

**NIGERIAN EDUCATIONAL RESEARCH AND DEVELOPMENT COUNCIL (NERDC)  
SHEDA – ABUJA**

**Date: 02/09/2024**

**INVITATION FOR EXPRESSION OF INTEREST FOR THE APPOINTMENT OF EXTERNAL AUDITOR**

**1.0 INTRODUCTION:**

Nigerian Educational Research and Development Council (NERDC) Sheda, Abuja was established in 1988 by an enabling Degree No 53 (Now Act No 53) which merged four Educational Research and Development bodies into one organization. NERDC has the statutory responsibility to:

- ❖ Develop, review and enrich curriculum at all levels.
- ❖ Under take and promote book development and local authorship for quality assurance.
- ❖ Conduct educational research, for public policies formulation and implementation.
- ❖ Develop Nigerian language and promote other language to enhance education delivery and for public use.

**2.0 SCOPE OF WORK:**

The audit shall cover the adequacy of the accounting and financial operations reporting systems of the NERDC. These includes: budget control, cash management, certificate and approving authority, receipts of funds, recording of financial transactions in expenditure report, record maintenance, control and others in compliance with the statutory requirement and financial regulation.

**3.0 ELIGIBILITY REQUIRMENT:**

Prospective bidders must possess the under listed requirements to be eligible to participate in this Procurement;

- i. Evidence of Incorporation with CAC including form CAC1 or CAC 2 and CAC 7.
- ii. Evidence of current tax clearance for the last three (3) years (2021, 2022 & 2023)
- iii. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2024.
- iv. Evidence of Pension Clearance Certificate valid till 31<sup>st</sup> December, 2024.
- v. Evidence of Current Nigeria Social Insurance Trust Fund (NSTIF) Clearance Certificate valid till 31<sup>st</sup> December, 2024.

- vi. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) valid till 31<sup>st</sup> December, 2024 or valid Certificate issued by BPP.
- vii. Evidence of similar works done in the past three (3) years, copies of letters of award, certificate of completion and any other relevant information.
- viii. Company's Audited accounts for the last three (3) years 2021, 2022 & 2023.
- ix. Company's profile with the Curriculum vitae of partners / key staff to be deployed for the project, include copies of their Academic qualifications ACA, ACCA, CISA, ACTI, CNA.
- xi. Evidence of Registration with relevant regulatory professional body(ies) (ICAN, ANAN)etc.

#### **4.0 SUBMISSION OF EXPRESSION OF INTEREST (EOI)**

One (1no) original and four (4nos) copies of Expression of Interest (EOI) documents should be submitted in a sealed envelope indicating the EOI name, appropriately marked as "APPOINTMENT OF EXTERNAL AUDITORS 2024" at the top right corner of the envelop.

The documents should be addressed and submitted to the Ag. Executive Secretary, NERDC Sheda; Km 135, Lokoja – Kaduna Express way, Sheda under Kwali Area Council, FCT – Abuja.

#### **5.0 DEADLINE/ CLOSING DATE FOR SUBMISSION:**

The deadline for submission is 16<sup>th</sup> October, 2024 at 12.00noon.

#### **6.0 DISCLAIMER:**

The call for EOI shall not be construed as a commitment on the point of the NERDC to appoint any of the Expressions, nor shall it entitle any interest.

Thank you.

**Signed**  
**Executive Secretary**