INSTITUTE FOR AGRICULTURAL RESEARCH,
SAMARU

AHMADU BELLO UNIVERSITY, P.M.B. 1044 IAR, ZARIA

FEDERAL MINISTRY OF AGRICULTURE AND RURAL DEVELOPMENT

INVITATION FOR EXPRESSION OF INTEREST FOR THE
AUDITING OF IAR ACCOUNT

INTRODUCTION
The Institute for Agricultural Research, Ahmadu Bello University, Zaria a Parastatal of the Federal Ministry of Agriculture and Rural Development in compliance with the Public Procurement Act (PPA) 2007, invites reputable consultants/firms/companies with proven records of accomplishment to tender for the under-listed project.

2. DESCRIPTION

EXPRESSION OF INTEREST

I. Auditing of the Institute’s Account for the period of 2021 to 2025

The Scope of the project is detailed in the Standard Bid documents.

3. ELIGIBILITY REQUIREMENTS

a. Prospective bidders are required to submit the following documents:
   Evidence of Certificate of Incorporation issued by Corporate Affairs Commission including Certified True Copy of Form CAC7 and CAC 2.1 or CAC, with evidence of Company Annual Returns to CAC for the immediate past 3 years (2018, 2019 & 2020). Business Name is also acceptable;

b. Evidence of Company’s Income Tax Clearance Certificate for the last three years (2018, 2019 and 2020) valid till 31st December 2021, with a minimum average annual turnover of N20 Million;

c. Evidence of current Pension Clearance Certificate valid till 31st December 2021;


f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring 31/12/2021 or valid Certificate issued by BPP;

g. A Strom Affidavit:
   • Disclosing whether or not any officer of the relevant committees of the Institute for Agricultural Research, Ahmadu Bello University, Zaria or the Bureau of Public Procurement is a former or present Director, Shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in his bid are true and correct in all particulars;
   • That none of the company’s directors has been convicted in any law court for any criminal offence including fraud and financial impropriety and
   • That the company is not in receivership, bankrupt or insolvent;

h. Audited Accounts of the company for the last three years (2018, 2019 and 2020);

i. Documentary evidence of at least three (3) similar jobs successfully executed/ongoing within the last five (5) years including letters of Award/Job completion certificate etc

j. Evidence of registration with relevant professional regulatory body(ies);

k. Company’s Profile with the signed Curriculum Vitae of Key Staff to be deployed for the project, Including copies of their Academic/Professional qualifications;

l. All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firms Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM NO), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorized officer of the firm.
4. EXPRESSION OF INTEREST

All EOI with supporting documents (ORIGINAL AND DUPLICATE) neatly packaged in sealed envelope, stating Expression of Interest shall be submitted to the office of Procurement Officer on or before 12:00 p.m. on Thursday, 18th November, 2021. Late submission will be returned un-opened.

5. OPENING OF EXPRESSION OF INTEREST

Submitted EOI documents shall be opened immediately after the deadline for submission at 12:00 p.m. on Thursday, 18th November, 2021, at IAR Samaru Zaria.

6. ENQUIRIES

Enquiries regarding this advertisement should be directed to the Office of the Procurement Officer 1st Floor, The Institute for Agricultural Research, Ahmadu Bello University, Zaria, or through the following telephone numbers during official hours (8am – 4pm) only: 08022195733,0850619686 (No text message, please).

7. NOTATION:
   I. The document should be arranged in the order listed at 3.0 above and clearly separated by divides.
   II. Failure to submit all the required documents stated above shall lead to the disqualification of the Bid;
   III. All CAC, PENCOM, ITF, NSITF, BPP IRR, and Tax Clearance Certificates submitted may be referred to Security Agencies, Corporate Affairs Commission (CAC), Federal Inland Revenue Service (FIRS), Industrial Training Fund (ITF), Bureau of Public Procurement (BPP), National Pension Commission and other relevant bodies for verification;
   IV. This notice shall not be construed to be a commitment on the part of Institute for Agricultural Research, Ahmadu Bello University, Zaria to award any form of contract to any respondent or entitle any Company/Firm submitting documents to claim any indemnity from the Institute;
   V. Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording with the presence of two (2) representatives of private sector
professional bodies and Civil Society Organization in the areas of Anti-Corruption/Transparency;

VI. Only shortlisted firms will be invited at a later date for collection of Request for Proposals;

VII. Bidders shall be responsible for all costs in preparation and submission of Bid;

VIII. Bidders are advised to read this solicitation carefully as failure to follow instructions may lead to rejection/disqualification of bid;

IX. IAR is not bound to pre-qualify/shortlist any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

Signed:
Management