INDEPENDENT NATIONAL ELECTORAL COMMISSION

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Plot 436, Zambezi Crescent, Maitama, Abuja

**INVITATION FOR SUPPLEMENTARY PROPOSAL**

**(EXPRESSION OF INTEREST): ANNUAL AUDIT OF ACCOUNTS OF POLITICAL PARTIES FOR THE 2015 FINANCIAL YEAR**

**1.0** **INTRODUCTION**

The Independent National Electoral Commission (INEC) in compliance with the powers granted it by Section 22, Sub-section (1&2) of the Constitution of the Federal Republic of Nigeria, 1999 (as amended) and in compliance with Due Process Requirements, seeks to appoint reputable professional Accounting Firms to carry out the Audit of the accounts and books of some of the registered political parties that had no biddings arising from the Commission advertisement of 5th May, 2016.

**2.0** **DESCRIPTION OF ASSIGNMENT**

(i) Interested Firms should apply for Auditing of **ONE** of the following (4 LOTS) registered political parties which had no biddings in our previous advertisement.

**LOTS 1 - 4**

|  |  |
| --- | --- |
| **LOTS** | **ACRONYM** |
| LOT 1- Citizens Popular Party | CPP |
| LOT 2 - Independent Democrats | ID |
| LOT 3 - National Conscience Party | NCP |
| LOT 4 - United Progressive Party | UPP |

(ii) Successful Firms are expected to submit five (5) soft copies and 35 hard copies of their Audit Report in line with the Universal Best Practices and the guidelines as provided in the Commission’s Political Party Finance Handbook.

**3.0** **GENERAL REQUIREMENTS**

Interested Auditing Firms should submit one (1) spirally bound copy of application to the Commission expressing their desires for the assignment in addition with the following documents.

(i) Photocopy of Certificate of Incorporation/Registration with Corporate Affairs Commission (CAC)

(ii) Evidence of Tax Clearance Certificate for the last three years (2012, 2013 and 2014) corresponding with the turnout period;

(iii) Submission of PENCOM’s Certificate of Compliance, confirming company’s fulfillment of its statutory obligation to the Employees in respect of Pensions;

(iv) Evidence of 1% ITF Training Contributions;

(v) Evidence of registration on the National Database of contractors, Consultants and service providers by submission of Interim Registration Report by BPP (Bureau of Public Procurement).

(vi) Company audited Account for the last three years (2012, 2013 and 2014) duly signed and stamped with a Professional Accounting/Auditing Firm;

(vii) VAT Registration and evidence of past remittances;

(viii) Comprehensive Company Profile including list of names and key personnel to be involved in the project, stating their roles, technical/professional qualification and experiences

(ix) Professional Practicing licenses of principal partners of the Firm;

(x) Evidence of registration with Financial Reporting Council of Nigeria (FRCN);

(xi) Registration with Office of the Auditor-General of the Federation.

(xii) Verifiable list of similar jobs successfully executed in the last three (3) years including letters of award of contracts and job completion certificate.

(xiii) Sworn Affidavit from Federal or State High Court disclosing as follows:

* That all documents submitted are not only correct but genuine.
* That the Director(s) has/have never been convicted by any Court of Law.
* That none of the Firm’s Directors or Company is bankrupt.
* Whether or not any of the Officers of INEC or BPP is a former or present Director of the Company.

(xiv) Telephone (GSM) number(s) e-mail of the Principal Partner of the Firm;

(xv) Any other relevant information.

1. **GENERAL INFORMATION**

(i) Deadline for submission of the proposal and financial implication including a receipt of a non-refundable deposit of Ten Thousand Naira (N10,000.00) paid to INEC account shall be on 30th June, 2016 at 12 noon. While the documents shall be opened immediately after the deadline on 30th June, 2016 by 12 noon at the Commission’s Media centre, Maitama, Abuja.

(ii) The Commission reserves the right to accept or reject any application.

1. For further enquiries, please, contact the Director, Elections and Political Party Monitoring, between 8.00am – 4.00pm at INEC Headquarters, Maitama, Abuja or call the following Phone Numbers: 08036458237 & 08072965445.
2. All Submission should be submitted in a sealed envelope marked “Audit of Political Parties for 2015” and addressed to:

Secretary to the Commission,

1st Floor, INEC Headquarters,

Zambezi Crescent,

Maitama, Abuja

**5.0** **SPECIAL INFORMATION**

Firms that had earlier applied and indicated party of choice need not re-apply please.

**Signed**

**INDEPENDENT NATIONAL ELECTORAL COMMISSION**

**14th June, 2016**