

Request for Proposals

External Audit Services

Association for Reproductive and Family Health (ARFH) is one of the leading Nigerian Non-Governmental Organizations implementing programs for improving Sexual and Reproductive Health (SRH), Care and Treatment of HIV/AIDS, Tuberculosis (TB) and Malaria, etc. The organization intends to engage a reputable audit firm for the provision of external audit services and hereby request submission of proposals from qualified audit firms.

Objective of the Audit:

The objective of the audit is to express a professional opinion on the Financial Statements of the Organization and Donor funded Projects. These Financial Statements, among others, consist of the Income and Expenditure Account, Balance Sheet and Cash Flow Statement which show the financial position, surplus and cash flows for the year under review. They are also required to express a professional opinion on the soundness of the systems of internal control, compliance with the ARFH Rules and Regulations, compliance with the procedures in respect of Regular Budget and Extra Budgetary resources; and compliance with the applicable donor's rules and regulations.

Interested eligible bidders may obtain additional information at the following web address: <http://www.arfh-ng.org>

The bidder shall submit the proposal in one sealed external envelope containing inside two sealed envelopes on or before the closing date indicated below to the following address.

President/CEO

Association for Reproductive and Family Health,

**Millennium Builders Plaza, Block C, 1st Floor,
Plot 251 Cadastral Zone, Adjacent NNPC Tower,
Herbert Macaulay Way, Central District Area, Abuja, Nigeria.**

- The outer envelope should be clearly marked in the top right hand corner “External Audit Services”
- This first internal sealed envelope, which will be clearly marked “Technical Proposal”, must contain two (2) hard copies of the technical proposal with one marked ‘original’ and the other marked ‘copy’
The second internal envelope, which will be clearly marked “Financial Proposal”, should contain the original and copy of the financial proposal. In the event of any discrepancy between the original and the copy, the original shall govern.

- Deadline for Submission of Proposals:

The deadline for the submission of proposals is 1st October 2013