

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

INVITATION FOR EXPRESSION OF INTEREST FOR YEARS 2016/ 2017/ 2018 MERGED TETFUND ICT SUPPORT INTERVENTION FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI

(1) INTRODUCTION

The Federal University of Technology Owerri, in compliance with the requirement of the Public Procurement Act 2007, invites interested, competent Consultants with proven experience and good track record of performance to indicate interest in our Years 2016/2017/2018 (Merged) TETFund ICT SUPPORT Intervention listed below:

(2) SCOPE OF SERVICES

Lot 1 Website Upgrade, Design, Migration to conform to TETFund guidelines and ICT Staff Training;

Lot 2 Computer Training (Base Module, Intermediate Module and Advanced Module)

(3) ELIGIBILITY REQUIREMENTS

To be eligible, potential companies are required to submit all the under listed verifiable documents and must be arranged in the following order and numbered:

- (i) Evidence of Certificate of Incorporation (or Business Name where applicable) with the Corporate Affairs commission (CAC) including forms CAC2 and CAC7, or Business Name;
- (ii) Evidence of Company's current Tax Clearance Certificate (or Personal Income Tax Clearance Certificate) for the three (3) years-2016, 2017 and 2018, expiring on 31st December, 2019 and with a minimum Annual Turnover of 3 million naira for each year;
- (iii) Evidence of Current Pension Compliance Certificate valid till 31st December, 2019 (where applicable);
- (iv) Evidence of Current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2019 (where applicable);
- (v) Evidence of Current Nigeria Social Insurance Trust Fund (NSITF) compliance 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 31/1/2020 or valid certificate issued by BPP;

(vii) A Sworn Affidavit:

- Disclosing whether or not any officers of the relevant committees of the Federal University of Technology Owerri or the Bureau of Public Procurement is a former or present Director, shareholders or has any pecuniary interest in the Company and to confirm that all information presented in its bid are true and correct in all particulars
- The director (s) of the company expressing interest, have never been convicted by any law court.
- The company is not bankrupt.

(viii) Company's Audited Accounts for the last three (3) years (2016,2017 and 2018), certified by a professional Accounting/Audit firm.

(ix) Company's Profile with the Curriculum Vitae (CV) of Key staff to be deployed for the project including copies of their Academic/ Professional Qualifications.

(x) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including letters of awards, job completion certificate showering timely completion of the projects and photograph of the projects. Evidence of 5 Years of Website Design experience including: HTML, CSS, JavaScript, Latest release of WordPress CMS (WP Engine, PHP, 3rd Party APIs Gravity Forms, Pods etc) or Latest release of Joomla CMS or Latest releases of Drupal CMS for LOT 1

(xi) Evidence of Firm's Accreditation by Computer Professionals Registration Council of Nigeria (CPN) and National Information Technology Development Agency (NITDA);

(xii) Evidence of Firm's Accreditation as a Test Centre, International Computer Driving Licence (ICDL) certificate.

(xiii) Evidence of at least 3 ICDL certified trainers with certificates

(xiv) Evidence of Firms registration with Centre for Management Development (CMD)

(xv) Evidence of financial capability to execute the project by submission of reference letters from a reputable commercial bank in Nigeria indicating willingness to provide credit facility for the execution of the project when needed.

(xvi) All Documents for Submission must be transmitted with a Covering / Forwarding Letter under the Company/ Firms 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 EXPRESSION OF INTEREST 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 OF TECHNOLOGY OWERRI IMO STATE. The EOI document must be clearly marked with (the name of the Project). Furthermore, the reversed side of the sealed envelope should have the Name, Address, GSM No and Email address of the bidder. All EOI documents are to be inserted into the Tenders box kept at the Office of the Procurement Unit, Room 215, First floor, Senate Building of the Federal University of Technology Owerri, Imo State not later than **12:00 noon on Monday 10 February, 2020**. Please ensure that you sign the Bid Submission Register as the Federal University of Technology Owerri will not be held liable for misplaced or wrongly submitted bids.

(5) OPENING OF EOI DOCUMENTS

The EOI documents will be opened immediately after the deadline for submission at **12:00 noon on Monday, 10 February, 2020**, in the University's Council Chambers, Second floor, Senate Building, Federal University of Technology Owerri, Imo State in the presence of CSOs, Professional Organisations, bidders, their representatives and the general public.

(6) GENERAL INFORMATION

Submission of EOI documents to the Federal University of Technology Owerri, Imo State is neither a commitment nor an obligation to award contract to any contractor or his agent. This advertisement for Expression of Interest should not be construed as a commitment on the part of the Federal University of Technology Owerri, Imo State nor shall it entitle any contractor to make any claims whatsoever or seek indemnity from the Federal University of Technology Owerri, Imo state.

(c) The University may verify any or all claims made by the applicants and shall disqualify any company whose claims are found to be false in addition to other sanctions that may be deemed necessary.

(d) All submission pages must be dully initialled by the company.

(e) All costs will be borne by the bidders.

- (f) Only shortlisted bidders will be contacted at a later date for collection of Request for Proposals.
- (g) Due diligence would be followed as all documents submitted would be verified. Past executed works, contractors' offices may be visited for verification. Any discrepancies found would summarily disqualify the firm.
- (h) Non-compliance to the instruction above will lead to automatic disqualification;
- (i) The Federal University of Technology Owerri is not bound to shortlist any bidder and reserves the right to annul the procurement process at any time in line with Section 28 of the Public Procurement Act, 2007, without incurring any liabilities

SIGNED

MANAGEMENT