



INDEPENDENT NATIONAL ELECTORAL COMMISSION

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Plot 436, Zambezi Crescent, Maitama, Abuja

INVITATION FOR PROPOSAL: ANNUAL AUDIT OF ACCOUNTS OF POLITICAL PARTIES FOR THE 2016 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 all registered political parties for the financial year ended 31st December, 2016.

2.0 DESCRIPTION OF ASSIGNMENT

- (i) Interested Audit Firms should apply for Auditing of **ONE** of the registered political parties as follows:-

LOT 1 - 40

LOTS	ACRONYM
LOT 1 - Accord	A
LOT 2 - Action Alliance	AA
LOT 3 - Advanced Congress of Democrats	ACD
LOT 4 - Allied Congress Party of Nigeria	ACPN
LOT 5 - Alliance for Democracy	AD
LOT 6 - African Democratic Congress	ADC
LOT 7 - African Peoples Alliance	APA
LOT 8 - All Progressives Congress	APC

LOTS	ACRONYM
LOT 9 - All Progressives Grand Alliance	APGA
LOT 10 – Better Nigeria Progressive Party	BNPP
LOT 11- Green Party of Nigeria	GPN
LOT 12 – Democratic Alternative	DA
LOT 13 -Democratic Peoples Congress	DPC
LOT 14 - Democratic Peoples Party	DPP
LOT 15 - Fresh Democratic Party	Fresh
LOT 16 - Hope Democratic Party	HDP
LOT 17 - Independent Democrats	ID
LOT 18 - Kowa Party	KP
LOT 19 - Labour Party	LP
LOT 20 – Masses Movement of Nigeria	MMN
LOT 21 - Mega Progressive Peoples Party	MPPP
LOT 22 – National Action Council	NAC
LOT 23 - National Conscience Party	NCP
LOT 24 - National Democratic Liberty Party	NDLP
LOT 25 – Nigeria Elements Progressive Party	NEPP
LOT 26 - New Nigeria Peoples Party	NNPP
LOT 27 – National Unity Party	NUP
LOT 28 – Nigeria Peoples Congress	NPC
LOT 29 - People for Democratic Change	PDC
LOT 30 - Peoples Democratic Movement	PDM
LOT 31 - Peoples Democratic Party	PDP
LOT 32 - Progressive Peoples Alliance	PPA
LOT 33 – Peoples Party of Nigeria	PPN

LOTS	ACRONYM
LOT 34 – Peoples Progressive Party	PPP
LOT 35 – Peoples Redemption Party	PRP
LOT 36 - Social Democratic Party	SDP
LOT 37 - United Democratic Party	UDP
LOT 38 - Unity Party of Nigeria	UPN
LOT 39 - United Progressive Party	UPP
LOT 40 – Young Democratic Party	YDP

- (ii) Successful firms are expected to submit five (5) soft copies and 30 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 to 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 (2014, 2015 and 2016) 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 (2014, 2015 and 2016) 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.
- (xii) 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.

4.0 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 18th July, 2017 at 12 noon. While the documents shall be opened immediately after the deadline on 18th July, 2017 by 12 noon at the Commission's Media centre, Maitama, Abuja.

- (ii) The Commission reserves the right to accept or reject any application.
- (iii) This advert shall not be construed to be a commitment on the part of INEC nor shall it entail the applicant to make any claim(s).
- (iv) For further enquiries, please, contact the Director, Elections and Political Party Monitoring, INEC Headquarters, Maitama, Abuja or call the following Phone Numbers: 08034506309 & 07030841229.
- (v) All Submissions should be in a sealed envelope marked "Audit of Political Parties for 2016" and addressed to:

Secretary to the Commission,
1st Floor, INEC Headquarters,
Zambezi Crescent,
Maitama, Abuja

Signed
INDEPENDENT NATIONAL ELECTORAL COMMISSION
19TH JUNE, 2017