

## **NIGERIA LNG LIMITED (NLNG)**

### **INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR PROVISION OF FINANCE SERVICES**

This is an invitation for Expression of Interest for Provision of Finance Services to the Financial Control, Treasury, Accounts Payable and Receivable, Loans and Insurance, Risk & Compliance business services areas within the Finance Division.

#### **(1) INTRODUCTION**

Nigeria LNG Limited (NLNG) intends to source qualified service providers to support the operations of the Finance Division.

NLNG hereby invites interested Finance services organisations to express their interest in participating in the tendering for this service.

#### **(2) SCOPE OF WORK**

**The vendor shall provide competent personnel with the relevant experience and proficiency to:**

- (a) Monitor and adequately give accurate account of invoices and timely response to enquiries from vendors
- (b) Timely and accurate processing of invoices in line with agreed contractual obligations and terms, ensuring correct and complete application of transaction taxes
- (c) Investigate invoices noted to be overdue or in contention, provide feedback to the Line to facilitate a qualitative vendor reconciliation
- (d) Liaise with Accounting, Reconciliation and Reporting units, banks and other related parties in response to payments enquiries

- (e) Generate and post payments; act as a focal person for bank enquiries; ensure that bank accounts are credited with all foreign and local currency receipts and are all accounted for
- (f) Extraction of monthly tax schedules; passing of accounting entries and timely reconciliation of all tax accounts monthly
- (g) Support business with budgeting, contract development, cost management and performance reporting
- (h) Carry out asset verification and support the preparation of financial statements and management accounts
- (i) Produce loan, prepayment agreement schedules, and compute interest and prepayment premiums. Process insurance claims, ensuring requisite documentation is supplied
- (j) Process insurance claims from documentation to payment whilst managing the needs and demands of the Company and third parties for various insurance services
- (k) Perform control framework documentation and testing of actual controls against design.

### **(3) FUNCTION SPECIFICATION**

The following are general requirements for the provision of competent finance professionals for this service:

- (a) It must be a 100% fully-owned Nigerian company
- (b) Be registered as a Manpower supply or a finance services company with a good track record
- (c) Valid Midstream and Downstream Oil & Gas Industry Service Permit (MDOGISP)

Certificates issued by Nigerian Midstream and Downstream Petroleum Regulatory Authority (NMDPRA) to do business in the Nigerian Oil and Gas industry.

#### **(4) COMMENCEMENT AND DURATION**

The contract's expected commencement date is March 2024, and the duration will be three (3) years.

#### **(5) COMPLIANCE WITH LOCAL REGULATIONS**

The Nigerian Oil and Gas Industry Content Development (NOGICD) Act 2010 further supports and details expected Nigerian Content deliverables within Contracts in the Nigerian Oil and gas industry as listed below.

#### **(6) NIGERIAN CONTENT**

Companies responding to this advertisement are required to submit the following in compliance with the NOGICD Act, 2010:

- (a) Documentation to demonstrate that the entity is a Nigerian-registered company. Submission of certified true copies of CAC forms 02 & 07 (or its equivalent; ( 2.3, 2.4, 2.5, etc.), including Company Memorandum and Article of Association. All companies shall be Nigerian Indigenous Service Companies having 51% and above Nigerian equity in the shareholding and ownership structure of tenderer's legally registered entity in Nigeria by CAMA (Companies and Allied Matters Act).
- (b) Evidence of registration with the Nigerian Content Development Monitoring Board ('NCDMB') NOGIC Joint Qualification System (JQS)
- (c) A detailed description of the location of in-country committed facilities & infrastructure (assets, technical office, administrative space, laboratory, etc.) in Nigeria to support this contract or submit a credible and verifiable plan towards setting up such facilities

- (d) Explain the intended methodology for compliance with the requirements of the NOGICD Act 2010 and how it intends to give first consideration to services provided from within Nigeria, first consideration to goods manufactured in Nigeria and first considerations for employment and training of Nigerians in the work programme
- (e) Evidence that the Company is a Nigerian-registered company with 51 % equity shareholding & ownership
- (f) Submit corporate organisational structure with the percentage of management that are Nigerian nationals and the percentage of the total workforce that are Nigerians
- (g) Evidence of valid Category 1,2,3,4 or 5 for Consultancy Services (CS) Group NCEC demonstrating capability and capacity relevant to execute this work-scope
- (h) In line with the Nigerian Content Development Human Capacity Development (HCD) initiative, commit to providing project-specific training, utilising OGTAN registered trainer(s) or other NCDMB-approved institution(s). HCD is 3% of the total contract sum or 10% of total contract man-hours, whichever is higher.

## **(7) PRE-QUALIFICATION**

Only companies successful in the pre-qualification exercise (document evaluation and/or site visit) will be invited to provide a competitive tender for this service.

To be considered for pre-qualification, interested bidders are required to submit the documents listed below:

- Company profile, organisation structure and details of any technical support relationship with foreign companies (where applicable)
- Certificate of incorporation, Nigerian tax registration number, and MDOGISP registration for Training/Manpower Development
- Tax clearance certificates for the past three (3) years

- Audited annual financial report and relevant financial capability information for the last three (3) years
- Copy of the Company's Safety Management System Manual
- Details of relevant verifiable, experience of similar contract(s) that the company has undertaken as the main contractor over the past five years
- Any additional information that will enhance the potential of the organisation.

Submission in response to the above requirements shall be completed strictly in accordance with the instructions given to the publication, segregated and arranged in the order indicated.

Failure to submit any of the documents requested herein may result in the disqualification of the applicant.

The pre-qualification document should be submitted via:

- Electronic copy in PDF by email to [Finance.Contract@nlng.com](mailto:Finance.Contract@nlng.com) with "Confidential-Expression of Interest and Pre-Qualification for Provision of Finance Services" in the subject line.

The submission must be received by Nigeria LNG Limited **on or before 4.00pm., on Monday, 30 October, 2023.**

#### **Please Note**

(a) This is not an invitation to tender. Full tendering procedure will be provided to applicants who are successful at this expression of interest in accordance with NLNG's pre-qualification procedures.

(b) Notwithstanding the submissions of the documents for the expression of interest, NLNG is neither committed nor obliged to include any company and/or associated

companies, agents or sub-contractors on any bid list or award any form of contract to any company and/or associated companies, agents or sub-contractors.

(c) Please be aware that this invitation to express interest does not guarantee that you will be requested to submit an offer to Nigeria LNG Limited; it does not constitute any form of agreement or contract between our companies.

(d) Nigeria LNG Limited shall not be responsible for any cost incurred in responding to this invitation

(e) This advertisement of Expression of Interest shall not be construed as a commitment by NLNG, nor shall it entitle respondents to claim any indemnity from NLNG, Technical Advisers and/or any of its shareholders by virtue of having responded to this advertisement.

(f) This is a simple invitation for you to express your interest in the indicated work scope and does not warrant any further feedback from NLNG hereafter. If you do not hear from NLNG within 3 months of submission of this publication, it should be taken that your application was not successful.

**Signed:**

**MANAGEMENT**