

**MATAN / FEDERAL INLAND REVENUE SERVICE / ASSOCIATION OF LOCAL
GOVERNMENT OF NIGERIA (ALGON) / JOINT TAX BOARD**

Creating a tax friendly environment / BURKE -FRAZIER Consulting Firms Ltd

**FIRS - MATAN VAT DIRECT INITIATIVE NATIONAL PROJECT STEERING
COMMITTEE INCENTIVES COORDINATING OFFICE**

**Office Annex Address: Katukoma Plaza, behind NNPC Filling Station Prince and
Princess Junction Gudu Road, Abuja**

REQUEST FOR EXPRESSION OF INTEREST (EOI)

(1.0) In furtherance to the commencement of timely implementation of the Project FIRS-MATAN VAT DIRECT INITIATIVE by the 15 Jan, 2024. The Project steering committee hereby invites reputable, experienced and interested service providers to submit Expression of Interest (EoI) and bid for the provision of the under listed Incentive services under the Project.

(2.0) SCOPE OF SERVICES

LOT NO	DESCRIPTION OF SERVICE
C1	HMOs Participation in the provision of Healthcare coverage for over 40 million members of MATAN in Nigeria.
C2	PFAs Participation in the provision of Pension fund administration services for over 40 million members of MATAN in Nigeria.
C3	PFCs Participation as the custodian of Pension fund for over 40 million members of MATAN in Nigeria.
C4	Insurance Brokers participation in the provision of Insurance brokerage services for over 40 million members of MATAN in Nigeria.
C5	Insurance Companies in the participation of the provision of Insurance services for over 40 million members of MATAN in Nigeria
C6	Other incentive support Services under the project.

(3.0) ELIGIBILITY REQUIREMENTS

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 or CAC7. Business Name with Form BN1 is also acceptable.
- (b) Evidence of Company's Income Tax Clearance (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; with minimum average annual turnover of N20million;
- (c) Evidence of Pension Clearance Certificate valid 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 15 and above)
- (d) Company's Audited Accounts for the last three (3) years -2020, 2021 & 2022
- (e) Company's Profile with the Curriculum Vitae of key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- (f) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- (g) Accreditation: Evidence of current Licence/accreditation from regulators.

(4.0) SUBMISSION OF BID DOCUMENTS

All Interested bidders must accompanied their submission of respective bid documents from LOT C1 to LOT C5 with evidence of payment of non-refundable tender fees as follows to the Account: Name: Burke-frazier Consulting Firm Ltd, Account Number: 0505551248, Alternative Bank

- (i) SERVICE PROVISION RESTRICTED TO A STATE #500,000
- (ii) SERVICE RESTRICTED TO A ZONE #750,000

(iii) SERVICE PROVISION COVERAGE NATIONWIDE #1,000,000

(j) 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 email 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 authorized officer of the firm.

- Documents to be submitted In fulfillment of the requirement should be arranged in the order listed.
- EOIs should be paginated with table of contents indicating the pages on which items are to be found
- No bidder should bid for more than two (2) Lots.
- Any bidder who bid for more than two (2) Lots will be disqualified from all Lots
- Bidders choosing a state or a zone are advised to mark the state/zone or nationwide boldly on their envelop

(5.0) SUBMISSION OF LETTER OF EXPRESSION OF INTEREST

Prospective Organizations are to enclose two (2) copies of Expression of Interest (EOI) including one original copy in a sealed envelope clearly stating the "Name and "Lot No" on the top right hand corner of the envelope with the name of the company on the reverse side of the envelope and addressed to:

MATAN/FIRS NATIONAL PROJECT STEERING COMMITTEE INCENTIVES
COORDINATION OFFICE

Katukoma Plaza Behind NNPC Filling Station

Gudu Road, Abuja

The EOI documents are to be dropped in the Bid Box at the Procurement Department, 3rd Floor of Katukoma Plaza, behind NNPC filling Station, Gudu Road, Abuja not later than **Friday 22 December, 2023.**

LOT NO	SUBMISSION DEADLINE
Lots C1, C2, C3, C4, C5 &C6	21 - 28 DECEMBER 2023

(6.0) OPENING OF EXPRESSION OF INTEREST

All EOIs will be opened immediately by **12PM** after the deadline for submission in the presence of the Steering committee members or their representatives in the office as follow:

(7.0) ENQUIRY

Further clarifications can be sought from MATAN Head Office or call Telephone Number 08032352310 or Via Email matanfirsvdipprojectng@gmail.com

(8.0) GENERAL INFORMATION

- (i) LOT C1 will be focused on giftship as a considered product.
- (ii) LOT C2 Funds contribution under this category will be determined on the low, medium and high cadre.
- (iii) LOT C5 Insurance coverage of goods and services will also be graded under the low, medium and highly negotiated premium.
- (iv) Only shortlisted Service Providers at EOI Evaluation will be invited for a meeting at a later date
- (v) Any EOI submitted in the wrong place shall be disqualified
- (vi) Late submission shall be returned unopened

(vii) This advertisement shall not be construed as a commitment on the part of MATAN to appoint any Service provider nor shall it entitle any service provider submitting documents to claim any indemnity from MATAN.

(viii) MATAN reserves the right to take a decision on any of the documents received.

(ix) Any form of canvassing from any source whatsoever shall result in immediate disqualifications.

(x) MATAN reserves the right to verify the authenticity of any claims on the documents.

(xi) MATAN will only correspond with authorized officers to the successful company, not agents or persons acting on its behalf.

(xii) MATAN is not bound to shortlist any Service Provider and reserves the right to annul the process at any time without incurring liabilities.

SIGNED

FOR: MATAN/FIRS IMRMS-VDI

NATIONAL INCENTIVES COORDINATION OFFICE

IHMN CONSULTING LTD

08032352310, 07042683098