

## **NIGERIAN LAW REFORM COMMISSION**

**4TH & 5TH FLOOR, CENTRAL BUSINESS DISTRICT, C&C BUILDING, FEDERAL SECRETARIAT, PHASE 3, ABUJA**

### **EXPRESSION OF INTEREST**

#### **(1.0) INTRODUCTION**

(1.1) The Nigerian law Reform Commission was established in 1979 by the Nigerian Law Reform Commission Act Cap N118LFN 2004 now amended Nigerian Law Reform Commission Act 2022. The function of the Commission as set out in sections 5 and 7 of the Act is generally to research, take and keep under review all federal laws with a view to their systematic and progressive development and reform in consonant with the prevailing norms of the Nigerian society.

(1.2) The Commission hereby requests interested and experienced Consultants to submit Expression of Interest (EOI) for Audit of the Commission's 2022 Financial Records and Accounts.

#### **(2.0) SCOPE OF SERVICE**

Lot AT1: Audit of 2022 Financial Records and Accounts of Nigerian Law Reform Commission

#### **(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;
- (b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2023; with minimum average annual turnover of N20 million;
- (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 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 Firm's current registration with the Office of the Auditor General of the Federation;

(h) Evidence of Firm's current registration with the Financial Reporting Council of Nigeria;

(i) Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the Nigerian Law Reform Commission 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;

(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;

(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 EOI**

Interested Consultants are to submit two (2) bound of Expression of Interest (EOI) documents separated by dividers and arranged as listed in 3 above. The documents should be submitted in a sealed envelope and addressed to Hon. Chairman. Nigerian Law Reform Commission, 4th & 5th floor, Room 414, Central Business District, C&C building. Federal Secretariat, Phase 3 Abuja; and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box **not later than 12:00 noon, Monday, 30 October, 2023.**

## **(5.0) OPENING OF EOI**

The EOI will be opened immediately after the deadline for submission at **12:00 noon, Monday, 30 October, 2023** in the Conference Room in the presence of bidders or their representatives. Please, ensure that you sign the EOI Submission Register, as the Nigerian Law Reform Commission will not be held liable for misplaced or wrongly submitted EOI. For further enquiries, Please contact the office on 08063161509, 08061585517.

## **(6.0) GENERAL INFORMATION**

- (a) EOIs must be in English language and signed by an official authorised by the bidder.
- (b) EOIs submitted after the deadline for submission would be returned unopened.
- (c) All cost will be borne by the bidders.
- (d) Consultants can submit through Post (courier service).
- (e) The EOIs will be opened in the presence of CSOs and Professional bodies and covered by video recording; invitation link will be sent to bidder who chooses to join the EOI's opening online;
- (f) Only shortlisted firms will be invited at a later date for collection of Request for Proposals;
- (g) The Nigerian Law Reform Commission is not bound to shortlist any firm 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:**

**FOR: MANAGEMENT**

**NIGERIAN LAW REFORM COMMISSION**

