

## Overview

**CHUKWUEMEKA ODUMEGWU OJUKWU UNIVERSITY**

**(FORMERLY ANAMBRA STATE UNIVERSITY)**

**IGBARIAM CAMPUS – ANAMBRA STATE**

**INVITATION FOR THE PRE-QUALIFICATION AND TENDER FOR THE CONSTRUCTION OF A BUILDING FOR THE DEPARTMENT OF ACTUARIAL SCIENCE AND INSURANCE UNDER THE SPONSORSHIP OF THE NATIONAL INSURANCE COMMISSION (NAICOM) IN THE IGBARIAM CAMPUS**

### **(1.0) INTRODUCTION:**

Chukwuemeka Odumegwu Ojukwu University (Formerly Anambra State University), Igbariam, Anambra State intends to construct a building for the Department of Actuarial Science and Insurance under the sponsorship of (NAICOM)

Consequently, interested and reputable contractors are hereby invited to forward their documents for the purpose of PREQUALIFICATION and TENDER for the under listed project:

<b>S/N</b>	<b>DESCRIPTION</b>
1	Construction of a bungalow building for the Department of Actuarial Science and Insurance comprising the following facilities: 4nos 100 persons sitting capacity Lecture Halls with a court -yard, entrance porch, general reception, HOD's office with secretary, departmental Library, three offices and five toilets.

## **(2.0) PRE-QUALIFICATION REQUIREMENTS:**

Prospective Contractors shall be required to submit the following pre-qualification documents:

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC7;
- (b) Evidence of Company Income's Tax Clearance Certificate for the last three (3) years valid till 31st December, 2022; with minimum average annual turnover as stated in the bid document;
- (c) Evidence of Pension Clearance Certificate valid till 31st December, 2022 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- (d) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2022 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2022;
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2022 or valid Certificate issued by BPP.
- (g) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Chukwuemeka Odumegwu Ojukwu University, Igbariam, Anambra State or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
- (h) Company's Audited Accounts for the last three (3) years -2019, 2020 & 2021;

- (i) Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- (j) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as COREN, QSRBN, ARCON, CORBON etc.;
- (k) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- (l) List of Plants/Equipment with proof of Ownership/Lease;
- (m) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

### **(3.0) COLLECTION OF TENDER DOCUMENTS:**

Prospective Contractors shall be required to:

Collect tender documents in the office of the Director, Physical Planning Unit, between the hours of 10:00am to 4:00pm daily. A non-refundable Tender fee of N10,000.00 only per Lot shall be paid into Eco bank, Fidelity Bank or Zenith Bank and obtain certified Bank Teller and convert the Bank Teller into a receipted evidence of payment from the Revenue Unit of the University Bursary.

### **(4.0) SUBMISSION OF TENDER DOCUMENTS:**

Two (2) hard copies (1 original, 1 copy) of the Technical and Financial bids should be neatly packed in SEPARATE sealed envelope and marked "Technical Bid" (Indicate Specific lot/project) and "Financial Bid" (Indicate Specific Lot/Project) at the top right hand corner of the envelope and addressed to:

**The Registrar,**

**Chukwuemeka Odumegwu Ojukwu University,**

**Igbariam campus,**

**Anambra State.**

(4.1) The Company's name and address should be indicated on the reverse side of the envelope.

(4.2) The bids shall be submitted to the Office of the Registrar **not later than 12:00 noon Monday, 25 April, 2022.**

(4.2) Bids for each lot shall be submitted separately.

#### **(5.0) OPENING OF TECHNICAL BIDS**

Only the technical bids will be opened immediately after the deadline for submission at **12:00noon Monday, 25 April, 2022** in the Council Chamber, while the financial bids will be kept un-opened.

#### **(6.0) GENERAL INFORMATION**

- (a) Bids must be in English Language and signed by an official authorised by the bidder;
- (b) Bids submitted after the deadline for submission would be returned un-opened;
- (c) Bidders should not bid for more than two (2) Lots;
- (d) All costs will be borne by the bidders;

- (e) Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording (invitation link will be sent to bidders to join the bid opening online) with the physical presence of two (2) representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti-Corruption/Transparency;
- (f) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- (g) Only pre-qualified bidders at technical evaluation will be invited at a later date for virtual financial bids opening, while the financial bids of un-successful bidders will be returned unopened;
- (h) The Chukwuemeka Odumegwu Ojukwu University, Igbariam, Anambra State is not bound to prequalify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007;
- (i) All enquiries should be directed to:

**THE REGISTRAR,**

**CHUKWUEMEKA ODUMEGWU OJUKWU UNIVERSITY,**

**IGBARIAM CAMPUS,**

**ANAMBRA STATE.**

**SIGNED**

**DR CHRIS U OBI (MNM, FIPMA)**

**A.G REGISTRAR**