



REQUEST FOR EXPRESSIONS OF INTEREST

FOR THE

PROVISION OF EXTERNAL AUDIT SERVICES FOR THE PERIOD
2018 – 2020

Date: 30th August, 2018

Contract Identification N^o: **ERB/ONS/003/2019**

1. The **Energy Regulation Board (ERB)** has received funds towards the cost of **Provision of External Audit Services to the Energy Regulation Board (ERB) for the period 2018 - 2020** and intends to apply part of the funds to cover eligible payments under the Contract for the **Provision of External Audit Services for the Period 2018 – 2020**. The tender is open to **local and national bidders** only as defined in the Request for Proposal Documents which will be issued to shortlisted Consultants.
2. The **Energy Regulation Board** invites sealed expressions of interest from eligible Consultants for carrying out the **Provision of External Audit Services for the Period 2018 - 2020**.
3. The following are the details and requirements of this request for expressions of interest:

3.1. Objective and Scope of the Assignment

3.1.1. Objective of the Assignment

- i. To provide External Audit consultancy services for the Energy Regulation Board for the three year period for the financial years ending 31st December 2018, 2019 and 2020.

3.1.2. Expected Outputs

- i. Audited Financial Statements;
- ii. Final Audit Report;
- iii. Management Letter; and
- iv. Any other recommendations arising from the audit

3.1.3. Scope of the Assignment

- i. To provide External Audit Services for the Energy Regulation Board for a period of three (3) years starting with the financial year ending 31st December 2018;
- ii. To perform the audit in accordance with International Auditing Standards, and that the Financial Statements are prepared in accordance with International Financial Reporting Standards (IFRS) and in a manner required by the Public Finance Act of 2004 and its attendant Financial Regulations of 2006 and the Energy Regulation ACT, Cap 436 of the Laws of Zambia;
- iii. To perform and evaluate risk assessments, framework and internal controls in the ERB; Perform and evaluate risk assessments, framework and internal controls in the ERB;
- iv. To provide a comprehensive management letter that will highlight the internal control environment and any possible areas of improvement;
- v. To issue the Management Letter and any other recommendations together with the final audit report within three months of commencement of the assignment;
- vi. To present the final report to management and the Audit and Risk Committee of the Board; and
- vii. To abide by the IEASB ethics code in the duration of the assignment.

3.2. Key Criteria for Shortlisting of Applicants

3.2.1. Eligibility Requirements

- i. Copy of Certificate of Incorporation/Registration;
- ii. Copy of a **valid** ZRA Tax Clearance Certificate;
- iii. Independently audited financial statements for the last two (2) years;
- iv. Principle place of business;
- v. Written Power of Attorney/Letter of authorization of the signatory of the proposal to commit the bidder. The Power of Attorney/Letter of authorization shall be issued by and signed by any authorized person (s) such as Managing Director;

- vi. Information regarding any litigation, current or during the last three years, in which the Bidder is involved, the parties concerned, and disputed amount.
- vii. The bidders included on a shortlist shall not have the same ownership, in the sense that one shareholder has a controlling interest in other bidding companies on the shortlist.

3.2.2. Applicant's Experience, Qualifications and Personnel

a. Personnel

- i. Team Leader (Minimum FZICA,FCCA or equivalent plus 15 years' experience on similar organisations)
- ii. Project Manager (Minimum FZICA, FCCA or equivalent plus 10 years' experience on similar organisations)
- iii. Other Technical Staff (Minimum AZICA,ACCA) 10 points on similar organisations)

b. Firm

- i. Demonstration of capacity to undertake the external audit through submission of the following:
 - Valid practicing license from Zambia Institute of Chartered Accountants (ZICA);
 - Company profile;
 - Previous experience in similar organisations;
 - Proven track record of meeting challenging deadlines; and
 - Evidence of having audited grant aided institutions will be added advantage
4. The Request for Proposal (RFP) documents will only be issued to shortlisted Consultants.
 5. The ERB shall apply the following margins of preference during evaluation of proposals submitted by shortlisted consultants:
 - 5.1. **for a Citizen-influenced Company, by 4%**
 - 5.2. **for a Citizen-empowered Company, by 8%**
 - 5.3. **for a Citizen-owned Company, by 12%**
 6. Sealed Expressions of Interest including one (1) original and three (3) copies shall be delivered and deposited in the tender box situated at the **Energy Regulation**

**Board, Ground Floor, Reception Area, Plot No. 9330, Off Alick Nkhata Road,
P.O Box 37631, Lusaka on or before Thursday, 13th September, 2018 at
10:30 hours local time.**

Electronic submissions shall not be accepted.

Interested bidders may obtain further information at the same address.

ENERGY REGULATION BOARD

**Brian Lombe
Manager-Procurement and Supplies
For/ EXECUTIVE DIRECTOR**