

## Overview

### **INSTITUTE OF MANAGEMENT AND TECHNOLOGY (IMT)**

**P.M.B 01079, INDEPENDENCE LAYOUT ENUGU, ENUGU STATE, NIGERIA**

**INVITATION FOR PRE-QUALIFICATION AND TENDER (TECHNICAL AND FINANCIAL) FOR YEARS 2017/2018/2020 (MERGED) TETFUND PROJECT MAINTENANCE INTERVENTION INSTITUTE OF MANAGEMENT AND TECHNOLOGY (IMT) ENUGU**

#### **(1.0) INTRODUCTION**

In compliance with the requirements of the Public Procurement Act 2007, the Institute of Management and Technology (IMT) hereby invites interested and reputable Contractors/Suppliers with relevant experience and track record for submission of Technical and Financial Bids for the Years 2017/2018/2020 (Merged) TETFund Project Maintenance Intervention.

#### **(2.0) SCOPE OF WORK**

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<b>LOT</b>	<b>DESCRIPTION</b>
1.	Renovation of School Library Reading Room.

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#### **(3.0) SUBMISSION OF TENDER DOCUMENTS**

Interested bidders are to submit bid for the lot; two (2) hard copies each of the technical and financial bids, 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,

Institute of Management and Technology (IMT),

PMB 01079, Independence Layout, Enugu.

Enugu State

and clearly marked YEARS 2017/2018/2020 (Merged) TETFUND PROJECT MAINTENANCE INTERVENTION with lot number and lot description. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated Tender box not later than **12:00 noon on Thursday 27 May, 2021**.

#### **(4.0) OPENING OF TECHNICAL BIDS**

The technical bids will be opened immediately after above set deadline for submission at **12:00 noon on Thursday 27 May, 2021** in the Council Chambers of the Administrative Block of the Institute, while the financial bids will be kept un-opened.

#### **(5.0) GENERAL INFORMATION**

- (i) Bids must be in English Language and signed by an authorized official;
- (ii) Bids submitted after the deadline for submission will be returned;
- (iii) All costs will be borne by the bidders;

(iv) Only pre-qualified bidders will be contacted at a later date for financial bid opening, while bids of unsuccessful bidders will be returned unopened;

(v) All cost incurred as a result of this tender invitation and subsequent request for information shall be borne by the bidding companies and only short-listed companies will be contacted.

(vi) Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids opening will be covered by video recording with the presence of two (2) representatives of private sector professional bodies and civil society organization in the areas of Anti-Corruption/Transparency;

(vii) The advertisement for pre-qualification and tender shall neither be construed to be a commitment on the part of the Institute, nor shall it entitle any company to make any claim whatsoever and/or seek any indemnity from the Institute by virtue of any response to the said advertisement;

(viii) The Institute of Management and Technology (IMT), Enugu is not bound to prequalify any bidder and reserves the right to annul the procurement process at anytime without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

(ix) Interested bidders are hereby invited to procure each financial bid document with a tender fee of ten thousand naira (N10,000.00) only from the Bursar's Office;

(x) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services)

(xi) All enquiries should be directed to the Office of the Registrar (Mobile: 08030493078; 08136266808), Institute of Management and Technology (IMT) Enugu.

## **(7.0) ELIGIBILITY REQUIREMENTS**

(Below are the minimum qualifications bidders must meet):

- (a) Evidence of Certificate of Incorporation with Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7;
- (b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31 December, 2021 with minimum average annual turnover of N30,000,000.00;
- (c) Evidence of current Pension Clearance Certificate valid till 31 December, 2021;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31 December, 2021;
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31 December, 2021;
- (f) Evidence of registration on National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring 31 December, 2021 or valid Certificate issued by Bureau of Public Procurement (BPP);
- (g) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Institute of Management and Technology (IMT), Enugu or Bureau of Public Procurement is a former or present director or shareholder or has pecuniary interest in the bidder and to confirm that all information presented in the bid are true and correct in all particulars;
- (h) Company's audited accounts for the last three (3) years (2018, 2019 and 2020);
- (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 when needed;
- (j) Company's Profile with curriculum Vitae of Key Staff to be deployed to the project, including copies of their Academic/Professional qualifications such as COREN, QSRBN, ARCON, 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 Certificates, Job Completion Certificates and Photographs of the projects;

(l) List of Plants/Equipment with proof of Ownership/Lease;

(m) All documents for submission must be transmitted with a covering letter under the Company/Firm's Letterhead paper bearing amongst others, the Registration number (RC) as used by CAC, Contact Address, Telephone Numbers (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.

**SIGNED**

**DR. MRS. IJEOMA C. ANEKE**

**REGISTRAR**