

## University of Lagos, Nigeria

### Expression of Interest as Facility Managers for Auditoria Facilities of the University

#### Introduction

The University wishes to invite competent and seasoned facility management and janitorial contractors with proven track record and expertise to express interest in the provision of facility maintenance and janitorial services for various auditoria facilities in the University:

SN	Project	Contract Number	Scope	Non-Refund able Pre-Qualification Fees (N;K)
1	Facility Maintenance and Janitorial Service for:- Main Auditorium · Multipurpose Halls A,B,&C · Staff School Hall · Julius Berger Lecture Theatre · Arts Theatre · Distance Learning Institute	UL/CP/IS/01	Janitorial services will include the cleaning and sanitizing of the facilities and surrounding as well as handling of the waste disposal of the waste disposal to designated areas. Maintenance services include the repair/replacement of building element on an agreed schedule of rates.	20,000,00

#### Pre-Qualification Requirements

##### 1a. Compulsory and Mandatory Requirements

- (i) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC).
- (ii) Company Audited Account for the last three years duly stamped.

- (iii) Evidence of Company Tax Clearance Certificate for the last three (3) years (2012, 2013 and 2014).
- (iv) Evidence of Value Added Tax (VAT) registration.
- (v) Current Pension Clearance Certificate from National Pension Commission (PENCOM).
- (vi) Evidence of compliance with the statutory provision of section 6 (1)-(3) of the Industrial Training Fund (ITF) Amendment Act, 2011.
- (vii) Evidence of payment of the non-refundable pre-qualification fees at the UN1LAG Cash Office or Bank Certified Cheque.

Please note that failure to provide any of the documents listed in 1A (i – vii) above will automatically disqualify the bidder.

**1b. Other Requirements:**

- (i) List and source of equipment to be used for the project.
- (ii) Indication of Technical and Administrative Staff strength, with academic/professional qualifications and years of experience of key personnel available for the project, (Personnel with USE and facility maintenance qualification will be an added advantage).
- (iii) Bank reference from a reputable Bank.
- (iv) Verifiable evidence of similar works successfully executed or being executed in Nigeria over the last five (5) years stating: type, cost with evidence of award and completion certificate.

**Collection of Documents**

Bid documents shall be made available to interested companies on presentation of the receipt issued at the Cash Office of the University in respect of this tender, from the office of:

**The Director,  
Works and Physical Planning Department  
Commercial Road (Near FORTE Petrol Station)  
University of Lagos,  
Akoka-Yaba  
Lagos.**

**Submission of Documents**

The original and two (2) copies of the Technical and Commercial bid documents should be submitted in separate envelopes and marked "Confidential... (Please state the specific project: indicating whether Technical or Commercial proposals)" The sealed envelope should be addressed and submitted, **not later than 3 p.m. on Monday June 1st, 2015**, to:

**The Registrar,  
Fifth Floor, Senate House  
C/o Council Affairs Unit  
University of Lagos,  
Akoka-Yaba  
Lagos.**

Bids will be opened at the University Council Chamber in the presence of the prospective bidders immediately after the close of submission. Attendance at this opening event is important.

Participation in the Pre-qualification exercise and any related process neither creates any commitments nor establishes any legal relationship with the University of Lagos. It is a precondition for further-consideration of bid in line with Due Process.

**Dr. (Mrs.) Taiwo F. Ipaye. MNIM  
Registrar &  
Secretary to Council**