

# Overview

## **EDO STATE POLYTECHNIC**

### **USEN, EDO STATE**

#### **INVITATION TO TENDER FOR YEAR 2021 TETFUND ZONAL INTERVENTION PROJECT**

##### **(1) INTRODUCTION**

Edo State Polytechnic, Usen, Edo State hereby invites interested, competent and reliable contractors to submit bids for the under-listed projects, under YEAR 2021 TETFUND ZONAL INTERVENTION PROJECT as follows:

##### **(2) SCOPE/DESCRIPTION OF PROJECTS**

Lot A1: Procurement, Installation, Testing and Commissioning of Equipment and Furniture; 70Nr Executive Revolving chair with adjustable height for offices, 70Nr Office chair black fine grain peel resistance leather chair with adjustable height for offices, 70Nr Visitors chair with high quality black fabric and painted black metal legs, 100Nr Modern office table 1350 x 900 x 760mm with three drawers cabinet for offices, 100Nr Modern office table of 1200 x 900 x 760mm with three drawers cabinet for offices, 2Nr with lamination Zebra ZXP series 7, 50Nr HP Notebook 15- Intel Core i5 512 SSD RAM WIN 10 touchscreen, 10Nr HP LaserJet Pro M130fw All-in-one wireless laser printer, 10Nr sharp monochrome AR-6020V photocopier, 10NrHisense 150L Refrigerator REF RS20S, 10Nr HP 20-C403nh All-in-one Intel Gel-J4005u 4gb 500gb 19.5 led sen win 10 64Bit MQ82EA, 19Nr LG air-conditioner, 1.5HP split-unit model single phase.

##### **(3) PRE-QUALIFICATION CRITERIA**

Interested contractors are required to submit the following documents:

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- (b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2022;
- (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 Edo State Polytechnic, Usen 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;
- (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) Letter of Authorisation from Original Equipment Manufacturers;
- (m) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner)
- (n) 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.

#### **(4.0) COLLECTION OF TENDER DOCUMENTS**

Interested bidders are to collect the Bidding Documents from the office of the Director of Physical Planning, Edo State Polytechnic, Usen upon presentation of evidence of payment of a non-refundable Tender Fee of N10,000.00 (Ten Thousand Naira) only paid into ESPU Endowment/Grant account, account number: 0031913976, Sterling Bank Plc.

#### **(5.0) SUBMISSION OF TENDER DOCUMENTS**

Prospective bidders are to submit their completed Technical and Financial bids packaged in separate sealed envelopes clearly marked " TECHNICAL BID" and "FINANCIAL BID" respectively and thereafter, put the two separate sealed envelopes into one big envelope to be sealed and marked "TECHNICAL AND FINANCIAL BIDS" stating project name on the top left hand corner of the outer big envelope and addressed to The Rector, Edo State Polytechnic, Usen.

Furthermore, the reverse side of the envelope should be clearly marked with the name and address of the bidder and dropped in the designated tender box at The Registrar Office **not later than 12:00noon on Wednesday, 11 May, 2022**. The working hours are 8:00am to 4:00pm on weekdays, excluding weekends. Please ensure that you signed the bid submission register, as the Polytechnic will not be held liable for wrongly submitted bid.

#### **(6.0) OPENING OF BID DOCUMENTS**

Only the Technical Bids will be opened immediately after the deadline for submission at **12:00noon on Wednesday, 11 May, 2022** at the Administrative Office, while financial bids will be kept un-opened.

#### **(7) IMPORTANT INFORMATION**

- (a) Bid must be in English Language and signed by an official authorised by the firm;
- (b) Bids submitted after the deadline for submission would be returned unopened;
- (c) All cost shall be borne by the bidders;
- (d) 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;

(e) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);

(f) 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;

(g) The Polytechnic is not bound to pre-qualify any bidders and reserves the right to annul the process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act, 2007.

## **(8) ENQUIRIES**

All enquiries should be directed to: The Registrar, Edo State Polytechnic, Usen.

**SIGNED:**

**REGISTRAR**