

## **Purpose of this Request for Proposal.**

CBM Global Nigeria Country Office is hereby seeking proposals from interested and eligible companies to provide external audit services for the Projects implemented by partners in different locations. The contract period will be one year with the option to renew for the additional one year subject to satisfactory and professional performance.

## **PRF NO: NG-0092-2023-CBMG.**

**Deadline for Submission:** 10 December 2023, 8:00 pm local Abuja time.

**Description:** External Audit Services

### **Specifications**

The external audit services required include:

1. Carrying out an independent audit review and expression of opinion on the financial statement and statement of Expenditure (SoE) of CBM Global Nigeria Partners in Lagos, Kano, FCT and Plateau States.**Quotation**

Response to this Expression of Interest must be in a fixed-price, all-inclusive basis, including delivery and all other costs. Pricing must be presented in Nigeria Naira. Offers must remain valid for not less than Sixty (60) calendar days after the offer deadline. Prices quoted must remain fixed for a minimum of 12 months. Tenderers are requested to provide quotations on their official quotation format or in the event this is not possible, letterhead will be accepted.

### **Bid requirements for qualification.**

Please read this section carefully and be sure that all requested information is included in your submission. Evaluators will neither make assumptions nor draw inferences regarding missing or incomplete information. The submission of incomplete information could result in the rejection of the proposal. Proposals should be comprehensive and highlight how the

bidding company intends to meet up with our requirements as stated above, in addition to clearly stating service costs and/or rates of commission, proposals should include the following:

## **Company Profile**

- (i.) Bidding company should provide a verifiable list of clients (INGO's, UN, Embassies preferred) with evidence of copies of contractual documents.
- (ii.) Explain clearly other services your company specializes in.
- (iii.) Evidence of membership in relevant national or international forum.

## **Registration Requirement**

- (i.) Evidence of registration with Corporate Affairs Commission (ii.) Copy of Memorandum and Article of Association
- (iii.) Copy of forms CAC2 and CAC7
- (iv.) Evidence of registration with relevant statutory bodies.
- (v) Provide evidence of financial standing and an updated audit report for 2022.

## **Withholding-Taxes and VAT**

The agreement under which this procurement is financed does not permit the financing of any taxes, VAT, tariffs, duties, or other levies imposed by any laws in effect in the Cooperating Country. No such Cooperating Country taxes, VAT, charges, tariffs, duties or levies will be paid under an order resulting from this EoI. **According to the Nigerian withholding tax law, CBM Global is required to withhold the "subcontractor/vendor" taxes from the gross amount payable to all Nigerian for-profit.**

## **Terms and Conditions**

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate CBM Global to make an award or pay for costs incurred by potential tenderers in the preparation and submission of an offer.

### **Qualification criteria**

The Service provider will be selected according to their responsiveness, profile, reliability, financial quote, evidence of past/current delivery of the required services to international development organizations, prompt response to timeline, Company background, payment terms, quality of services, Equipment available to personnel and insurance provision in case of robbery.

The completeness of the submission in compliance to the requirements of the Request for Proposal will be considered.

### **Some of the criteria required are:**

1. A member of a National Registered Supervisory body and commits to follow International Federation of Accountants (IFAC) standard of Auditing and Reporting.
2. At least 5 years' experience in conducting Audit of programmes and projects that are donor funded by National and/or International Donors and Institutions.
3. Experience of conducting audits in the country with Sufficient knowledge of relevant laws, regulations, and rules in Nigeria.
4. Evidence of at least 5 previous assignments of similar nature and scope in the last 7 years.
5. Availability of qualified and skilled personnel in Public Audit and Public Accounting.

### **CBM GLOBAL PROHIBITED CONDUCT - CORRUPTION AND FRAUD:**

CBM Global has a zero-tolerance policy towards fraudulent and corrupt practices. Compliance with CBM Global's Policy on Preventing Corruption and Fraud and the Counter Terrorism & Anti Money Laundering Policy is mandatory for staff, implementing partners, volunteers, contractors and related Third Parties.

CBM Global will take all suspicions of corruption seriously and assess, act upon, investigate and discipline all such cases as appropriate and in a professional, transparent, and fair manner.

**Disclaimer:**

This is only a Call for Proposal, CBM Global reserves the right to either amend or cancel it at any time with or without notice. In such cases, CBM Global shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their Proposals.

Any failure upon these engagements will involve the rejection of the Proposal formulated or, in case, the cancellation of the committed contracts.

**Section 1: Offer Checklist**

To assist tenderers in preparation of proposals, the following checklist summarizes the documentation to include an offer in response to this RFQ:

- Cover letter, signed by an authorized representative of the tenderer
- Official quotation, including specifications of offered service
- Copy of tenderer's registration or business license
- Copy of Services required work in line with relevant regulations timeline
- Copy of company profile including a list of clients, previous experience, audit report, and complete bank account details.

**You must submit your quotation in the above order of documents mentioned.**

**Section 2: Offer Cover Letter**

The following cover letter must be placed on letter head and completed/signed/stamped by a representative authorized to sign on behalf of the tenderer:

To: Procurement Committee, CBM Global Disability Inclusion,

Country Coordinating Office Abuja, Nigeria. PRF NO: NG-0092-2023-CBMG.

To Whom It May Concern:

We, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above referenced RFQ. Please find our offer attached. We hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced RFQ. We further certify that the below-named firm—as well as the firm’s principal officers, and all commodities and services offered in response to this RFQ—are eligible to participate in this procurement under the terms of this solicitation and under regulations.

Furthermore, we hereby certify that, to the best of our knowledge and belief:

- We have no close, familiar, or financial relationships with any CBM Global staff members.
- We have no close, familial, or financial relationships with any other tenderer submitting proposals in response to the above-referenced RFQ; and
- The prices in our offer have been arrived at independently, without any consultation, communication, or agreement with any other tenderer or competitor for the purpose of restricting competition.
- All information in our proposal and all supporting documentation is authentic and accurate.
- We understand and agree to CBMG’s prohibitions against fraud, bribery, and kickbacks.

We hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete.

Authorized Signature:

Name and Title of Signatory:

Date:

Company Name:

Company Address:

Email Address:

Company Telephone and Website:

Company Registration or Taxpayer ID Number:

Does the company have an active bank account (Yes/No)?

Official name associated with the bank account (for payment):

## **How to apply**

### **Submission**

All bid documents should be submitted via these email addresses **procurement.cbmngng@gmail.com**; copy **EOI.Apply@cbm-global.org**; and titled as **““Expression of Interest for Consultancy Services for External Audit Financial Statement and Statement of Expenditure for Nigeria Country Team”**”.

**No hard copy submission will be entertained.**

### **Notification of the results:**

Only the successful bidder will be notified, and if you do not receive email communication within three weeks after the expiration of the deadline for submission, consider your bid unsuccessful.

### **Inquiry**

Enquiries or additional information may be physically made at the CBM Global Disability

Inclusion Office

**No.8 Huambo Crescent, off Harper Street, Zone 7, Wuse District, Abuja-FCT, Nigeria.**

By email exclusively to: **procurement.cbmnng@gmail.com**; and **EOI.Apply@cbm-global.org**; with the subject stating the reference number.

By Phone through the following numbers: +234 8138042211