

## **Enugu State University of Science and Technology (ESUT)**

**P.M.B. 01660**

**Agbani, Enugu State, Nigeria**

### **Advertisement for Pre-Qualification and Tender**

#### **(1.0) Introduction**

In compliance with the requirements of the Public Procurement Act of the Federal Government of Nigeria, the Enugu State University of Science and Technology (ESUT), Agbani, Enugu State, hereby invites interested, competent and reputable contractors and suppliers with relevant experiences, requisite expertise, and good track record for timely delivery of projects to apply for Pre-qualification and Tender exercise for execution of the following Projects under Years 2012/2013 (Merged) TETFund Intervention in Library Development:

S/No.	Description	TETFCODE
1	Procurement of Assorted Textbooks and Reference Materials	ETEF/ESUST/EDNUGU/LIB/12-13/01
2	Journal Subscription	ETEF/ESUST/EDNUGU/LIB/12-13/02
3	Procurement of Library and Binding Equipment	ETEF/ESUST/EDNUGU/LIB/12-13/03 &04
4	Procurement of ICT Equipment	ETEF/ESUST/EDNUGU/LIB/12-13/05-10

#### **(2) Pre-Qualification Criteria**

Interested and competent contractors are to submit Pre-qualification documents which should include but not limited and must be arranged in the following order and page-numbered:

- (i) A sworn affidavit indicating that all documents submitted are genuine and verifiable.
- (ii) Consent to allow for verification of all the documents submitted including CAC, Inland Revenue, VAT remittances, Pension & Industrial Training Fund and company's financial standing with the bankers.

- (iii) Certificate of Incorporation with Corporate Affairs Commission (CAC).
- (iv) Current Tax Clearance Certificate for the last three (3) years 2011-2013
- (v) VAT Certificate and VAT remittances to Federal Inland Revenue Services (FIRS) in the last three years, (2011 -2013).
- (vi) Evidence of compliance with the provisions of the Pension Reform Acts, 2004 with (at least 5) employees on pension scheme.
- (vii) Evidence of compliance with the statutory provision of Section 8(1-3) of the Industrial Training Fund (Amendment) Act 2011.
- (viii) Comprehensive company profile showing organizational structure, list of staff including curriculum vitae of key personnel involved in project implementation stating qualifications and professional registration where applicable (enclose photocopies of professional qualifications).
- (ix) Evidence of possession of a substantial proportion of equipment required to successfully execute the contract. State location of the plants and equipment for ease of verification.
- (x) Audited company account for the last three (3) years i.e. (2011, 2012 and 2013)
- (xi) Evidence of Financial Capability with Bank reference letter indicating accessibility to credit facilities, with maximum amount stated.
- (xii) Bank statements of account for the last three months and letter authorizing the University to verify same from the Bank.
- (xiii) Evidence of performance on similar verifiable and successfully executed projects in the last three years (2011 – 2013) stating: clients, location, Letters of awards, cost with completion certificates and photographs attached.
- (xiv) A sworn affidavit that none of the directors has been convicted in any country for any criminal offence including fraud or financial impropriety.

(xv) Quality assurance / control manuals for the company.

**(3) Methods of Packaging/ Submission of Pre-Qualification Documents**

Interested Contractors are required to prepare and submit their Pre-Qualification documents in six (6) hard copies and one soft copy in a sealed envelope. Clearly write at the top right corner of the envelope, the Title of the project interested in. The envelope should be addressed to:

**The Registrar,**

**Enugu State University of Science and Technology,**

**Agbani, Enugu State**

**Original documents should be available for sighting on demand during and after opening of pre-qualification documents.**

**(4) Deadline for Submission**

The pre-qualification documents should be submitted and dropped in a marked Box at the office of the Registrar, Enugu State University of Science and Technology, Agbani, **latest March 2<sup>nd</sup> 2015 on or before 12.00 noon**. Prequalification documents will be opened on the same day in the Council Chamber in the Administrative Building of the University by **1:00pm** in the presence of representatives of the companies who choose to attend.

Pre-qualified contractors shall be notified accordingly and shall pay a non- refundable processing fee to Enugu State University of Science and Technology, Agbani, Enugu State to enable them obtain their tender documents. In submitted company profile, please state clearly the company's full contact address, GSM Phone number and email address required for ease of communication.

**Please Note That**

(a) By the submission of pre-qualification documents, ESUT is neither committed nor obliged to award any contract to any contract/supplier or agent

(b) This invitation for Pre-qualification is not an invitation to tender for the projects. This shall not be construed as a commitment on the part of the University, nor shall entitle any contractor/supplier to make any claims whatsoever or seek any indemnity from ESUT.

(c) That due diligence would be followed as all documents submitted would be verified including the past executed works and, contractor's offices shall be visited. Any discrepancies found would disqualify the contractor/company.

(d) Only contractors that have been pre-qualified and found suitable will be invited to competitively tender for the projects.

**Signed:**

**Barr. Chris Igbokwe**

**Registrar and Secretary to Council**