

## **Tetfund**

### **Tertiary Education Trust Fund**

#### **Expression of Interest (EOI) for Year 2014 Procurement Activities**

##### **(1) Introduction:**

Further to the General Procurement Notice published on Tuesday, 21<sup>st</sup> July, 2015, the Tertiary Education Trust Fund (TETFund) in compliance with the Public Procurement Act, 2007, is hereby inviting reputable and interested consultants to submit Expression of Interest for the under-listed services:

- (i) Project Monitoring Consultancy (Architects, Engineers and Quantity Surveyors)
- (ii) Financial Monitoring Services
- (iii) Consultants for Arrears Tax Drive
- (iv) Software Development
  - (a) Software Development for ET Tax Processing
  - (b) Software Development for Monitoring Intervention Budget
  - (c) Monitoring & Evaluation Software Development
  - (d) ICT/Software Consultancy Services
  - (e) Software Development for Human Resource Management
  - (v) Human Resource Management Consultancy
  - (vi) Public Relations and Media Services
  - (vii) Impact Assessment Consultancy (Economists, Statisticians and any Two Other Social Scientists)
  - (viii) Education Research and Programme Development Services
  - (ix) Maintenance (Vehicles, Photocopiers, Computers, Office Furniture, Generator, Lift)

- (x) Legal Services
- (xi) Health Services
- (xii) Facility Management Services
- (xiii) Security Services
- (xiv) Courier Services
- (xv) Valuers
- (xvi) Auctioneers
- (xvii) Event Management

Eligibility Criteria;

- (a) Evidence of registration with Corporate Affairs Commission (CAC) and evidence of Memorandum of Understanding (MoU) in case of a joint venture;
- (b) Evidence of current Firm's Tax Clearance Certificate or that of the Principals (for the last three years, i.e 2012, 2013 & 2014);
- (c) Clearance Certificate from National Pension Commission as evidence of compliance with Pensions Reform Act, 2004;
- (d) Evidence of compliance with Industrial Training Fund Amendment Act, 2011;
- (e) Evidence of registration of Firm with the relevant professional regulatory bodies, where applicable;
- (f) Detailed Company Profile indicating, amongst others, the areas of core competences of the firm and that of the Principal;
- (g) Evidence of the firm's experiences as sector specialist with relevant experience;

- (h) Qualification and Experiences of Key staff to be deployed for this assignment; and
- (i) Firms should indicate clearly sector(s) of Interest

### **(3) Submission**

Original copy of Expression of Interest (EOI) must be packaged in sealed envelope clearly marked

**“EXPRESSION OF INTEREST AS A CONSULTANT TO UNDERTAKE** “insert the title of the job you are applying for” and addressed to;

**The Executive Secretary**

**Tertiary Education Trust Fund (TETFund),**

**6 Zambezi Crescent, Maitama,**

**Abuja.**

(4) All submissions should be deposited in the bidding box at: The Procurement Division (Ground Floor), TETFund, Maitama, Abuja within the hours of 9:00am – 4:00pm on week days on or before Tuesday, 1<sup>st</sup>September, 2015.

(5) All Bidders and/or their Representatives, Relevant Professional Bodies and NGOs are invited to witness the Public Opening of Expression of Interest.

(6) Late submission shall be rejected.

(7) Interested consultants may obtain additional information from the Procurement Division (Ground Floor), TETFund, Maitama, Abuja within the hours of 9:00am -4:00pm on week days.

(8) This advertisement shall not be construed as a commitment on the part of the Fund to appoint any consultant, nor shall it entitle any consultant submitting documents to claim any indemnity from the Fund

(9) Tertiary Education Trust Fund reserves the right to take decision on any of the document received.

(10) **CLOSING DATE AND OPENING OF EXPRESSION OF INTEREST:** The closing date for submission of Expression of Interest is **Tuesday, 1<sup>st</sup> September, 2015 by 12:00pm:** The documents received shall be opened on the same day, immediately after the closing of submission **at the Auditorium of the Nigeria National Merit House, Aguiyi Ironsi Street, Maitam, Abuja.**

(11) All Bidders and/or their Representatives, Relevant Professional Bodies and NGOs are invited to witness the Public Opening of Expression of Interest.

**Signed**

**MANAGEMENT**

**TERTIARY EDUCATION TRUST FUND**

**No. 6, Zambezi Crescent, Off Aguiyi Ironsi Street, Maitama,**

**Abuja. [www.tetfund.gov.ng](http://www.tetfund.gov.ng), E-mail:[info@tetfund.gov.ng](mailto:info@tetfund.gov.ng)**

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