

# Overview

## **COLLEGE OF HEALTH SCIENCES, BENUE STATE UNIVERSITY, MAKURDI**

### **INVITATION FOR THE PRE-QUALIFICATION / TENDER FOR GROUP LIFE ASSURANCE POLICY COLLEGE OF HEALTH SCIENCES, BENUE STATE UNIVERSITY, MAKURDI**

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

The COLLEGE OF HEALTH SCIENCES, Benue State University, Makurdi desires to provide Group Life coverage for her staff.

#### **(2.0) PRE-QUALIFICATION REQUIREMENTS**

Interested and competent brokers with experience in executing serviced of similar nature am requested to submit pre-qualification documents, neatly bound, paginated and arranged in the following order for consideration;

- (i) Evidence of registration and incorporation of company with Corporate Affairs Commission (CAC)
- (ii) Company income Tax Certificate for the last three years (CTC)
- (iii) Company Audited Accounts for the last three years (CAA)
- (iv) List of key staff with evidence of proficiency and experience.
- (v) Evidence at financial capacity and bank support.
- (vi) Evidence of current registration with the appropriate National Regulator.
- (vii) Verifiable list of similar services as successfully completed in the last 3 (three) years with names of client, evidence of award and completion certificates.
- (viii) VAT Registration.
- (ix) Evidence of current PENCOT Compliance Certificate.

- (x) Evidence of current Bureau of Public Procurement certification (BPP).
- (xi) Current Registration with the College/University as a broker.
- (xii) Evidence of compliance with the provision of section 16 (c) of Industrial Training Fund (ITF) Act on 1% Contribution at any employer having 5 or more employees in his establishment (Registration and Remittances),
- (xiii) A sworn affidavit Indicating the authenticity and verifiability of all submissions.
- (xiv) A sworn affidavit indicating that none of the directors of the company had been convicted for any criminal offence either at home or abroad.

### **(3.0) FINANCIAL BID REQUIREMENT**

Interested bidders are to collect tender documents from the Procurement Unit of the College of health sciences Benue State University at a non-refundable tender fee of sixty thousand naira-only (N60,000.00) payable to College account to bank draft. A copy of payment receipt MUST be attached to the financial tender document.

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

- (a) Two copies of all Prequalification Tender documents to be submitted must be in a sealed envelope and marked at the top-right hand corner of the envelope **Pre-qualification for Group Life Assurance.**
- (b) One copy of Financial Tender document (priced bill of quantities to be submitted must be in a sealed envelope and marked at the top-right corner of the envelope **Financial Tender for Group Life Assurance.**

All envelopes for both the Pre-qualification Tender documents and Financial Tender documents should be placed in a bigger envelope and addressed to;

**The College Secretary,**

**College of Health Sciences,**

**Benue State University,**

**Makurdi.**

The tender document must be dropped into the Tender box in the College Secretary's Office, College of Health Sciences, Benue State University, Makurdi before the date fixed for opening of tenders.

**(5.0) NOTE**

(a) The bids will be opened **on Thursday, 25 February, 2021 at 10:00a.m**, in the Deputy Provost's Office College of Health Sciences, in the presence of bidders/representatives.

(b) Late submission will be rejected.

(c) That this advertisement is not a commitment on the part of the College nor shall it entitle any person to make any claim whatsoever and or seek any indemnity from the College by virtue of such person having responded to the advertisement.

(d) That after the pre-qualification exercise, only tenders from pre-qualified Brokers for contracts and jobs will be used and the College shall not enter into any correspondence with unsuccessful applicants.

**SIGNED.**

**TERNGU EZEKIEL UDAH**

**PROCUREMENT OFFICER**