



FEDERAL AIRPORTS AUTHORITY OF NIGERIA

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR TAX CONSULTANCY SERVICES FOR 2019 TAX YEAR

A. INTRODUCTION

In compliance with the Public Procurement Act, 2007, the Federal Airports Authority of Nigeria (FAAN) hereby invites competent and reputable Consultants to submit Expression of Interest (EOI) for the Tax Consultancy Services for the “2019 Tax Year” under its 2019 financial year (IGR) budget.

B. SCOPE OF WORK

The scope of service shall cover the tax disputes with various tax bodies and shall include but not limited to the following:

- Compute and confirm the assessment raised by the Tax bodies.
- Reconcile Tax figures with Tax Authority.
- Discuss the variance with the Tax bodies.
- Obtain new agreed Tax Liabilities.
- Assist to negotiate the terms of payment.
- Obtain various Tax Clearance Certificates.
- Collect the outstanding Tax Revenue Receipts and Credit Notes for the Authority.

C. LOTS:-

- Lot A - Federal Inland Revenue Service {FIRS}**
- Lot B - Headquarters, Local and International Wings of Murtala Muhammed Airport
- Lot C - Ibadan Airport, Ilorin International Airport, Akure Airport and Benin Airport
- Lot D - Sultan Abubakar International Airport, Sokoto; Mallam Aminu-Kano International Airport, Kano; Umaru Musa-Yar’adua International Airport, Katsina; Maiduguri Airport and Yola Airport.
- Lot E - Nnamdi Azikiwe International Airport, Abuja; Kaduna Airport; Minna Airport and Makurdi Airport.
- Lot F - Port-Harcourt International Airport, Port-Harcourt; Akanu Ibiam International Airport, Enugu; Margret Ekpo International Airport, Calabar and Sam Mbakwe Airport, Owerri.

D. EXPRESSION OF INTEREST (EOI) REQUIREMENTS

- a. Evidence of Company Registration (Certificate of incorporation or Registration of business name).
- b. Certified true copy of Memorandum and Article of Association with CAC forms CAC2 & CAC7 inclusive (where applicable).
- c. Evidence of Company Income’s Tax Clearance Certificate for the last three (3) years valid till 31st December, 2018;
- d. Evidence of current Pension Compliance Certificate valid till 31st December, 2018;
- e. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2018;
- f. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2018;
- g. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 30/6/2019 or valid Certificate issued by BPP.
- h. Evidence of registration with Financial Reporting Council (FRC) of Nigeria

- i. Sworn Affidavit:
 - disclosing whether or not any officer of the relevant committees of the Federal Airports Authority 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 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 firm's Director or the company is bankrupt.
- j. Company's profile and the CV's of the key Management staff with Academic and Professional certificates attached.
- k. Evidence of company's membership with relevant professional body: ICAN, ANAN or any other related body.
- l. Copies of the audited account of the company for the last three years -(2015, 2016 & 2017)
- m. Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- n. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Payment Certificates;
- o. 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.

E. SUBMISSION OF EOI DOCUMENTS

- The documents are to be submitted in **soft copy and two (2) hard copies in A4 paper size and neatly bound**. The document should be arranged in the order listed under expression of interest requirements above and clearly separated by dividers.
- The documents **must** be sealed in an envelope, the Project Name clearly written at the top left corner of the envelope and the name of the bidding company boldly written at the back.
- All documents must be submitted to the office of "**The General Manager (Procurement)**", **FAAN Headquarters, Ikeja – Lagos**.
- **Contacts: - Phone No. 08033075384; E-mail Address: procurement@faannigeria.org .**
- Submission of EOI document shall close at exactly **11:30a.m. on Monday, 11th March, 2019**.

F. OPENING OF EOI DOCUMENTS

All submissions will be opened immediately after the deadline for submission at **11:30a.m. on Monday, 11th March, 2019**, at the **Procurement Conference Room, Maintenance Yard, FAAN Headquarters, Ikeja, Lagos**.

G. IMPORTANT INFORMATION

- ❖ FAAN reserves the right to verify the authenticity of any claims made on the tender documents submitted by companies.
- ❖ Failure to comply with the instruction(s) and provide any required document(s) may automatically result in disqualification.
- ❖ FAAN reserves the right to reject any or all the documents.
- ❖ Original of all documents above may be requested for sighting as at when needed.
- ❖ Late submission shall be returned un-opened.

- ❖ All submissions must be in English language.
- ❖ At a later stage, shortlisted Consultants may be requested to submit the updated copies of their statutory documents (i.e. Tax, ITF, PENCOR, NSITF, BPP etc.).
- ❖ This advert shall not be construed to be a commitment on the part of FAAN, nor shall it entail the Applicant to make any claim(s) whatsoever and/ or seek any indemnity from FAAN, by virtue of such applicant having responded to this publication.

Signed
MANAGEMENT