



FEDERAL REPUBLIC OF NIGERIA
BUREAU OF PUBLIC SERVICE REFORMS
THE PRESIDENCY

Federal Secretariat Complex, Phase II Block D, Shehu Shagari Way Abuja

INVITATION FOR EXPRESSION OF INTEREST (EOI)
FOR THE PRE-RETIREMENT TRAINING PROGRAMME
FOR STAFF OF PARASTATALS

1.0 INTRODUCTION

The Bureau of Public Service Reforms (BPSR) is pleased to announce the commencement of preparations for the pre-retirement training programme for various categories of retiring staff of Federal Parastatals in the country. The programme will run in the six geo-political zones of the country simultaneously. The essence of the training is to help participants adequately adjust to the challenges of retirement, have personal understanding of financial planning, manage their health and help them to appreciate types of business opportunities that are open to them. In compliance with requirement of the Public Procurement Act 2007, interested training consultant and institutions with relevant experience and good track record performance are hereby invited to submit Expression of Interest for the underlisted project.

LOT	PROJECT TITLE/DESCRIPTION
	CATEGORY: CONSULTANCY SERVICE
LOT/2026/NCB/EOI/01	PRE-RETIREMENT TRAINING PROGRAMME FOR RETIRING STAFF OF FEDERAL PARASTATALS

1.1 THE CORE COMPETENCE REQUIRED OF CONSULTANTS AND INSTITUTIONS TO BE ENGAGED ARE IN THE FOLLOWING AREAS:

- ✓ Perspective on Retirement
- ✓ Personal Financial Planning and Book-Keeping
- ✓ Relationship Management and Networking
- ✓ Personal Effectiveness
- ✓ Principles of Entrepreneurship
- ✓ Post Retirement Interest Mapping and Specialized Vocational Activity Training
- ✓ Computer Appreciation; Information and Communication Technology
- ✓ Pension Management under 2014 Pension Reform Act
- ✓ Business Registration and cooperative Society Formation
- ✓ Research Methodology and Report Writing
- ✓ Establishment & Management of Small-Scale Businesses
- ✓ Health Wellness Management

2.0 ELIGIBILITY REQUIREMENTS:

- All submission must be accompanied with the following documents:
- a. Certificate of Incorporation with Corporate Affairs Commission (CAC) including Form CAC2 and CAC7;
 - b. Evidence of Company Income Tax Certificate for the last three years (2023, 2024 & 2025) valid till 31st December, 2026
 - c. Evidence of current Pension Compliance Certificate valid till 31st December, 2026
 - d. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2026;
 - e. Evidence of registration on the National Database of Federal Contractors, Consultants and Service Providers with the Bureau of Public Procurement (BPP) by submission of the Interim Registration Report (IRR) certificate expiring on 31st December, 2026 or valid certificate issued by BPP;
 - f. Evidence of current Nigeria Social Insurance Trust fund (NSITF) Compliance Certificate valid till 31st December, 2026;
 - g. Sworn Affidavit disclosing whether or not any Officer of Bureau of Public Service Reforms 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;
 - h. Company's Audited Accounts for the last three years (2023, 2024 & 2025);
 - i. Evidence of financial capability to execute the project including Reference Letter from a reputable commercial bank including willingness to provide credit facility for the execution of the project when needed;
 - j. Company Profile with the Curriculum Vitae of key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
 - k. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Award, Valuation Certificates, Job Completion Certificates and Photographs of the projects. Experience of working with BPSR would be an added advantage; and
 - l. Evidence of Company up-to-date registration with Centre for Management Development
 - 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 Letter Head Paper must bear the Names and Nationality of the Directors of the Company at the bottom of the page, duly signed by the authorized officer of the firm.

3 SUBMISSIONS OF EOI:

Prospective bidders are to submit bid in two (2) bound copies of Expression of Interest (EOI) documents, separated by dividers. The documents should be submitted in a sealed envelope and addressed to **(The Director General, Bureau of Public Service Reforms, Federal Secretariat Complex, Phase II, Shehu Shagari Way, Abuja.)** and clearly marked with **(the name of the project and the Lot number)**. Furthermore, the reverse of the envelope should have the name and address of the bidder and drop in the designated Tender Box in front of the Procurement office, on or before **12 pm, 21st September, 2026**.

4 OPENING OF BID

The Expression of Interest (EOI) documents will be opened immediately after the deadline for submission on 21st September, 2026 at the Prof O. A. Afolabi's ICT Resource Center. Please, ensure that you sign the Bid submission Register in the Procurement Department Room (317), **Bureau of Public Service Reforms, Federal Secretariat Complex, Phase II, Shehu Shagari Way, Abuja**, as the **Bureau of Public Service Reforms** will not be held liable for misplaced or wrongly submitted bids.

5 GENERAL INFORMATION

- a. EOI must be in English Language and signed by an official authorized by the bidder;
- b. EOI submitted after the deadline for submission would be returned un-opened;
- c. All costs will be borne by the bidders;
- d. The EOIs will be opened in the presence of Bidders or their representative, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies;
- e. Only Shortlisted Applicants at EOI's evaluation will be invited at a later date for Request for Proposal;
- f. The **Bureau of Public Service Reforms** is not bound to shortlist any bidder and reserves the right to annul the procurement process at any time without incurring any liabilities in accordance with section 28 of the Public Procurement Act 2007.

Signed

Director General
Bureau of Public Service Reforms, Abuja