

The Centre for Integrated Health Programs (CIHP) is a leading indigenous not-for-profit (non- governmental) organization established in 2010 to promote better health outcomes for all Nigerians through the creation of sustainable health systems and partnerships. The organization evolved from Columbia University's International Centre for AIDS Care and Treatment Programs (ICAP) in 2010 and has continue to implement various public health programs across states in Nigerian with support from multi lateral organization, local and international foundations. These range from, infectious disease programs (such as HIV, TB. Malaria) Maternal, Neonatal and Child Health (MNCH) Programs including immunization and other communicable diseases prevention infused with core aspect of gender programming, and health system strengthening. We are a team of committed individuals using our collective learnings and experiences, innovativeness and passion for excellence to deliver equitable, quality, cost-effective, and integrated health interventions through sustainable partnerships.

Applications are invited for:

**Title: Request for Proposal (RFP) for Audit Services**

**Location:** Nigeria

**Objectives and Background**

- We are currently seeking proposals from reputable audit firms to conduct statutory and yellow book audit on our Financial Statements for the financial year ended, 29th September 2023.
- Our current audit firm is also advised to apply.

**Pre-qualification Criteria**

Bidding Firms are advised to read this section carefully and be sure that all requested information is included in the submission. Evaluators will neither make assumption nor may draw inferences regarding incomplete information result to rejection of proposal.

SN	Criteria for Selection	Requirements
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1	Professional Experience	The audit firm should have a minimum of 5 years of experience in external auditing, with a proven track record of auditing organizations similar to ours
2	Industry Expertise	Demonstrated expertise in auditing organizations within the not-for-profit making entities, particularly in Non- governmental Organizations. Understanding the specific regulations for statutory and yellow book audit specifically for USG funded projects, the probable challenges, and best practices associated with the industry will be an added advantage
3	Certifications and Accreditations	The firm and its auditors should be members of relevant professional auditing bodies and hold valid certification(s). (e.g., Chartered Accountant (CA), Certified Public Accountant (CPA), Chartered Professional Accountant (CPA), Certified Government Auditing Professional (CGAP), Financial Reporting Council of Nigeria (FRCN) etc. Applicants should hold relevant certifications based on specific audit needs and industry requirements
4	Independence and Impartiality	The audit firm must adhere to the highest standards of independence and integrity, ensuring impartiality in their audit processes and reports
5	Quality Assurance	Evidence of a robust internal quality assurance program to ensure the quality and accuracy of the audit process and deliverables
6	Technology Adoption	Demonstrated ability to utilize technological tools for efficient and effective audit procedures, ensuring accuracy and timely delivery of audit reports
7	References	Provide references from at least three organizations of similar size and complexity, detailing the nature of services provided and the satisfaction of the clients
8	Compliance and Ethics	A commitment to compliance with all relevant laws, regulations, and ethical standards governing the audit profession
9	Value for Money	Competitive pricing structure offering value for money.

Pre-qualification Criteria will include but limited to the following:

- A detailed proposal outlining their qualifications, experience, approach, team composition, and a competitive fee structure
- Company profile, include name, verifiable address, active telephone numbers, active email addresses in the name of the company and organization administrative structure

- Evidence of company registration with the Cooperate Affairs Commission (i.e. Certificate of Incorporation; forms CAC2 and CAC 7, Article and Memo of incorporation)
- Tax Identification Number (TIN) with evidence of tax remittance (tax clearance certificate) for the last three years
- Evidence of VAT Registration with evidence of VAT remittance.
- Evidence of bank account in the name of company/business entity.
- Audited financial statements of the organization for last three years.
- Regulatory authority license (Where applicable)
- Verifiable list of similar services successfully executed in the past (inclusion of letters of award and completion certificate is an added advantage).
- Recommendation/referral letter from three reputable organizations (services provided). This must be consistent with the document provided in vii above).

### **Application Closing Date**

**27th November, 2023 (Not later than 12:00PM - Nigerian time).**

### **Method of Application**

Interested and qualified individual consultants / organizations should submit the requested prequalification documents as attached files (the attachment should not exceed 10MB in size, in Adobe PDF format) to: [procurement@cihpng.org](mailto:procurement@cihpng.org) using the Title as the subject of the mail.

Or

Submit prequalification documents in sealed envelopes marked “**Prequalification of firms**” at the bottom right corner at the head office, addressed to:

**The Bid Review Committee,  
Center For integrated Health Programs (CIHP),  
Plot 1129, kikuyu close, Off Nairobi Street,  
Wuse 2, Abuja.**

### **Submission Guidelines**

- All hardcopy bids must be duly registered in the bid register before submission in the bid box.
- CIHP staff will be available to provide clarifications/respond to questions from the date of

this

- publication through 2:00pm (Nigerian time) in relation to this expression of interest via: [eoibids@cihpng.org](mailto:eoibids@cihpng.org)
- CIHP may at its discretion extend the due date and time for submission of EOI by amending this solicitation.
- Submission received by CIHP after the due date and time indicated will be rejected.

### **Note**

Interested firms applying for pre-qualification should note the following:

- Response to this invitation exercise should not be constructed as a commitment on the part of CIHP, nor shall it entitle any company to make any claims whatsoever and /seek any indemnity from organization.
- CIHP reserves the right to make an award afterwards or not to make an award, in accordance with the best interest of CIHP. Commitment to procure services is not established until a written contract is issued by CIHP to potential successful firm(s) in subsequent procurement governed by CIHP procurement policy and procedures
- Potential bidders responding to this EOI are advised against offering anything of value to any member of staff of CIHP. Firms found wanting will be disqualified from participation in the vendor registration exercise and may be disqualified from future engagement with CIHP.
- CIHP is not obliged to prequalify vendors by having issued this solicitation. CIHP, can only prequalify vendors that met the criteria and whose business dealings is determined to be most advantageous to CIHP.
- CIHP has a right to withdraw or change this EOI at any time. Vendor's submissions are done at their cost and expense with no obligation on the part of CIHP.