

OFFICE OF THE PRESIDENT



National
Institute of Public
Administration



PROCUREMENT COMMITTEE

REQUEST FOR EXPRESSIONS OF INTEREST

ZICTA/EOI/01/26: REQUEST FOR EXPRESSIONS OF INTEREST FOR THE EXTERNAL AUDIT OF THE 2024 AND 2025 FINANCIAL YEARS FOR THE NATIONAL INSTITUTE OF PUBLIC ADMINISTRATION

The National Institute of Public Administration, (hereinafter referred to as the "NIPA") is a Government-owned learning Institution that exists under an Act of Parliament No. 15 of 1998 of the Laws of Zambia.

The Institute provides mandatory public service training and certification as well as academic training research and consultancy to the Public.

1. The NIPA Procurement Committee now invites expressions of interest from eligible firms or consortia to undertake External Auditing Services for the 2024 and 2025 Financial Years of the Institution.

2. Objective

The main objective of the assignment is to conduct an External audit of the Institution and ascertain the Institution's Compliance towards Legal and Financial Obligations and Boost Stakeholder Confidence and Financial Reporting relating to the Institution and its Operations.

3. Requirements

Interested firms should provide information demonstrating that they are qualified to undertake the assignment by submitting the following minimum information:

- a. legal status of the company, including Certificate of Incorporation and Articles of Association or Memorandum of Association;

- b. valid Tax Clearance Certificate;
- c. letter of association, intent and/or draft agreement for members of the consortia;
- d. profile of core business with at least five (5) years of relevant experience in similar services;
- e. description of similar assignments supported by a list of institutions and contact details;
- f. must possess appropriate managerial and organizational capability;
- g. Availability of appropriate skills by providing bio-data of key relevant personnel to be involved and other relevant particulars;
- h. must have good communication skills in the English language; and
- i. must demonstrate experience of having worked in a developing country.

4. Details for Submission

The EOI should be submitted in sealed envelopes, clearly marked, ***"Request for Expressions of Interest for the External Audit of the NIPA 2024 and 2025 Financial Years"*** addressed to the Executive Director, National Institute of Public Administration, and must be deposited in the Tender Box at the NIPA MAIN CAMPUS, P.O Box 39901, Lusaka, situated at Plot No. 4810 Dushanbe Road. 3

The telephone number is +260 975036855 and the email is kangwa.chasaya@nipa.ac.zm **HOWEVER, TELEFAX AND/OR ELECTRONIC EXPRESSIONS OF INTEREST SHALL NOT BE ACCEPTED.** The closing date for receipt of the EOI is **Friday, 27th February, 2026 at 10:00 hours local time.** Any submission received later than the time and date indicated above shall not be considered.

5. Respondents meeting the above criteria will receive a solicitation document (Request for Proposals) and will be required to submit both technical and financial proposals based on the detailed Terms of Reference that will be issued to them.

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