



**THE ADMINISTRATIVE STAFF COLLEGE OF NIGERIA (ASCON)
P.M.B. 1004, TOPO-BADAGRY**

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

1.0. INTRODUCTION

The Administrative Staff College of Nigeria (ASCON) was established on the 2nd June, 1972, and gazetted in October, 1973 through Decree No. 39 of 1973 by the Federal Military Government, now ASCON Act, Cap 6, Vol. 1, LFN 1990.

ASCON was established to, amongst others to provide Qualitative Management Training Services for the development of Senior Executive for the Public and Private Sectors of the Nigerian Economy; Conduct Research into problems of Management and Administration arising in different sphere of national life, provide Consulting Services, establish and maintain a Library; develop and sustain appropriate environment and relevant facilities for the aforementioned objectives.

The purpose of this advert is to solicit proposals from competent Audit firms for eventual engagement as External Auditor to carryout statutory audit of the College accounts commencing from the financial year ending 31st December, 2016.

The College hereby invites Expression of Interest from reputable and experienced Auditors to undertake audit assignment for its financial year beginning 1st January, 2017.

2.0. SCOPE OF WORK

The audit shall cover the adequacy of the accounting and financial operations reporting systems of the College. These includes; budget control, cash management, certificate and approving authority, receipts of funds, recording of financial transaction in expenditure report, record maintenance and control. Other areas to cover in the audit are Human Resources, Procurement, Asset Management, General Administration and Introduction System.

3.0. ELIGIBILITY REQUIREMENT

Interested firms shall provide the following mandatory criteria;

- ✓ Verifiable Certificate of Firm's Registration with relevant authorities (Corporate Affairs Commission and Others);
- ✓ Firm's valid Tax Clearance Certificate for 3 current years;
- ✓ Evidence of Clearance Certificate of having fulfilled all obligators in relation to pensions and social security contributions in accordance with the provision of the Pensions Act;
- ✓ Evidence of Certificate of Compliance from Industrial Training Funds (ITF) 2011;
- ✓ A sworn statement that the Company is not in receivership or financially/legally encumbered.
- ✓ Accompanying sworn affidavit of disclosure; to disclose clearly if any of the officers (or related person) of the College is a former or present Director of the Company and that the Company does not have any Director who has been convicted in the Country for any criminal offence relating to fraud or financial impropriety;
- ✓ A sworn affidavit that the Company is not a replacement for a hitherto tax defaulting company;
- ✓ Evidence of Company's officers practicing certificates from relevant professional bodies eg. ICAN, ANAN;
- ✓ Evidence of Audit Team Members Professional Qualifications such as ACA, ACCA, CISA, ACTI, CNA;
- ✓ Evidence of Registration with the Office of the Auditor General of the Federation;
- ✓ Evidence of Registration with Financial Reporting Council of Nigeria;
- ✓ Signed Transmittal Letter on firm's letter head paper bearing firm's Registration Number, Phone Number, Functional E-mail Address, Names and Nationalities of the partners of the firm;
- ✓ Verifiable documentary evidence of similar and other jobs successfully executed within the last three (3) years. Such evidence shall be in form of valid and verifiable letters of award of contract, contract agreement and completion certificates or interim payment certificate which such jobs are still in progress.

4.0. SUBMISSION OF EXPRESSION OF INTEREST (EOI)

One (1 no) original and four (4 nos) 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 2023” at the top right corner of the envelope.

EOI to be Hand Delivered should be addressed to; The Director-General, The Administrative Staff College of Nigeria (ASCON) P.M.B. 1004, Topo-Badagry, Lagos State.

5.0. DEADLINE/CLOSING DATE FOR SUBMISSION

The deadline for submission is 25th May, 2023 at 12.00noon.

6.0. LATE SUBMISSION

Late submission will not be entertained.

7.0. DISCLAIMER

The call for EOI shall not be construed as a commitment on the point of the Administrative Staff College of Nigeria (ASCON) to appoint any of the Expressions, nor shall it entitle any interest.

Signed
Management