

14 May 2020

## **REQUEST FOR PROPOSAL – BACKGROUND VERIFICATION SERVICE**

NASD PLC ('NASD') is a public limited liability company registered by the Securities and Exchange Commission ("SEC") to operate an Over the Counter ('OTC') Market in Nigeria. The market has grown to trading over 40 securities through a community of stockbrokers.

NASD now seeks to work with a Background Verification Company to act as it's consultant on staff verification.

### **Scope of Service Required**

1. Verification of Staff Identity
2. Verification of Staff Contact Address
3. Verification of Staff Reference
4. Verification of Staff Previous Employment
5. Verification of Criminal Charge (If any)

### **Required Information**

Proposals are expected to contain:

- A full profile of the firm and the members of the team who will be responsible for the exercise.
- Details of similar exercises undertaken
- Type of screening service used
- A timeline and estimated cost of the exercise
- Sample Background check report
- Any other issues to be considered by NASD

### **Submissions and Deadlines**

Soft Copy Proposals should be submitted by mail box: [c.mbagwu@nasdng.com](mailto:c.mbagwu@nasdng.com) and [info@nasdng.com](mailto:info@nasdng.com) before **5:00 pm, Monday June 1 2020**. Subject of the mail should read **"Proposal for Background Verification Service"**.

Shortlisted firms will be invited to discuss their proposals.

**Signed**

**MANAGEMENT  
NASD PLC**