

## Overview

### **FEDERAL UNIVERSITY WUKARI**

**K/M 200 KATSINA – ALA ROAD, P.M.B. 1020 WUKARI, TARABA STATE**

### **PREQUALIFICATION OF CONTRACTORS FOR THE YEAR 2022 NATIONAL SHOPPING AND INTERNALLY GENERATED REVENUE PROJECTS**

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

The Federal University Wukari wishes to prequalify contractors for the purpose of the execution of its 2022 projects to be funded with Internally Generated Revenue and hereby invites interested and reputable contractors to submit pre-qualification documents for the purpose of the prequalification only.

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

##### **2022 IGR PROJECTS CATEGORY**

##### **DESCRIPTION**

##### **Lot 1: Small Works such as**

(A) Construction of Culverts, Drainages and Renovations

(B) Automobile Repairs/Refurbishment

(C) Electrical Supplies and Installations

##### **Lot 2: Goods, Supplies and Installations such as**

(D) Stationery and Office Equipment

(E) Fuel and Lubricants

(F) Furniture and Fittings

(G) Livestock / Feed /Veterinary Drugs for the Research Farms

(H) Hospital Pharmaceuticals/Reagents and Clinical Equipment

(I) Electrical Supplies

(J) Printing of Examination Booklets, General, staff and personnel files

(K) Convocation / Matriculation /Ceremonial Gowns and Hoods

**Lot 3: Non Consultancy Services such as**

(L) Cleaning

(M) Security

(N) Events and Catering Services

(O) Repairs and Servicing of Generators and Office Equipment

**(3) ELIGIBILITY REQUIREMENTS**

The University, in compliance with Section 25(2) of the Public Procurement Act 2007, invites interested contractors to submit the following documents:

(a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7;

(b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years: 2018, 2019, 2020 valid till 31 December, 2021: with minimum average annual turnover as indicated in the tender documents;

(c) Evidence of current Pension Clearance Certificate, valid till 31 December 2021; (this requirement is only applicable to bidders whose number of staff is 15 and above);

(d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate, valid till 31 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) Clearance Certificate valid till 31 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 31/12/2021 or valid Certificate issued by BPP;

(g) Sworn Affidavit

– disclosing whether or not any officer of the relevant committees of the Federal University Wukari 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.

– that the Company shall deliver the project as at when due irrespective of the location;

(h) Company's Audited Accounts 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 project when needed is an added advantage;

(j) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications (In case of construction: 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) Works: List of Plants/Equipment with proof of Ownership/Lease;

(m) Cleaning: Evidence of Firm's current registration with Environmental Health Officers Registration Council (EHORECON);

(n) Security: Evidence of Firm's current registration with Nigeria Security and Civil Defence Corps (NSCDC);

(o) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance 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 authorized Officer of the firm.

#### **(4) SUBMISSION OF PREQUALIFICATION DOCUMENTS**

Prospective bidders are to submit bid for each of the categories desired, two (2) hard copies each of the technical bids in a sealed envelope addressed to: The Vice-Chancellor, Federal University Wukari K/m 200, Katsina -Ala Road P.M.B 1020 Wukari, Taraba State and clearly marked with the name of the project category.

Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box at the Security Post by the Administrative Building, Federal University Wukari Taraba State, not later than **12:00 noon on Tuesday 25 January, 2022**

#### **(5) OPENING OF PREQUALIFICATION DOCUMENTS**

The technical bids will be opened immediately after the deadline for submission at **12:00 noon on Tuesday 25 January, 2022** in the Procurement Office, Federal University Wukari, Taraba State, while the Financial bids will be kept un-opened.

Please, ensure that you sign the Bid Submission Register, in the office of Head, Procurement Unit, Federal University Wukari Taraba State, as the Federal University Wukari will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the: Head, Procurement Unit, Federal University Wukari, Taraba State.

#### **(6) GENERAL INFORMATION**

- (a) Bids must be in English Language and signed by an official authorized by the bidder.
- (b) Bids submitted after the- deadline for submission would be returned unopened.
- (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 with the 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 will be invited at a later date for collection of tender documents.

(h) The Federal University Wukari Taraba State is not bound to pre-qualify 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.

**SIGNED:**

**HEAD, PROCUREMENT UNIT**

**FEDERAL UNIVERSITY WUKARI**