

FEDERAL AIRPORTS AUTHORITY OF NIGERIA

EXPRESSION OF INTEREST (EOI) FOR DATA PROTECTION COMPLIANCE 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. Consequently, the Authority intends to appoint a licensed Data Protection Compliance organization/consultant to guide FAAN through the compliance framework, in compliance with the provisions of the Nigeria Data Protection Regulation (NDPR). This is to be carried out under its 2023 financial year/internally Generated Revenue (IGR) Budget and in line with the National Open Competitive Bidding (NOCB) procedures stipulated in the Public Procurement Act 2007 and its extant guidelines. The Authority hereby invites suitably qualified consultants with good track records and relevant experience to express interest in the consultancy service.

2. SCOPE OF CONSULTANCY SERVICE

The scope of consultancy services shall include, but not limited to the following;

- i. Develop and communicate audit plan.
- ii. Conduct NDPR gap assessment and prepare a compliance remediation plan.
- iii. Develop policies and procedures for NDPR compliance.
- iv. Prepare the audit report and file the report with the Nigeria Data Protection Bureau (NDPB).
- v. Facilitate general awareness on data protection and information security.
- vi. Train data protection officers (DPOs) with certification examinations.

3. 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) 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 of 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 of third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months.
- h) Company's Audited Accounts for the last three years (2020, 2021 & 2022)
- i) 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;
- j) Company's profile with the curriculum Vitae of key staff to be deployed for the project, including copies of their academic/professional certificates.
- k) Verifiable documentary evidence of similar jobs completed/ongoing project in the last five (5) years including letters of awards, Contract Agreements, job completion etc;
- l) Evidence of corporate registration with relevant professional bodies in form of certificate

or annual practicing license.

m) 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.

4. SUBMISSION OF PRE-QUALIFICATION 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 prequalification documents shall close at exactly **11:30 am on Wednesday 4th October, 2023.**

4. OPENING OF PREQUALIFICATION DOCUMENTS

Pre-qualification documents shall be opened immediately after the deadline for submission at 11:30 am on Wednesday **4th October, 2023** the procurement department, Maintenance Yard, FAAN headquarters Annex, Ikeja, Lagos.

5. IMPORTANT INFORMATION

- 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 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, PENCOR, ITF, NSITF, BPP and any other relevant document. Failure to do so 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