

FEDERAL RADIO CORPORATION OF NIGERIA (FRCN)

RADIO HOUSE, ABUJA

REQUEST FOR EXPRESSION OF INTEREST (EOI)

(1.0) INTRODUCTION

The Federal Radio Corporation of Nigeria, FRCN, in compliance with the requirements of the Public Procurement Act, 2007, hereby requests for expression of interest from reputable Audit Firms to be engaged for statutory audit of the books of accounts of the Corporation for the year 2022.

(2.0) SCOPE

Lot R1: Audit of 2022 books of accounts of all Zonal Stations and the Headquarters.

(3.0) ELIGIBILITY REQUIREMENTS

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1, or CAC2 and CAC7. Business Name with Form BN1 is also acceptable;
- (b) Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners in case of Business Name) for the last three (3) years 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 Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2023;
- (f) Evidence of Finn's current registration with the Financial Reporting Council of Nigeria;
- (g) 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.
- (h) Sworn Affidavit:
- disclosing whether or not any officer of the relevant committees of the Federal Radio Corporation of Nigeria or the Bureau of Public Procurement is a 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;
 - that no Director has been convicted in any Country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter;
 - that the Company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings;
- (i) Evidence of Firm's current registration with the Institute of Chartered Accountants of Nigeria (ICAN) or Association of National Accountants of Nigeria (ANAN) or any other related regulatory professional body(ies);
- (j) Company's Audited Accounts for the last three (3) years - 2020, 2021 &2022;
- (k) Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- (l) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the

project, including copies of their Academic/Professional qualifications such as ICAN, ANAN, etc.;

(m) Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;

(n) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner)

Note: All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

(4.0) SUBMISSION OF EXPRESSION OF INTEREST

Prospective firms are to submit two (2) bound copies of Expression of Interest (EOI) in a sealed envelope and addressed to "The Director-General, FRCN, Radio House, Abuja", Radio House, Garki-Abuja. Furthermore, the reverse of the sealed envelope should bear the name and address of the firm and submitted in the designated tender box on or before **12:00 noon Monday, 11 December, 2023.**

(5.0) OPENING OF EOI DOCUMENTS

The EOI documents will be opened immediately after the deadline for submission at **12:00 noon Monday, 11 December, 2023**, at Radio House, Herbert Macaulay Way, Area 10, Garki- Abuja.

(6.0) PLEASE NOTE THAT:

- (i) All expenses incurred in the preparation and submission of EOI documents shall be borne by the firms;
- (ii) FRCN reserves the right to verify all claims made by firms
- (iii) The EOIs will be opened in the presence of Bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies; and will be covered by video recording; invitation link will be sent to bidder who chooses to join the EOI's opening online;
- (iv) Only shortlisted Firms will be invited at a later date for collection of Request for Proposals;
- (v) The Federal Radio Corporation of Nigeria 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

DIRECTOR-GENERAL