

FEDERAL AIRPORTS AUTHORITY OF NIGERIA

EXPRESSION OF INTEREST (EOI) FOR TAX CONSULTANCY SERVICES UNDER 2023 IGR BUDGET

1. INTRODUCTION

The Federal Airports Authority of Nigeria (FAAN) has the statutory functions of developing and managing all necessary airports facilities and services for safe, secured and efficient carriage of passengers and goods. Therefore, the Authority now seeks the service of qualified/competent tax consultants to submit Expression of Interest (EOI), in compliance with the provisions of the Public Procurement Act, 2007 and its extant guidelines. The Authority intends to undertake the procurement of this project under its 2023 financial year/internally generated Revenue (IGR) Budget.

2. SCOPE OF TAX CONSULTANCY

The scope of consultancy services for 2023 Tax year shall include, but not limited to the following:

- a. Compute and confirm the assessment raised by the Tax Bodies
- b. Reconcile tax figure with the Tax Authority
- c. Discuss the variance with the tax bodies
- d. Obtain new agreed tax liabilities
- e. Assist to negotiate the terms of payment.
- f. Obtain various tax clearance certificate
- g. Collect the outstanding tax revenue receipts and credit notes for the Authority.
- h. Filing of Annual Returns

3. AVAILABLE LOTS

Lot T1	Federal Inland Revenue Service (FIRS)
Lot T2	Headquarters Annex, Local and International Wings of Murtala Muhammed Airport, Lagos
Lot T3	Ibadan Airport, Ilorin International Airport, Akure Airport and Benin Airport.

Lot T4	Sultan Abubakar International Airport, Sokoto; Mallam Aminu Kano International Airport, Kano; Umar Musa Yar'adua International Airport, Katsina, Maiduguri Airport, Kebbi Airport and Yola Airport
Lot T5	Nnamdi Azikwe International Airport, Abuja; Kaduna Airport; Minna Airport; Jos Airport and Makurdi Airport
Lot T6	Port Harcourt International Airport; Akanu Ibiam International Airport, Enugus; Margret Ekpo International Airport, Calabar and Sam Mbakwe International Cargo Airport, Owerri.

4. ELIGIBILITY REQUIREMENTS

- a) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including certified true copy of Memorandum and Articles of Association forms CAC 2 and CAC7 (where applicable);
- b) Evidence of Company's Income Tax Clearance Certificates (or personal income Tax clearance certificates of all partners in case of Business name) for the last three (3) years (2020, 2021 & 2022) valid till 31st December 2023;
- c) Evidence of Pension Clearance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 15 and above).
- d) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2023;
- f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2023 or valid Certificate issued by BPP;
- g) Evidence of current registration with Financial Reporting Council of Nigeria.
- h) Sworn affidavit from Court of competent jurisdiction in Nigeria (Federal or State), Including stamped passport photograph and signature of deponent/declarant;
 - disclosing whether or not any officer of the relevant committees of the Federal Airports Authority of Nigeria or Bureau of Public Procurement (BPP) is a former or present Director, shareholder or has any pecuniary interest in the company;
 - Confirm that all information presented in its bids are true and correct in all particulars.
 - That no director has been convicted in any county for any criminal offence relating to fraud

impropriety or criminal misrepresentation or falsification of facts relating to any matter.

- That the company is not in receivership, the subject of any form or bankruptcy proceedings of the subject of any form of winding up petition or proceeding

- That the company does not have existing loan or financial liability with a bank, other financial institutions or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months.

i) Company's Audited Accounts for the last three years (2020, 2021 & 2022)

j) Evidence of financial capability to execute the project by submission of Reference letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;

k) Company's profile with the curriculum Vitae of key staff to be deployed for the project, including copies of their academic/professional certificates.

l) Verifiable documentary evidence of similar jobs completed/ongoing project in the last five (5) years including letters of awards, Contract Agreements, job completion etc;

m) Evidence of firm's current practice licence issued by ICAN, ANAN or other related professional body(ies)

n) All documents for submission must be submitted with a Covering/Forwarding letter under the Company's letter head paper bearing amongst others, the Registration Number (RC) as issued by the CAC, Contact Address, Telephone Number (preferably GSM No) fax 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.

5. SUBMISSION OF DOCUMENTS

- The documents are to be submitted in soft copy (flash drive) and two (2) hard copies (one original and one copy) in A4 paper size and neatly bound. The document should be arranged in the order listed above and clearly separated by dividers.

- The documents must be sealed in an envelope and the project Name and Lot number must clearly written at the top left corner of the envelope.

- All documents must be submitted to the office of The General Manager (Procurement), FAAN Headquarters, Ikeja – Lagos.

- Contacts: Phone No. 08033011334 or 08034706549 Email Address:

procurement@faannigeria.org

- Submission of expression of interest documents shall close at exactly **11:30 am on**

Wednesday 4th October, 2023.

4. OPENING OF EOI

All submissions will be opened on the same day immediately after closing at 11:30 am on Wednesday 4th October, 2023 the procurement department, Maintenance Yard, FAAN headquarters Annex, Ikeja, Lagos.

6. IMPORTANT INFORMATION

- Documents are to be submitted on-lot-by-lot basis.
- No company is allowed to submit bid documents for more than two (2) lots. Violators shall be disqualified.
- For partnership companies, evidence of tax payment must be submitted for all the members.
- FAAN reserves the right to verify the authenticity of any claims made on the bid documents submitted by companies
- Failure to comply with the instruction(s) and provide any required document(s) shall automatically result in disqualification.
- Original of all the above-listed eligibility documents may be requested for sighting as at when needed.
- Late submissions will be returned unopened
- All submissions must be in English Language
- Bidders are excused from the bid opening, which will be attended by officials of private sector professional organization and civil society organizations in the areas of anti-corruption/transparency
- Bidders can submit through Post (Courier Services); provided the bid is received before deadline
- Only shortlisted firms will be invited at a later date for collection of Request for Proposals (RFP);
- At a later stage, prequalified bidders would be requested to submit the updated copies of their statutory documents e.g. Tax, PENCOM, ITF, NSITF, BPP and any other relevant document. Failure to do shall lead to disqualification
- This advertisement shall not be construed as a commitment on the part of FAAN, nor shall it entitle a bidder to make any claim(s) whatsoever and/or seek any indemnity from the FAAN, by virtue of such bidder having responded to this publication.

- FAAN is not bound to prequalify and bidder 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
MANAGEMENT