



## **CALL FOR APPLICATION**

### **TENDER TITLE: CERTIFICATION OF FINANCIAL STATEMENTS OF THE FISCAL YEARS 2022 AND 2023**

#### **1. Introduction**

The University of Technology and Arts of Byumba (UTAB) invites qualified external audit firms to submit applications for an open tender to conduct the certification of its Financial Statements for the fiscal years 2022 and 2023. This process aims to ensure the accuracy, transparency, and compliance of the university's financial reporting with applicable standards and regulations.

#### **2. Background**

The University of Technology and Arts of Byumba (UTAB) is a fully accredited community-based university. It started as Institut Polytechnique de Byumba (IPB) and began teaching on 26<sup>th</sup> January 2006 in Byumba Sector, Gicumbi District, Northern Province, Rwanda. On 20<sup>th</sup> December 2015, IPB upgraded from the status of institute to that of university under the name of University of Technology and Arts of Byumba (UTAB). Currently, UTAB runs three faculties fully accredited by HEC. These include the Faculty of Social Sciences, Management and Development Studies (**SSMDS**), the Faculty of **Education**, and the Faculty of Agriculture, Environmental Management and Renewable Energy (**FAEMRE**). In addition, UTAB has Distance and Open Learning facility (**DOLF**) located in Gatsibo District, Kiramuruzi Sector. UTAB journey of more than 15 years has been long but very fulfilling. As a university, UTAB is engaged in different activities such as academic, research and community outreach. All of those activities aim at raising the quality of education and social transformation.

This call for application of certifying the University of Technology and Arts of Byumba's financial statements aims to provide an independent and professional assurance that the university's financial records are accurate, complete, and compliant with applicable financial reporting standards

##### **2.1. Vision of UTAB**

The vision of UTAB is to become a radiating university of academic and professional excellence for sustainable socio-economic development.

##### **Mission of UTAB**

The mission of UTAB is:

- To provide quality higher education and community oriented research;
- To shape a skilled workforce in the domains of technology and arts;
- To promote a culture of excellence and innovation for quality service delivery.

### 3. Scope of Work

The selected audit firm will perform the following tasks:

- **Financial Audits:** Conduct comprehensive audits of UTAB's financial statements for the fiscal years 2022 and 2023. This will include reviewing balance sheets, income statements, cash flow statements, and other financial records.
- **Compliance Audit:** Ensure that UTAB's financial practices comply with Rwandan laws, International Financial Reporting Standards (IFRS), and other relevant regulations.
- **Internal Control Review:** Evaluate the effectiveness of the university's internal control systems in managing and safeguarding assets.
- **Audit Report Preparation:** Produce detailed reports on the findings, including any discrepancies, recommendations for improvements, and the overall financial health of the institution.
- **Presentation of Findings:** Present the audit findings to the university's management and the Board of Directors, addressing any questions or concerns raised.

### 4. Bid Submission Requirements

Firms interested in this tender are required to submit the following documents:

- **Company profile and experience**
- **Technical Proposal:**
  - Detailed work plan, including the audit methodology, timeline, and scope of work;
  - Company profile outlining past experience, relevant projects, and client references;
  - List of the key audit personnel, their qualifications, and certifications;
  - Description of the firm's audit approach and tools.
- **Financial Proposal:**
  - Breakdown of costs, including fees for auditing services, any additional costs (travel, administrative), and payment terms;
  - Proposed payment schedule.
- **Legal Documents:**
  - Copy of the firm's business registration certificate;
  - Proof of valid tax clearance from the Rwandan Revenue Authority;
  - Insurance coverage certificate.

All applications must be submitted in a sealed envelope, clearly marked "***Application for the Certification of UTAB Financial Statements***" at **UTAB Reception Office**.

The deadline for submission of applications is **Friday, on 25<sup>th</sup> October, 2024, at 12:00 pm**.

Late applications will not be considered.

The bids will be opened in the presence of bidders' representatives who choose to attend at **12:30pm, on Friday, 25<sup>th</sup> October, 2024** at the UTAB Main Campus.

## 5. Eligibility Criteria

Eligible external audit firms must meet the following requirements:

- **Registration and Licensing:** The firm must be legally registered and authorized to conduct audits in Rwanda.
- **Professional Qualifications:** The firm's lead auditors must hold valid certifications such as Certified Public Accountant (CPA) or equivalent.
- **Experience:** A minimum of 3 years of experience in auditing higher education institutions or similar organizations.
- **Reputation:** Demonstrable experience with successful audits in the education sector, supported by client references.
- **Compliance:** The firm must adhere to the International Standards on Auditing (ISA) and other relevant standards.

## 6. Evaluation Criteria

The following eligibility criteria will be taken into account in the analysis and evaluation of the bids:

- The firm must be duly registered and legally authorized to conduct business in Rwanda;
- Demonstrated experience in conducting feasibility studies for educational infrastructure projects;
- Price competitiveness;
- Tax Clearance Certificate;
- Past performance recommendations and references;
- Compliance with Tender Requirements.

## 7. Contact Information

For further inquiries and clarifications related to this application, please contact:

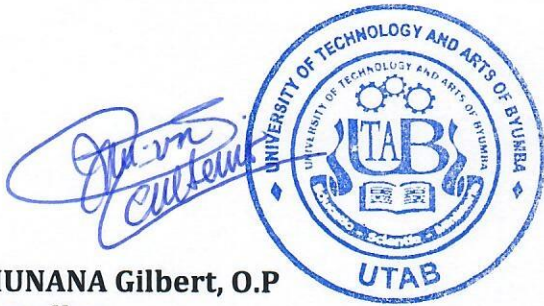
**Mr. TABARUKA Dieudonne**  
**Director of Finance**  
**Email: [dir.dof@utab.ac.rw](mailto:dir.dof@utab.ac.rw)**  
**Phone: +250 783 422 062**

## 8. Important notes

- It is mandatory to conduct a field visit before the preparation and submission of proposal.
- UTAB reserves the right to accept or reject any or all applications and to cancel the application process without incurring any liability.
- Only shortlisted firms will be contacted for further discussions or interviews.
- UTAB expects the selected firm to maintain strict confidentiality of all financial information throughout and after the audit process.

- The University of Technology and Arts of Byumba (UTAB) looks forward to receiving your applications and working with a contractor who shares our commitment to good service delivery and sustainable development.

Done at Byumba, on 9<sup>th</sup> October, 2024



**Fr. Dr. MUNANA Gilbert, O.P**  
**Vice Chancellor**