



**FEDERAL REPUBLIC OF NIGERIA**  
**PUBLIC SERVICE INSTITUTE OF NIGERIA (PSIN)**  
(OFFICE OF THE HEAD OF THE CIVIL SERVICE OF THE FEDERATION)  
Km12, Abuja-Kubwa Expressway, Dutse-Alhaji Junction, Abuja.

**INVITATION FOR EXPRESSION OF INTEREST**

1.0 In compliance with the Public Procurement Act 2007, the Public Services Institute of Nigeria (PSIN) pursuant to its mandate of manpower development Invites, Reputable, Interested and Experienced Individual Consultants to submit proposals for the Following consultancy services:

2.0 Individual Consultancy Services; The Scope of work is provided in the (RFP)

S/No	Description	Tender Period
Lot 1	<i>External Audit Services of African Capacity Building Foundation (ACBF) Funded Projects/Programs in Public Service Institute of Nigeria (PSIN) Abuja</i>	2 weeks
LOT 2	<i>Electronic Equipment Computer Risks Insurance of African Capacity Building Foundation (ACBF) Funded Equipments in Public Service Institute of Nigeria (PSIN) Abuja</i>	2 weeks

**3.0 REQUIREMENTS:**

- i. Current personal Tax certificate for the for 2016, 2017 and 2018;
- ii. Verifiable evidence of at least a Master's Degree from any recognized University;
- iii. Verifiable Curriculum Vitae;
- iv. Verifiable evidence of experience in similar Job; and
- v. Evidence of Facilitation and Communication.

4.0. More details on the requested services are provided in the Terms of Reference in the Request for Proposals

4.1 The Public Service Institute of Nigeria will make available the necessary documents and reports and other information concerning this assignment. You may obtain additional information at the following address: Procurement Unit Room 021, Ground floor, Public Service Institute of Nigeria. Dutse Alhaji Junction Kubwa Express Way Abuja. E-mail: [psinprocurement@gmail.com](mailto:psinprocurement@gmail.com) an Phone No: 08036075289

5.0 In the event of a competitive selection: This Invitation is Open to all Consultant Auditors.

6.0 A candidate will be selected on the basis of comparison of individual qualifications (Curriculum Vitae and Experience) the format of Curriculum Vitae, Terms of Reference is in the Request for Proposal to be collected from the Procurement Unit of PSIN.

## **7.0 SUBMISSION OF PROPOSALS**

Request for Proposal shall be submitted in envelopes clearly written at the reverse side and addressed to the Secretary, Parastatal Tender Board, Public Service Institute of Nigeria, Dutse Junction, Kubwa Express way Abuja. Request for Proposal shall be submitted at Procurement Unit Room 021 Ground Floor.

### **0.8 CLOSING DATE/BIDS OPENING**

Submission of Expression of Interest shall close Two (2) weeks from the date of this publication on 20<sup>th</sup> June, 2019 by 12 noon. Opening of the Proposal will commence immediately at the Institute's Conference Room. Consultants or their representatives, NGOs, Professional bodies and interested members of the public are hereby invited to the Expression of Interest opening exercise.

### **0.9 IMPORTANT INFORMATION: Please NOTE**

- i. Any submission of documents after the 12.00 noon deadline of 20<sup>th</sup> June, 2019 will not be accepted
- ii. PSIN reserves the right to verify the authenticity of documents submitted by bidders.
- iii. The PSIN reserve the right to invoke the provisions of Section 28 of the Public Procurement Act, 2007 without incurring any liability to the bidder.

**Signed**  
**Management**  
6<sup>th</sup> June, 2019