

# Overview

## FEDERAL POLYTECHNIC KADUNA

### KADUNA STATE

#### INVITATION TO TENDER FOR 2022 IGR CAPITAL PROJECTS

##### (1) INTRODUCTION

The management of Federal Polytechnic Kaduna in fulfillment of its mandate to ensure a conducive teaching and learning environment and meet the accreditation needs, intends to use its Internally Generated Revenue (IGR) for the procurement of works and goods for the year 2022.

Accordingly, the Federal Polytechnic Kaduna invites experience and competent Contractors/suppliers to submit bids for the following year 2022 IGR Capital Projects:

##### (2) SCOPE OF WORKS/SUPPLIES

LOT	DESCRIPTION OF WORK
1	Procurement of laboratory equipment for Kaduna Polytechnic
2	Procurement of Motor Vehicles for Kaduna Polytechnic

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3	Procurement of Equipment and Installations for Kaduna Polytechnic
4	Procurement of Firefighting Equipment
5	Procurement of Furniture & Office Equipment for Staff and Classrooms Furniture for Kaduna Polytechnic
6	Printing of Documents for Kaduna Polytechnic
7	Procurement of various Office Stationaries
8	Procurement of other Office Equipment
9	Procurement of Laboratory/Medical Equipment
10	Procurement of Power Generating Set/Transformers
11	Procurement of Broadcast & Communication Equipment

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12 Construction/Maintenance of Boreholes & other Water Facilities

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13 Construction of Sewage/Drainage System at Kaduna Polytechnic

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### **(3) ELIGIBILITY REQUIREMENTS**

***Prospective Bidders must possess the under listed verifiable requirement to be eligible to participate in this procurement exercise***

- (a) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7.
- (b) Evidence of Company Income Tax Clearance Certificate for the last Three (3) years valid till 31<sup>st</sup> December, 2021, with minimum average annual turnover as stated in the bid documents.
- (c) Evidence of Pension Clearance Certificate valid till 31<sup>st</sup> December, 2021 (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 31<sup>st</sup> December, 2021 (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) Compliance Certificate valid till 31<sup>st</sup> December, 2021.
- (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<sup>st</sup> December, 2021 or valid Certificate issued by BPP.

- (g) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Federal Polytechnic Kaduna 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 bids are true and correct in all particulars. Also, no Director of the Company (Past and Present) has ever been convicted as criminal offence relating to fraud or financial impropriety in any court of law.
- (h) Company's Audited Account for the last Three (3) years (2018, 2019, 2020).
- (i) Reference letter from a reputable Commercial Bank in Nigeria indicating willingness to provide Credit Facility for the execution of the projects 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.
- (l) 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;
- (m) Only companies included in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles or their authorised representatives should bid for the vehicles;
- (n) Letter of Authorization from the Original Equipment Manufacturers listed in the Approved Policy for Procurement of Health and Medical Equipment for Tertiary Hospitals in Nigeria, for bidders of Lot 9;
- (o) For Supply of Other Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
- (p) For Joint Ventures/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificates, Pension Compliance Certificates, ITF Compliance Certificates, NSITF Compliance Certificates, IRR and Sworn Affidavit for each JV Partner).

(q) All documents for submission must be transmitted with a duly signed covering/ forwarding Letter under the company's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), the Contact Address, Telephone Numbers (Preferably GSM NO.), and e-mail address. The letter Head paper must bear the names and nationalities of the Directors of the company at the bottom of the page duly signed by the Authorized Officer of the firm.

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

Interested companies are to collect the Standard Bidding Documents (SBD) from the office of the Director of Procurement Kaduna Polytechnic, Room 2, First Floor at the Centre of Excellence Solid Mineral Building in the Main Campus, Tudun Wada, Kaduna, on payment of non-refundable tender fee of N10,000 into the Federal Polytechnic, Kaduna's TSA in any reputable commercial bank in Nigeria.

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

(5.1) Prospective bidders are to submit bid for each of the lot desired, two (2) hard copies each of the technical and financial bids with soft copy of financial bid only in MS Excel format, package separately in sealed envelopes and clearly marked as "Technical" or "Financial Bid".

(5.2) Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to the Registrar, Federal Polytechnic Kaduna and clearly stated with the title of the Project and Lot Number.

(5.3) Furthermore the reverse of each sealed envelope should bear the name, phone number, and address of the bidder and drop in the designated Tender Box situated in the Procurement Department **not later than 12:00 noon on Wednesday, 2 February 2022**. Kindly remember to Sign the Bid Submission Register at the Point of Submission.

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

(6.1) The technical bid will be opened immediately after the deadline for submission at **12:00 noon on Wednesday, 2 February, 2022** in the Council's Chamber, Federal Polytechnic Kaduna.

(6.2) Please ensure that you sign the Bid Submission Register in the Office of the Secretary of the Director of Procurement Room 1 Ground Floor in the Centre of Excellence Solid Mineral, Main Campus, Tudun Wada as the Kaduna Polytechnic will not be held liable for misplaced or wrongly submitted bid. For further enquires please contact the Director (Procurement) on e-mail [rector@kadunapolytechnic.edu.ng](mailto:rector@kadunapolytechnic.edu.ng) .

## **(7.0) GENERAL INFORMATION**

- (a) Bid must be in English language and signed by an official authorised by the bidders.
- (b) Bids must be in Naira Currency.
- (c) Bid submitted after the deadline for submission would be returned unopened
- (d) Bidders should not bid for more than two (2) lots
- (e) All cost will be borne by the bidders
- (f) 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;
- (g) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- (h) 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 un-opened;
- (i) The Kaduna Polytechnic is not bound to pre-quality any bidders and reserves the right to annul the procurement at any time without incurring any liabilities in accordance with the Section 26 of the Public Procurement Act 2007.

(j) This advertisement shall not be construed as a commitment on the part of the Federal Polytechnic Kaduna or shall it entitle tenderers to make any claims or seek any indemnity from the Centre by virtue of their response to the Advertisement.

**SIGNED:**

**MANAGEMENT**

**FEDERAL POLYTECHNIC KADUNA**