

COLLEGE OF EDUCATION, GINDIRI

PLATEAU STATE

INVITATION FOR BIDS FROM QUALIFIED CONTRACTORS FOR YEAR 2017/2018 MERGED PROJECT MAINTENANCE AND YEAR 2016, 2017 & 2018 MERGED ICT SUPPORT TETFUND INTERVENTION PROJECT COE GINDIRI

(1) INTRODUCTION

College of Education, Gindiri hereby invites competent/qualified contractors to submit Technical and Financial bids for execution of the under listed projects under Year 2017/2018 merged Project Maintenance and Year 2016, 2017/ 2018 Merged ICT Support TETFund Intervention Project.

(2) SCOPE OF WORK

CATEGORY A

- (1) Renovation of School of Languages Complex.

CATEGORY B

- (2) Website Upgrade and Development.
(3) Staff Training (ICT) and Development.

(3) ELIGIBILITY REQUIREMENTS:

Prospective contractors are expected to submit documents for the prequalification (Technical Bid) as enumerated below:

- (a) Evidence of Registration with Corporate Affairs Commission including Form CAC2 & CAC7.
(b) Evidence of current Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all Partners) valid till 31st December, 2019.
(c) Evidence of current Pension Compliance Certificate valid till 31st December, 2019 (where applicable);
(d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2019 (where applicable);
(e) Evidence of current National Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2019.
(f) Evidence of current certificate of registration with Bureau of Public Procurement (BPP) or Copy of Interim Registration Report (IRR) expiring on 31st January, 2020 or valid Certificate issued by BPP.
(g) Company's Audited Account for the past Three years (2017, 2018, 2019);
(h) Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria indicating willingness to provide credit facility for the execution of the assignment when needed.

- (i) Evidence of registration with Computer Professionals of Nigeria (CPN) and National Information Technology Development (NITDA) (Lot 2 & 3).
- (j) Evidence of registration and/ or affiliation with International Computer Driving License (ICDL) organization (Lots 2 & 3).
- (k) Company's Profiles with at least Three (3) ICDL Certified Trainers with certificates (Lots 2 & 3).
- (l) Evidence of registration with Centre for Management Development (CMD) (Lot 2 & 3)
- (m) Company Profile with Curriculum Vitae (C.V.) of professional staff to be deployed for the project including copies of their Academic/ Professional Qualifications (ARCON, CORBON, COREN, QSRBN) (Lot 1);
- (n) Verifiable evidence of at least three (3) similar jobs in the last five (5) years including Letters of Awards, Valuations/Job completion certificates and photographs of the projects;
- (o) A declaration or a Sworn affidavit indicating the following:
 - (i) Disclosing whether or not any officer of the relevant committees of College of Education, Gindiri 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;
 - (ii) That none of the Directors has been convicted in any court for any criminal offence including fraud or financial impropriety.
 - (iii) That the company does not at the time of this bid have any existing loan or financial liability with any bank or other financial institutions or third party that has classified as doubtful, non performing, bad or whose repayment portion has been outstanding for the last three (3) months.
- (p) 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) COLLECTION OF TENDER DOCUMENTS (CATEGORY A)

Prospective Bidders are to collect Financial bids document from the Registrar, College of Education, Gindiri, upon the presentation of receipt of non – refundable tender fee of N10,000.00 per Lot, payable to College of Education, Gindiri.

(5) SUBMISSION OF TENDER DOCUMENTS (CATEGORY A)

Prospective bidders are to submit bid for each of the Lot desired, two (2) hard copies each of the technical and financial bids with softcopy of financial bid only in MS Excel format, packaged separately

in sealed envelopes and clearly marked as “Technical Bid” or “Financial Bid”. Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to:

**The Registrar,
College of Education, Gindiri,
P.M.B 01000, Gindiri,
Plateau State**

and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box in the Office of the Registrar College of Education, Gindiri **not later than 12:00 noon on Monday, 9 March, 2020.**

(6) SUBMISSION OF EOI DOCUMENTS (CATEGORY B)

Interested firms are to submit two (2) bound of Expression of Interest (Eoi) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed as stated above, and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box in the Office of the Registrar College of Education, Gindiri **not later than 12:00 noon on Monday, 10 February, 2020.**

(7) OPENING OF EOI DOCUMENTS AND TECHNICAL BIDS

The EOI and the Technical bids will be opened immediately after the deadlines for the submission at **12:00 noon on Monday, 10 February, 2020 and 12:00 noon on Monday, 9 March, 2020** respectively, in the College Academic Board Room in the presence of the bidders or their representatives, while the financial bids will be kept un-opened. Please, ensure that you sign the Bid Submission Register as the College will not be held liable for misplaced or wrongly submitted bids.

(8) GENERAL INFORMATION

- (i) Bids must be in English Language and duly signed by an official authorised by the bidder;
- (ii) Bids submitted after the deadline for submission would be returned unopened;
- (iii) Bidders should not bid for more than two (2) Lots;
- (iv) All costs will be borne by the bidders;
- (v) Category A: Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
- (vi) Category B: Only shortlisted firms will be contacted at a later date for collection of Request for Proposals;
- (vii) College of Education, Gindiri 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:

THE REGISTRAR

COLLEGE OF EDUCATION GINDIRI,

P.M.B01000, GINDIRI, PLATEAU STATE