



NATIONAL PENSION COMMISSION
Plot 174 Adetokunbo Ademola Crescent, Wuse 2, Abuja

EXPRESSION OF INTEREST (EOI)

1.0 INTRODUCTION

The National Pension Commission (PenCom) in compliance with the Public Procurement Act, 2007, invites reputable, experienced and interested consultants to submit Expression of Interest (Eoi) for the provision of the under listed service:

2.0 SCOPE OF SERVICES: CONSULTANCY SERVICES

S/N	Description of Service	Lot No
1.	Engagement of Consultant for a Comprehensive external assessment and validation of Internal Audit Operations with IIA Standards	Q101
2.	Engagement of Consultant for the Development of an appropriate structure and approach for the implementation of Internal Control Functions	Q102
3.	Engagement of Consultant to draft the Human Resources Strategy for the Commission	Q103
4.	Disaster Recovery Service Upgrade	Q104
5.	Engagement of Advisory Services for Macroeconomic Research and Stress Testing of the Pension Fund Portfolios	Q105
6.	Engagement of Consultant for the Review of the Commission's Enterprise Risk Management Processes, Overall Operational Risk of the Commission	Q106

3.0 ELIGIBILITY REQUIREMENTS

Interested firms should submit two (2) bound Eoi documents duly signed, paginated, separated by dividers and arranged in the order outlined hereunder:

- a. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7, or Business Name where applicable;
- b. Evidence of Tax Clearance Certificate (or Personal Income Taxes of the Partners where applicable) for the last three (3) years valid till 31st December, 2024;
- c. Evidence of Pension Clearance Certificate valid till 31st December, 2025 (The Pension Clearance Certificate is issued to companies that have at least 3 employees);
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2025 (applicable where number of staff is at least 5 or at least N50m turnover);
- e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2025;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31st December, 2025 or valid Certificate issued by BPP.
- g. A Sworn Affidavit:
 - disclosing whether or not any officer of the relevant committees of National Pension 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 the Company is not in receivership, subject to any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings; and
 - that the Company does not have any Director who has been convicted in any country for criminal offences relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter;
- h. Company's Audited Accounts for the last three (3) years – 2022, 2023 & 2024;
- i. 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;
- j. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications in relevant fields such as Membership of Institute of Internal Auditors and Lots Interested
- k. 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;
- l. For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner);
- m. 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.

Note:

- Documents to be submitted in fulfillment of the requirements should be arranged in the order listed.
- Tender documents should be paginated with table of content indicating the pages on which items are to be found.
- A Firm submitting an Expression of Interest for Lots Q101 and Q106 cannot submit for Lot Q102 simultaneously.

4.0 SUBMISSION OF EXPRESSION OF INTEREST

Prospective consultants are to enclose two (2) copies of Expression of Interest (Eoi) including one original copy in sealed envelope clearly stating the **"Name of the Project 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:

The Director General
National Pension Commission
174, Adetokunbo Ademola Crescent
Wuse II, Abuja

The EOI documents are to be dropped in the Bid Box at the Procurement Department, 3rd Floor of the National Pension Commission, Plot 174 Adetokunbo Ademola Crescent Wuse II, Abuja not later than **12:00pm, Tuesday, 29th April, 2025**.

5.0 OPENING OF EXPRESSION OF INTEREST

All Eois will be opened in the presence of representatives of Consulting firms immediately after the deadline at **12:00pm, Tuesday, 29th April, 2025** at the Commission's meeting room.

6.0 ENQUIRY

All enquiries should be directed in writing to:

The Director General
National Pension Commission
174 Adetokunbo Ademola Crescent
Wuse II, Abuja

Further clarifications can be sought between 9:00 am – 2:00 pm from the Procurement Department at the Commission's Head Office or call Telephone Number **0701 544 5557** or via the email: procurement@pencom.gov.ng

7.0 DISCLAIMER

- Only shortlisted consultants will be invited for further consideration;
- Any proposal submitted in the wrong place shall be disqualified;
- Late submissions shall be returned un-opened;
- This advertisement shall not be construed as a commitment on the part of PenCom to appoint any consultant, nor shall it entitle any consultant submitting documents to claim any indemnity from PenCom;
- PenCom reserves the right to take a decision on any of the documents received;
- Any form of canvassing from any source whatsoever shall result in immediate disqualification;
- PenCom reserves the right to verify the authenticity of any claims on the documents;
- PenCom will only correspond with authorized officers of the successful company and not agents or persons acting on its behalf;
- PenCom is not bound to shortlist any vendor and reserves the right to annul the process at any time without incurring liabilities and assigning any reason thereof in line with Section 28 of the PPA, 2007.

Signed:
Management
National Pension Commission