

UNIVERSAL BASIC EDUCATION COMMISSION

UBEC BUILDING,

7 GWANI STREET,

OFF IBB WAY,

WUSE ZONE 4, ABUJA

REQUEST FOR EXPRESSION OF INTEREST FOR THE ENGAGEMENT OF EXTERNAL AUDIT FIRMS

ADVERT No: UBEC/PU/EXTAUD/FA/2/17

INTRODUCTION

The Universal Basic Education Commission (UBEC) is a regulatory and Intervention Agency established under the Compulsory and Free Universal Basic Education Act, 2004 to provide Financial Grants to States, Local Governments and other Agencies implementing Universal Basic Education programme nationwide.

UBEC had received Intervention Funds from the Consolidated Revenue Fund (CRF) of the Federal Government for the years 2012 to 2016. Part of these Funds were disbursed to the State Universal Basic Education Boards (SUBEBs) to carry out Basic Education activities at the States, Local Government Council, Community and School levels.

In an effort to ensure transparency and accountability, the Commission is inviting reputable and experienced Audit firms to express interest in the audit of the Accounts of the Commission for the Financial Years ended 2015 & 2016 and audit of the funds released to the 36 State Universal Basic Education Boards (SUBEBs) & FCT for the years 2012 – 2016. A competent and reputable Audit firm will also be engaged to consolidate the audit reports from the 36 States and FCT into one National report.

SUMMARY OF ACTIVITIES TO BE PERFORMED BY

THE AUDIT FIRMS

- (i) Auditing the UBEC's Headquarters' Accounts (2015/2016).
- (ii) Auditing the State Universal Basic Education Boards (SUBEBs) intervention funds (2012 – 2016).
- (iii) Consolidation of the audit reports from the 36 States & FCT into one national report.

EXPRESSION OF INTEREST REQUIREMENTS

- (1) Evidence of Registration with the Office of the Auditor-General for the Federation and licensed by the Institute of Chartered Accountants of Nigeria (ICAN) or Association of National Accountants of Nigeria (ANAN)
- (2) Evidence of Certificate of Registration with Corporate Affairs Commission (CAC)
- (3) Evidence of Tax Clearance Certificates (TCC) for 2014, 2015 & 2016
- (4) Evidence of Registration with Industrial Training Fund (ITF) Act No. 19 of 2011
- (5) Evidence of Registration with the NSITF
- (6) Evidence of Registration on the National Database of Contractors, Consultants and Service Providers of the BPP.
- (7) Evidence of Current Pension Clearance Certificate from PENCOM
- (8) Evidence of previous similar Engagements executed in the last three years (2014, 2015 & 2016 (Attach copies of Engagement letters and job completion certificates)
- (9) Evidence of reference from a reputable bank
- (10) Evidence of qualified personnel (attach Curriculum Vitae of key staff)
- (11) Evidence of payment of a non-refundable fee of N10,000 to 'Universal Basic Education Commission' through the Single Treasury Accounts format.

SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

All interested Firms are requested to submit their Expression of Interest (EOI) documents **(ORIGINAL &DUPLICATE) in one envelope marked "EXPRESSION OF INTEREST AS EXTERNAL AUDITORS"**. This should be addressed to:

The Executive Secretary

Universal Basic Education Commission,

UBEC Building,

7, Gwani Street, Off IBB Way,

Wuse Zone4,

Abuja.

Attention: **ASSISTANT DIRECTOR, PROCUREMENT**

CLOSING AND OPENING DATE FOR SUBMISSION OF DOCUMENTS

All submissions must be made **not later than 12.00noon on Tuesday 20th July, 2017**. The submissions will be opened at **12.00noon** same day in the presence of representatives of the External Auditors, Civil Society Organizations and Non-Governmental Organizations at the **UBEC's Conference Room, First floor, 7, Gwani Street, Off IBB Way, Wuse Zone 4, Abuja**. Further clarifications can be obtained from the procurement Unit between the hours of **10.00am and 2.00pm (Monday to Friday)**.

AD, Procurement

For: Executive Secretary