



## THE INSURANCE INSTITUTE OF UGANDA

### EXPRESSION OF INTEREST FOR UNDERTAKING INTERNAL AUDIT SERVICES

Procurement Reference No: IIU/SS/SRVCS/-2017

#### BACKGROUND

The Insurance Institute of Uganda (IIU) was established in 1964 as a training arm of the Uganda's Insurance sector with a mandate to carry out education, training and Professional development in the sector. It is the representative professional body under the law. The Institute is currently in the transformation process into an Insurance Training College.

The Institute seeks Expressions of Interest to offer Internal Audit Services from individuals or firms:

The Insurance Institute of Uganda invites sealed Expression of Interest (Eoi) from Certified Public Accountants/firms satisfying the eligibility criteria given below to provide Internal Audit services to the Insurance Institute of Uganda on a quarterly basis.

#### Eligibility Criteria:-

1. The Individual/firm shall be licenced by Institute of Certified Public Accountants of Uganda (ICPAU) and preferably a member of Institute of Internal Auditors of Uganda-IAAU.
2. The lead partner must have a minimum of 10 years' experience in auditing as at 1st January 2017
3. The firm should have been in existence for at least 3 years and should demonstrate experience in external or internal auditing of reputable organisations including Educational Institutions at a tertiary level.
4. It should have an office in Uganda.

#### SCOPE OF THE ASSIGNMENT

The Individual/firm is expected to furnish Quarterly Internal Audit Report covering:

1. Evaluation of the adequacy of the Internal Control systems
2. Identification and review of Institutional risk
3. Submission of an annual internal audit plan
4. Conduct a quarterly internal audit review of transactions, operations and position of the Institution
5. Make recommendations based on findings of the Internal Audit process.
6. Evaluate whether Training levy and other funds of the Institute are applied to qualifying activities.
7. Assist the Statutory Auditor as they may request.
8. Assist the Institute in developing Internal Controls in different functional areas.
9. Review of functional deficiencies, assist in remedial measures

and verifying adherence to internal policy and statutory requirements

10. Conduct such enquiry as may be requested from time to time.

The Internal Auditor will be reporting to the Governing Council and Board of Trustees Audit and Risk Committee and expected to deploy suitable staff for undertaking the job on quarterly basis.

The Eoi should be properly sealed and clearly marked "Expression of Interest for Internal Audit Services" and shall be submitted physically or by use of courier(s) to the above address on or before Friday November 17th, 2017 at 3:00pm (East Africa Standard Time).

A non-refundable fee of **UGX 100,000** (Uganda Shillings One hundred thousand only) shall be paid to the following account details: **Bank of Baroda Account No. 95010100002434. Account Name: The Insurance Institute of Uganda.**

Late submissions shall be rejected. For details/clarifications, please contact:

**The Chief Executive Officer  
The Insurance Institute of Uganda  
P. O. Box 4184 Kampala  
Plot 91 Jinja Road  
+256-0417-333500**

The planned procurement schedule (subject to changes) is as follows:

Activity	Date
a. Publish EOI notice	6 <sup>th</sup> – 7 <sup>th</sup> November, 2017
b. EOI Closing date	17 <sup>th</sup> November, 2017
c. Opening of EOI / proposals	17 <sup>th</sup> November, 2017 at 3:30
d. Evaluation process	20 <sup>th</sup> – 24 <sup>th</sup> November, 2017
e. Display and communication of successful service provider	15 <sup>th</sup> December, 2017



## THE INSURANCE INSTITUTE OF UGANDA

### EXPRESSION OF INTEREST (Eoi) FOR ACQUISITION OF PROPERTY

Procurement Reference Number: IIU/REAL/2017/01

The Insurance Institute of Uganda (IIU) was established in 1964 as a training arm of the Uganda's Insurance sector with a mandate to carry out education, training and Professional development in the sector. It is the representative professional body under the law. IIU has embarked on the process of acquiring property to serve as a home for the Insurance Institute of Uganda. This will improve service delivery to its members and also cater for the increasing number of programmes as it transforms into a college. The Institute seeks Expressions of Interest from potential sellers individuals or companies with;

- Strategic land suitable for development,
- Developed or semi developed property easily convertible into suitable premises for the Institute's home;

#### PROPERTY SPECIFICATIONS

- a) It should be distress free.
- b) The land should be within a radius of 7Kms from Kampala - CBD for ease of access by our members and clients
- c) Neighborhood should be conducive to foster education and training activities.
- d) Easy to access by all our stakeholders.
- e) Provision for growth and expansion of the Institute to have conference facilities and other amenities.
- f) The location should be in position to attract partnerships and additional income.
- g) The Ideal place should not be less than 1 Acre
- h) Mailo tenure ownership or lease whose expiry period is above 70 years.
- i) Land should be readily available for inspection.
- j) In case of a developed property, there should be a provision for enough parking space.

#### QUALIFICATION OF BIDDERS

- a) Bidders may be individuals or corporate bodies.
- b) The bidding Company/Individual should have Proof of ownership.
- c) Bidder should be mature and legally able to transact business in Uganda.
- d) In case of individual ownership of land, the bidder should be in position to avail his/her National Identification Number.

The Insurance institute of Uganda now invites all eligible sellers to submit their Expression of Interest (Eoi) for the sale the above

mentioned property. The Expression of Interest will be conducted in accordance with the IIU Procurement Policy.

Each Expression of Interest will be evaluated in accordance with the IIU Procurement Policy and response to Eoi advert.

Address for Submission:

**The C.E.O,  
The Insurance Institute of Uganda,  
Plot 91, Jinja Road, 2nd Floor, Arrow House,  
P. O. Box 4184, Kampala.  
Tel: +256 417 333 500  
Email: info@iiu.ac.ug  
Website: www.iiu.ac.ug.**

The Eoi should be properly sealed and clearly marked "Expression of Interest for the sale of property" and shall be submitted physically or by use of courier(s) to the above address on or before **Wednesday November 15<sup>th</sup>, 2017 at 3:00pm** (East Africa Standard Time).

IIU reserves the right to accept or reject any response received to the Expressions of Interest and to cancel the entire process at any time, without incurring any liability to the affected respondent(s). IIU shall neither be bound to offer any reasons for such acceptance / rejection.

All expenses required for preparation and submission of the response to this advert including providing any additional information shall be entirely incurred and borne by the respondent.

The planned Eoi process shall follow the schedule below;

Activity	Date
a. Publish EOI notice	Monday 6 <sup>th</sup> November 2017
b. Closing date for receiving Quotations	Wednesday 15 <sup>th</sup> November 2017
c. Eoi opening date& time	Wednesday 15 <sup>th</sup> November 2017
d. Evaluation of the bids	20 <sup>th</sup> - 30 <sup>th</sup> November 2017
e. Display and communication of successful Supplier	15 <sup>th</sup> December 2017