

Michael Okpara University of Agriculture, Umudike

Dr. Azubuike C. Nwokocha (JP)

B.Sc, M.Ed, PhD, (Uph)

Registrar & Secretary to Council

P.M.B 7267 Umuahia-Abia State

Nigeria

Office of the Registrar

Invitation for the Pre-Qualification of Firms of Professional/Chartered Accountants as External Auditors to the University

1.0 Introduction:

Michael Okpara University of Agriculture, Umudike was established by Decree 48 of 2nd November, 1992 by the Federal Government of Nigeria. It is one of the three specialized Universities of Agriculture in the country. The University has the tripodial mandate of teaching, research and extension in agriculture and related disciplines. The University hereby invites Technical Proposals from reputable firms of Professional/Chartered Accountants for appointment as External Auditors for the period 2013 to 2015.

2.0 Scope of Work:

The duties to be performed by the firm which shall be appointed as External Auditors of the University shall be to audit the account of the University's accounts annually from 2013 to 2015.

3.0 Pre-Qualification Requirements:

The technical proposals which shall state clearly the proposed bill for the duties stated above shall be accompanied with the following:

- (a) Evidence of Registration with the Corporate Affairs Commission
- (b) Evidence of Registration with the Office of the Auditor General of the Federation
- (c) Evidence of up-to-date renewal of registration with the Office of the Auditor-General of the Federation
- (d) Latest Tax Clearance Certificates of the partners
- (e) Evidence of VAT Registration of the firm with the Federal Inland Revenue Service
- (f) List of Clientele accompanied by letter of engagement
- (g) Profile of the firm with detailed Curriculum Vitae of the partners and key staff

4.0 Submission of Pre-Qualification Documents:

Interested firms should send two copies of their technical proposals in sealed envelopes to be clearly marked “**External Auditor for University**” at the top left hand corner and addressed to:

The Registrar

Michael Okpara University of Agriculture, Umudike

P.M.B 7267, Umuahia

Abia State

Proposals are expected to be submitted on or before 3rd April, 2014. Late submissions will be rejected. Only short-listed firms would be invited for interview.

Dr. A.C. Nwokocho

Registrar