



CENTRAL BANK OF NIGERIA

REQUEST FOR PROPOSAL FOR THE ENGAGEMENT OF A DATA PROTECTION COMPLIANCE ORGANISATION (DPCO) FOR THE DATA PROTECTION REGULATION COMPLIANCE AUDIT OF THE CENTRAL BANK OF NIGERIA

RFP NO: CBN/IAD/RFP/2021/001

1.0 INTRODUCTION:

The Central Bank of Nigeria (hereafter referred to as “CBN” or “the Bank”) proposes to undertake a Data Protection Compliance Audit (DPCA) in compliance with Part 4.4.1(4) of the Nigeria Data Protection Regulation (NDPR) 2019. The Regulation requires the Bank to engage a Data Protection Compliance Organisation (DPCO) – an entity duly licensed by NITDA, for training, auditing, consulting and rendering services and products for the purpose of compliance with the Regulation or any foreign Data Protection Law or Regulation having effect in Nigeria.

Consequently, the Bank hereby invites reputable and experienced Service Providers certified by the National Information Technology Development Agency (NITDA) for the purpose of Data Protection Compliance Audit in Nigeria to apply to prequalify and tender for the provision of services for the Data Protection Regulation Compliance Audit of the Central Bank of Nigeria.

2.0 SCOPE OF WORK

The Data Protection Regulation Compliance Audit will involve but not limited to the following activities:

- Check for personal data creation procedures
- Check for personal data processing procedures
- Check for data retention/storage procedures
- Check for data disposal procedures
- Security of personal data as regards third party data transfer
- Check all the data storage to confirm that the personal data are all well stored in reports, file, cabinets, systems, database, devices (tapes, disks, etc) applications
- Check for any data protection gaps and ensure that they are all closed
- Assess NDPR Awareness in the Bank
- Identify all locations where personal data is stored in the Bank and check the adequacy of security and privacy around them
- Check the existence, location and adequacy of existing Data Protection documents
- Check if the Bank has documented legal justification for using special categories of personal data (sensitive and non-sensitive)
- Check and confirm the adequacy and completeness of the data subjects rights with regard to the NDPR

- Security of data – check for the existence of data pseudonymization and data encryption
- Check for potential impacts from breaches of personal data and the existence of a comprehensive response plan

3.0 MANDATORY REQUIREMENTS:

Interested and competent service providers **must** submit the following documents for verification:

- a) Evidence of Certificate of Incorporation and Registration with the Corporate Affairs Commission (CAC) including Form CAC2 and CAC7;
- b) Certified true copy of Memorandum and Article of Association.
- c) Evidence of Company Tax Clearance Certificate for the last three (3) years (2017, 2018 and 2019) as at when due (such evidence should reflect the value of the projects undertaken by the company in the last three (3) years.
- d) Current Pension Clearance Certificate from PENCOM.
- e) Evidence of Compliance Certificate with the provisions of Section 6(1)(3) of the amended Industrial Training Fund (ITF) Act No.19 of 2011.
- f) Sworn affidavit disclosing:
 - That the company is not in receivership, insolvent or bankrupt
 - That the company does not have any Director who has ever been convicted in any court in Nigeria or any other country for criminal offence in relation to fraud or financial impropriety
 - Whether or not any officer of the relevant committee of the Central Bank of Nigeria or the Bureau of Public Procurement (BPP) is a former or present Director, Shareholder or has any pecuniary interest in the bidder
 - That all documents submitted for the bidding are true and correct in all particulars.
- h) An Interim Registration Report (IRR) as Evidence of Registration on the BPP National Database of Contractors, Consultants and Service Providers.
- i) Employees' Compensation Scheme (ECS) Compliance Certificate issued by the Nigeria Social Insurance Trust Fund (NSITF).
- k) Letter of Certification by the National Information Technology Development Agency (NITDA) for the purpose of Data Protection Compliance Audit in Nigeria.

Others

- i) Comprehensive company profile including registered office, functional contact email address, GSM phone number(s) and facsimile number(s) with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications
- ii) Company's Audited statement of Accounts for the last three (3) years (2017, 2018, 2019) duly stamped by licensed Auditors.
- iii) Reference Letter from a Bank stating the financial ability of the vendor to carry out such project(s).

- iv) Verifiable documentary evidence of at least two (2) similar jobs executed in the last two (2) years including Letters of Awards, Job Completion Certificates, and NITDA Confirmation

4.0 SUBMISSION:

The submissions shall be in two separate sealed envelopes as follows:

- i) The Mandatory Requirements and Technical Proposal should be submitted in a wax sealed envelope boldly marked at the top left corner:-

“MANDATORY REQUIREMENTS and TECHNICAL PROPOSAL for the Data Protection Regulation Compliance Audit of the Central Bank of Nigeria”

- ii) The Financial Proposal should be submitted in a second, wax sealed envelope boldly marked at the top left corner:-

“FINANCIAL PROPOSAL for the Data Protection Regulation Compliance Audit of the Central Bank of Nigeria”

And addressed to:-

The Secretary,
Major Contracts Tenders Committee
2nd Floor, Wing C
Procurement & Support Services Department
CBN, Head Office Complex
Abuja
☎09-07080650457

Furthermore, the reverse of each sealed envelope should have the name and address of the bidder.

5.0 CLOSING DATE:

All submission must be received at the above Office not later than 12:00 noon on 27th April, 2021.

6.0 OPENING DATE:

The Submissions will be opened immediately, following the deadline on the 27th April, 2021.

7.0 GENERAL INFORMATION

- a) Failure to sign and seal your Submission as required may cause your Submission to be deemed **non-responsive**, and the CBN will not be responsible for non-receipt of a proposal that is incorrectly addressed or identified;
- b) Partial submissions, i.e. submissions which do not cover all the essential requirements of the CBN as specified in this advert, will be treated as non-responsive and will be rejected;
- c) All costs will be borne by the bidders;

- d) The Central Bank of Nigeria is not bound to pre-qualify 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;
- e) Nothing in the advert shall be construed to be a commitment on the part of the CBN.

Signed
MANAGEMENT
CENTRAL BANK OF NIGERIA