

FEDERAL UNIVERSITY, GASHUA

INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR YEARS 2016/2017/2018 (MERGED) TETFUND INTERVENTION IN ICT SUPPORT PROJECTS FEDERAL UNIVERSITY, GASHUA

(1.0) Introduction

The Federal University Gashua intends to execute the following projects for the upgrading/restructuring of its website to improve usability and increase visibility of the institution, training of both Academic and Non-Teaching staff of the University.

In compliance with the requirements of the Public Procurement Act 2007 and extant regulations of government on the Procurement of goods, works and services, interested suitable, qualified, reliable and competent contractors/suppliers with proven track-record are hereby invited to undertake the under-listed Projects.

| | | |
|-----|-------|--|
| (a) | Lot 1 | Website Restructuring, Website Design, Adoption of WordPress CMS, Content Migration, User Acceptance Testing and Staff Training. |
| (b) | Lot 2 | Computer Training (Base Modules: 50 Staff, Intermediate Modules: 50 Staff and Advanced Modules: 40 Staff). |

(2.0) Eligibility Requirements

- (a) Certificate of registration with Corporate Affairs Commission (CAC) including Form CAC2 and CAC7 or Business Name
- (b) Evidence of current Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners) for the past 3 years (2016, 2017, 2018) expiring on 31 December 2019;
- (c) Evidence of current Pension Compliance Certificate expiring on 31 December 2019;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate expiring on 31 December 2019;
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate expiring on 31 December 2019;
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/1/2020 or valid Certificate issued by BPP

- (g) Sworn Affidavit disclosing whether or not any officer of the relevant committees of Federal University, Gashua 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;
- (h) Company Audited Account for the years 2016, 2017, 2018
- (i) 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;
- (j) Company's Profile with the CVs of key Staff to be deployed for the project, including copies of their Academic/Professional Qualifications;
- (k) Evidence of Firm's registration with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);
- (l) Verifiable documentary evidence of at least (3) similar jobs executed in the last five (5) years including Letters of Award, Valuation Certificates and Job Completion Certificates;
- (m) For Training: ICDL Certification and Accreditation issued by the Centre for Management Development (CMD);
- (n) All documents for submission must be transmitted with a covering/forwarding letter under the Company's/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 must bear the Names and Nationalities of the Directors of the Company at the bottom of the page and duly signed by the authorised officer of the firm.

(3.0) Submission of EOI Documents

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 to the Vice Chancellor, Federal University Gashua and clearly marked with name of the project and Lot number written on the top right corner of the envelop.

Furthermore, the reverse of each sealed envelope should bear the name and address of the company and should be hand-delivered into the Tenders Box at the Procurement Unit **not later than 12:00 noon, Thursday, 13 February, 2020.**

(4.0) Opening of EOI Documents

The EOI will be opened immediately after the deadline for submission **at 12:00 noon, Thursday, 13 February, 2020** at the 500 Capacity Lecture Theatre, Federal University Gashua in the presence of bidders or their representatives. Please ensure that you sign the Bid Submission Register in the office of the Ag. Coordinator Procurement Unit, as the Federal University Gashua will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Ag, Coordinator procurement Unit @ mbdawami@gmail.com

(5.0) General Information

- (a) EOI must be in English language and signed by an official authorised by the bidder;
- (b) Bids submitted after the deadline for submission would be returned un-opened;
- (c) Bidders should not bid for more than one (1) Lot;
- (d) All cost will be borne by the bidders;
- (e) Only shortlisted firms will be contacted at a later date for collection of Request for Proposals;
- (f) Federal University Gashua 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

A.B. Shehu, PhD

Acting Registrar

Federal University Gashua