

**Universal Basic Education Commission**  
**UBEC Building, 7 Gwani Street, off IBB Way, Wuse Zone 4, Abuja**  
**Tel: 09-5232351, 5237899, 5232895**

## **Request for Expression of Interest as External Auditors**

**Advert No: UBEC/PU/ EXT AUD/FA/2/10**

**Date: 25th August, 2010**

### **Introduction:**

The Universal Basic Education Commission (UBEC) is in receipt of Intervention Funds from the Consolidated Revenue Fund (CRF) of the Federal Government for the years 2008 & 2009. Some of these Funds were disbursed to State Universal Basic Education Boards to carry out Basic Education activities at the States, Local Government Council, Community and School levels.

The Commission therefore intends to carry-out a comprehensive audit of the funds released to the States and the Commission for the years 2008 & 2008) and requires the services of reputable qualified Audit firms to carry out the assignment.

Interested Accounting/Audit Firms are hereby requested to indicate their interest in providing these services.

Successful firms will be hired to audit the accounts in only one of the six Geo-Political regions or the Universal Basic Education Commission's Accounts. Therefore, firms should clearly indicate their areas of interest.

A National Consultant will, however, be engaged to consolidate the Geo-Political zones reports in one National report.

- **Scope of Work**

- The scope of work includes:**

- i. Carrying-out comprehensive Audit of the Books of Accounts and all relevant documents at their disposal in the following Zones:

- North East Zones (Adamawa, Bauchi, Borno, Gombe, Taraba and Yobe States)

- North West Zones (Jigawa, Kaduna, Kano, Katsina, Kebbi, Sokoto and Zamfara States)

- North Central Zones (Benue, Kogi, Kwara, Nasarawa, Niger, Plateau States and FCT Abuja)

- South West Zones (Ekiti, Lagos, Ogun, Ondo, Osun and Oyo States)

- South East Zones (Abia, Anambra, Ebonyi, Enugu and Imo States)

- South South Zones (Akwa-Ibom, Bayelsa, Cross-River, Delta, Edo and Rivers States)

- ii. Consolidation of the Geo-political Zones Reports into one National report and

- iii. Preparation of an Audit Report of UBEC Headquarters and all its States and Zonal Offices.

### **Expression of Interest Requirements**

1. Evidence of Registration with the Office of the Auditor-General for the Federation.

2. Evidence of Certificate of Registration with Corporate Affairs Commission.

3. Evidence of Tax Clearance Certificates for 2007, 2008 & 2009.
4. Evidence of financial capability from a reputable Bank.
5. Evidence of previous similar contracts executed in 2007, 2008 & 2009(Attach award letters and job completion certificates (This is important)
6. Evidence of support from reputable bank
7. Evidence of qualified personnel (attach Curriculum Vitae of key staff)
8. Evidence of payment of a non refundable fee of N10, 000 in Bank Draft addressed to “Universal Basic Education Commission”

**-Qualification Documents Submission of Pre**

All interested firms are requested submit their Expression of Interest documents in two separated envelopes and properly sealed marked a either “Original” OR “Duplicate” Expression of Interest as External Auditors, and to be addressed to:

**The Executive Secretary  
Universal Basic Education Commission,  
UBEC Building,  
7, Gwani Street, off IBB Way  
Wuse Zone 4, Abuja,  
Attention: Head of Procurement.**

**Closing Date for Submission of Documents:**

**All submissions must be made on or before 11:00am on 7th October, 2010. The bids will be opened at 12:00noon the same day in the presence of representatives of the External Auditors.**

**Further clarifications can be obtained from the procurement unit between the hours of 10:00am and 2:00pm (Monday to Friday).**

**Ag. Head, Procurement Unit  
For: Executive Secretary**