.

**2.0 SCOPE OF WORK**

The scope of work is as follows:

**A. THE DEVELOPMENT OF AUDIT AND ACCOUNTING MANUAL FOR THE EFFECTIVE IMPLEMENTATION OF RECORD AND DOCUMENTATION MANAGEMENT SYSTEM FOR THE COMMISSION.**

The services from the Consultant should include:

- a) Articulate an International Public Sector Accounting Standard (IPSAS) compliant set of Audit and Accounting Manuals taking particular note of the following:
  - i. All the processes and procedures involved in initiating a request for payment up to approval.
  - ii. All the processes, procedures, documents and documentations of procurement of contract including number of copies, colors, purpose and filling of the procurement Certificate of no objection, contract award letter, stores Received Vouchers and Delivery notes.
  - iii. Link implementing Department with procurement, Legal, Finance and Audit in the process value chain.
  - iv. State at what points each of the above departments should come in and what their duties are.
  - v. Specify various scenarios/ documents to be attached to payment voucher to qualify it for Audit passage.

- b) Bring in all relevant sections of the Financial Regulations and Public Services Rules and Public Procurement Act as they relate to Audit and Accounting operations.
- c) Bring in all Accounting and Auditing standards to make the manual conform to International best practices
- d) Any other relevant information that will give the Manuals the sort after world class standard.

To be pre-qualified, interested Consultants **shall** supply the following verifiable evidence including:

**A. For Firm Consultant**

- Expression of Interest (EOI).
- Detailed Professional and Technical Qualification (CV).
- Terms of Reference (TOR)
- Legal Capacity to enter the Consulting Contract
- Sworn affidavit indicating that the Company is not in Receivership nor any of its Directors involved or convicted of any fraudulent activity.
- Accompanying sworn affidavit of disclosure; to disclose clearly if any of the officers (or related persons) of the National Identity Management Commission (NIMC) or the Bureau for Public Procurement (BPP) is a former or present Director of the Company.
- A sworn affidavit that the company is not a replacement for a hitherto tax defaulting Company.
- Tax Clearance Certificate for three (3) years (TIN no.)
- Evidence of CAC REGISTRATION (RC. NO)
- Evidence of Registration on BPP Database
- Recent Audited Account for Three(3) years
- Evidence of PENCOM Registration
- Evidence of Registration with Industrial Training Fund (ITF)
- Evidence of Similar Jobs done
- Detailed Scope of Work.

**B. For Individual Consultant**

- Expression of Interest (EOI)
- Detailed Professional, Technical Qualification & CV
- Terms of Reference (TOR) & Scope of Work
- Evidence of Similar Experience (Engagement)
- Evidence of Similar Experience (Engagement)
- Evidence of BPP Registration

**NOTE:**

- i. Original Documents should be available for sighting on demand.

## Submission Details

1. The consultant is required to submit 2 (two) copies of its response in sealed envelopes; the envelope containing the eligibility documents should be sealed & labelled “DOCUMENT”; the envelope containing quotes should be labelled “FINANCIALS” & must be separated. The Reference (**CONSULTANCY SERVICES FOR THE DEVELOPMENT OF AUDIT AND ACCOUNTING MANUAL FOR THE EFFECTIVE IMPLEMENTATION OF RECORD AND DOCUMENTATION MANAGEMENT SYSTEM**) must be written boldly in the right hand corner of the envelopes.
2. Submissions are to be delivered to:
  - Deputy General Manager- Procurement
  - Room 009, Old Admin Block (Bungalow) Procurement Unit
  - National Identity Management Commission
  - 11 Sokode Crescent, off Dalaba Street
  - Zone 5 Wuse Abuja, FCT

**Not later than 12:00 p.m. on Thursday, April 9<sup>th</sup> 2020.** Submissions must be made in person or by courier;

3. Submission by e-mail or electronic copy will be rejected.
4. Late submissions after the deadline will be rejected.
5. Ensure that quotes are duly acknowledged by the Procurement Office at the time of submission.
6. The commission will verify the authenticity of claims made.
7. Invited respondent are expected to contact the Procurement Unit for further enquiries before the due date of submission. (You can send an email to [procurementunit@nimc.gov.ng](mailto:procurementunit@nimc.gov.ng)).
8. For technical enquiry, please contact the Head, Corporate Audit Unit via email ([michael.nworie@nimc.gov.ng](mailto:michael.nworie@nimc.gov.ng)).
9. The Commission reserves the right to disqualify incomplete submission. (Only selected bidder will be contacted).

## Disclaimer

1. This invitation is for information purposes only and does not constitute an offer by the Commission to transact with any party for any of the projects, nor does it constitute a commitment or obligation on the part of the Commission.
2. NIMC will not be responsible for any costs or expenses incurred by the invited party/consultant/bidder in connection with any response to this invitation and/or the preparation or submission in response to any enquiry.

Thank you.

**Nkoyo E.A. Iwok (Mrs).**  
**DGM/Head, Procurement Unit**