

UNIVERSITY OF BENIN

BENIN CITY, NIGERIA

INVITATION FOR EXPRESSION OF INTEREST FOR TETFUND INTERVENTION PROJECT IN ICT SUPPORT

(1.0) PREAMBLE

The University of Benin is a Federal University with the cardinal objective of providing quality education to the teeming Africa Scholars through research that guarantee success. The University in meeting this objective invites qualified, interested and credible Contractors, Consultants and Vendors to submit their Expression of Interest (EOI) to execute the approved year 2016/2017/2018 (Merged) Tertiary Education Trust Fund in ICT of the University.

(2.0) SCOPE OF SERVICES:

The Projects for which the EOI are invited are as follows:

LOT NO	PROJECT DESCRIPTION
	CONSULTANCY SERVICES:
LOT 1	Website Remodeling/Re-Structuring And International Computer Driving License ,
LOT 2	Training of University Staff on Base Modules, Intermediate Modules And Advanced Modules.

(3.0) ELIGIBILITY REQUIREMENTS

Companies interested in any of the jobs must possess the following eligibility requirements:

- (i) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) and Article of Association including Forms CAC 2& CAC 7, or Business Name.
- (ii) Company's current Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners) for the last three (3) years valid till 31st December, 2019.
- (iii) Evidence of Pension Compliance Certificate valid till 31st December, 2019 (where applicable).

- (iv) Evidence of Industrial Training Fund (ITF) Certificate valid till 31st December, 2019 (where applicable).
- (v) Evidence of Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2019.
- (vi) Evidence of registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31st January, 2020 or a valid Certificate issued by Bureau of Public Procurement (BPP).
- (vii) 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 project when needed;
- (viii) Audited Accounts of the Company for the last three years (2016, 2017 & 2018) fully signed and stamped by a professional accounting/audit firm and signed by the client.
- (ix) Verifiable documentary evidence of at least three (3) in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the Projects.
- (x) Company's Profile with Curriculum Vitae of Key Staff including photocopies of relevant academic/professional qualification (ITIL, PMP, ICDL, etc.)
- (xi) Evidence of Firm's registration with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA)
- (xii) Lot 2: Evidence of accreditation with Centre for Management Development (CMD);
- (xiii) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner).
- (xiv) Evidence that the Training (LOT 2) is to be facilitated by a Qualified and Certified ICDL Expert/Trainer
- (xv) Sworn Affidavit:
 - That the company is not in receivership, insolvency or bankruptcy.
 - That the Company does not have any Director who has been convicted in any court in Nigeria or any other Country for criminal offence in relation to fraud or financial impropriety

- Disclosing whether or not any officer of the relevant committees of the University of Benin 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.

(xvi) The documents should be arranged in the order listed above.

(xvii) 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 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) SUBMISSION OF EOI DOCUMENTS:

Consultancy Services: The completed EOI must be submitted in three (3) copies each, including one (1) original and two (2) copies in separate sealed envelope clearly marked "Confidential EOI for Tetfund Intervention Project in ICT Support" with the Appropriation Project Title, the Lot Number and Company Name clearly printed at the top left corner of the envelope and be submitted **not later than 12:00 noon on Monday, 10 February, 2020**. This should be addressed to:

**The Registrar,
University of Benin
P.M.B 1154
Benin City**

And should be handed-delivered at Procurement Office, Room 2, (Upstairs) Uniben Water Scheme, University of Benin, Ugbowo Campus, Benin City, Edo State.

(5.0) OPENING OF EOI DOCUMENTS

The Expression of Interest (Eoi) will be opened immediately after the deadline for submission at **12:00 noon on Monday, 10 February, 2020** at the University Senate Chambers in the presence of bidders or their representatives.

(6.0) IMPORTANT INFORMATION

- (a) Submission of EOI is not a guarantee for the award of contract.
- (b) Late submission will be returned un-opened;
- (c) Firms should not bid for more than one (1) Lot;

(d) Only shortlisted bidders will be contacted at a later date for collection of Request for Proposals;

(e) The University of Benin is not bound to shortlist 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:

O.A.OSHODIN (MRS.)

REGISTRAR