

RIVERS STATE UNIVERSITY

NKPOLU OROWOROKWO

P.M.8 5080 PORT HARCOURT, RIVERS STATE NIGERIA

INVITATION FOR PRE-QUALIFICATION AND TENDER FOR 2016 & 2018 (MERGED) TET-FUND ICT SUPPORT PROGRAMME

(1.0) INTRODUCTION

(1.1) As part of its 2016 & 2018 ICT SUPPORT Programme, the Rivers State University Port Harcourt, is desirous of Remodeling the University Website

(1.2) The University hereby invites experienced and competent contractors with good track records to submit bids for the projects as described here under.

(2.0) SCOPE OF WORKS/SUPPLY

LOT NO

DESCRIPTION

REFERENCE CODE

Remodelling of The University Website to improve usability and

Visibility including Training on Content Management and Website Administration RSU/20/004

Administration

(3.0) ELIGIBILITY/MANDATORY REQUIREMENTS

Prospective Bidders are required to submit comprehensive documents that highlight the bidding company's ability to carry out the services such as:

- (a) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Forms (CAC2) and (CAC7)
- (b) Evidence of Company Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2018 with minimum average Turnover of:
- (c) Evidence of current Pension Compliance Certificate valid till 31st December, 2019.

- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2019.
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st 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 1/1 /2020 or valid Certificate issued by BPP.
- (g) Sworn Affidavit disclosing whether or not any officer of the Rivers State University 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.
- (i) Evidence of financial capability to execute the project including Reference Letter from a reputable commercial bank indicating willingness to provide credit facility for the project when needed.
- (j) Company Profile with the curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualification (in case of construction; COREN, QSRBN, AARCON, 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 Certificate, Job Completion Certificate and Photographs of the Projects;
- (l) Lists of plants/Equipment with proof of Ownership/Lease (where applicable):
- (m) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (all the eligibility requirements 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 Letter head paper must bear the names and Nationalities of the Directors at the Company at the bottom of the page, duly signed by the authorized officer of the firm.

(4.0) COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect Tender Documents from the office of the Director of Physical Planning and Development Rivers State University, Port Harcourt on evidence of payment of a non-refundable fee of 10,000.00 per Lot, paid into the account of the Rivers State University, Port Harcourt.

(5.0) SUBMISSION OF BID DOCUMENTS

Prospective bidders are to submit for each of the Lot desired, two (2) copies each of the technical and financial bids only with soft copy of financial bid in MS Excel format, packaged separately in sealed envelopes addressed to The Vice Chancellor, Rivers State University, Port Harcourt and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and dropped in the designated Tender Box at the Vice Chancellor's Conference Room, Senate Building, Rivers State University, Port Harcourt not later than **12:00 noon on Monday 9 March, 2020**.

(6.0) OPENING OF TECHNICAL BIDS

The technical bids will be opened immediately after the deadlines for submission (**12:00 noon on Monday 9 March, 2020**) in The Vice Chancellor's Conference Room, Senate Building, Rivers State University, Port Harcourt, in the presence of Bidders or their representative, while the financial bids will be kept un-opened. Please, ensure that you sign the bid Submission Register at The Vice Chancellor's Conference Room, Senate Building, Rivers State University, Port Harcourt, at the Rivers State University will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Director of Physical Planning and Development, Rivers State University, Port Harcourt.

(7.0) GENERAL INFORMATION

- (a) Bids must be in English Language and signed by an official authorized by the bidder:
- (b) Bids submitted after the deadline would be returned unopened
- (c) Bidders should not bid for more than two (2) Lots (note; this maximum ceiling is important in order not to over-stretch bidder's capacity, and causing delay in project delivery);
- (d) All costs will be borne by the bidders
- (e) All pre-qualified bidders will be contacted at a later date for financial bid opening, while bids of un-successful bidders will be returned un-opened.

(f) The Rivers State University, Port Harcourt 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 Act2007

PROF O.B OWEI
A.G VICE CHANCELLOR
RIVER STATE UNIVERSITY