

## Overview

**OSUN STATE COLLEGE OF TECHNOLOGY, ESA-OKE**

**P.M.B. 1011. ESA-OKE OSUN STATE**

**OFFICE OF THE REGISTRAR**

**INVITATION FOR PREQUALIFICATION AND TENDER FOR YEAR 2017 TETFUND INTERVENTION IN LIBRARY DEVELOPMENT PROJECTS OSUN STATE COLLEGE OF TECHNOLOGY, ESA-OKE**

### **(1.0) INTRODUCTION**

The Management of Osun State College of Technology. Esa-Oke hereby invites experienced end competent suppliers for prequalification and tender for the supply of various library books, furniture and equipment under the year 2017 TETFUND INTERVENTION IN LIBRARY DEVELOPMENT.

### **(2.0) SCOPE OF SUPPLIES**

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Lot 1 (i) Procurement of Various textbooks

(ii) Procurement of Various Academic/Professional Journals

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Lot 2 (i) Procurement of various Library Equipment and Furniture Items

### **(3.0) ELIGIBILITY REQUIREMENTS**

Interested suppliers and vendors are expected to submit the following documents:

(a) Evidence of certificate of incorporation issued by the Corporate Affairs Commission with CAC 2 & 7 or CAC 1.1:

(b) Evidence of Company's Income Tax clearance certificate for the last three (3) years valid till 31st December, 2020;

(c) Evidence of current Pension compliance certificate valid till 31st December 2020

(d) Evidence of current Industrial Training Fund (ITF) compliance certificate valid till 31st December. 2020.

( e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) companies certificate valid till 31st December, 2020;

(f) Evidence of Registration on the National Database of Federal contractors, consultants and service providers by submission of Interim Registration Report (IRR) expiring on 31/12/2020 or valid certificate issued by BPP

(g) Sworn Affidavit

- disclosing whether or not any officer of the relevant committees of Osun State College of Technology, Esa-Oke or the Bureau of Public Procurement is a former or present Director, shareholders or has any pecuniary interest in the bidder and to confirm that all information presented in its bids are true and correct in all particulars:
- that none of the Directors has been convicted in any country for any criminal offence including fraud or financial impropriety.

(h) Company Audited Account for the last three (3) Years (2017, 2018 and 2019)

(i) Bank reference from a reputable Commercial Bank with a commitment to provide credit facility for the execution of the contract when needed

(j) List of similar, verifiable and successfully executed projects or ongoing by the company (at least three) with letters of award and practical completion certificates, in the last five years Letters of award and interim certificate of payment should be attached for projects that are ongoing.

(k) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications.

(l) 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 Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm

#### **(4.0) COLLECTION OF TENDER DOCUMENTS**

All interested bidders are to:

(i) Pay a non-refundable tender fee of N10,000.000 to the Bursary Department of Osun State College of Technology, Esa-Oke and obtain official receipt.

(ii) Collect the standard bidding tender documents from the office of the Secretary, Tender's Committee of the College upon presentation of the evidence of payment of non-refundable tender fee.

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

Completed Technical and Financial Bids should be submitted in two different sealed envelopes and labelled "Technical Bid" and "Financial Bid" respectively with the company name indicated at the back of the envelope. The two envelopes should be enclosed in a larger envelope to be marked (Technical bid and Financial bid) and addressed to The Provost, Osun State College of Technology, Esa-Oke, Osun State. The larger envelope should be duly marked with the relevant lot Number on the top right hand corner. The bids should be dropped in the Tender Box at the Office of the Secretary, Tenders Committee office not later than **12 00 noon on Monday 15 February, 2021**. Bidders are to ensure that they also sign all pages of the Bidding documents.

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

Only the Technical bids will be opened immediately after the deadline for submission at **12:00 noon on Monday, 15 February, 2021** in the College Governing Council Room while the financial bids will be kept un-open.

Please, ensure that you sign the Bid Submission Register, as the College will not be held liable for misplaced or wrongly submitted bids.

#### **(7.0) GENERAL INFORMATION**

(i) Bids submitted after the deadline for submission would be returned un-opened

(ii) Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned unopened:

(iii) 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 Organisation in the areas of Anti-Corruption/Transparency

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

(v) Osun State College of Technology 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:**

**SECRETARY TENDER'S COMMITTEE**

**FOR: PROVOST**