

Overview

UNIVERSITY OF ABUJA

(Office of the Registrar)

P.M.B 117, ABUJA – NIGERIA

INVITATION TO PREQUALIFY FOR MINOR WORKS AND SUPPLIES FOR YEAR 2021 UNIVERSITY OF ABUJA

(1.0) INTRODUCTION

In furtherance of its efforts at fulfilling its mandate on teaching and learning, the University of Abuja provides a variety of services to its teeming students and staff. In order to ensure the provision of reliable services, it routinely carries out repairs/works/supplies to ensure the safety, convenience, and well-being of its community. The University, therefore, invites interested, reputable and experienced Contractors to submit prequalification documents for consideration for the following minor works and supplies for the year 2021:

(2.0) SCOPE OF WORKS AND SUPPLIES

(A) MINOR WORKS PROJECTS

LOT NO.	NAME OF LOT
----------------	--------------------

A1 Construction & Renovation Works

A2 Installation Works (Mechanical/ Electrical/IT & Related Services)

A3 Vehicle Repairs

A4 Servicing/Repairs of Generators

A5 Fabrication Works

A6 Fumigation/Waste Evacuation/Cleaning

A7 Landscaping Works

(A) MINOR SUPPLY PROJECTS

LOT NO. NAME OF LOT

B8 Equipment Supplier /Repairs

B9 Furniture Works/Supplier/Repairs

B10 IT Services

B11 Supplies of Fuel, Oil and Lubricants

B12 Minor Supplies of Maintenance Materials (Electrical/Plumbing/Masonry/Building etc)

B13 Supplies of Books and Stationaries

B14 Supplies of Medical/Laboratory Consumables

B15 Other Supplies (Branding, Lanyard, Souvenirs and Related Supplies)

(3.0) ELIGIBILITY REQUIREMENTS

All interested Companies should submit the following pre-qualification documents:

- (a) Evidence of Certificate of Incorporation issued by 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.
- (c) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31 December, 2021.
- (d) Evidence of current Pension Clearance Certificate valid till 31 December 2021 (where applicable).
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31 December, 2021.
- (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 December, 2021 or valid Certificate issued by the Bureau for Public Procurement (BPP).
- (g) A Sworn Affidavit disclosing whether or not any officer of the relevant committees of the University of Abuja or the Bureau of Public Procurement is a present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented are true and correct in all particulars.
- (h) Copy of Certified Audited company Accounts for the immediate past three (3) years (2018, 2019, and 2020) duly stamped by certified auditors.
- (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 for the execution of the project when needed;
- (j) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications (in case of construction: 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 (where applicable);

(m) 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.

Please note that the University reserves the right to verify the evidences submitted.

(4.0) SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

(4.1) Prospective bidders are to submit documents for each of the lots desired (to a maximum of two Lots) in two (2) hard copies in sealed envelopes and clearly marked as "Technical Bid" addressed to The Vice Chancellor, University of Abuja, Abuja and marked boldly and clearly at the top left corner "Invitation To Prequalify For Minor Works And Supply For Year 2021" specifying the lot number and title of the project. The reverse of the envelope should bear the name and address of the bidder.

(4.2) The envelopes are to be deposited in the Tender Box located at the reception hall of the University Senate Building, Main Campus, Airport Road not later than **12:00 noon Wednesday 3 March, 2021**. Bidders should ensure that their submission(s) are appropriately logged in the Submission Register at the venue. The University of Abuja will not be held liable for misplaced or wrongly submitted bids.

(4.3) The documents shall be publicly opened immediately after the deadline for submission at **12 noon Wednesday 3 March, 2021** in the reception hall of the Senate Building, University Main Campus, Airport Road, Abuja, in the presence of NGOs and Civil Society Organisations. For further enquiries, please contact the Procurement Unit on procurement@uniabuja.edu.ng

(5.0) IMPORTANT NOTES

(i) Bids must be in English Language and signed by an official authorised by the Bidder.

- (ii) Bidders should note that time is of the essence in the execution of the University projects.
- (iii) Bids submitted after the deadline for submission would be returned unopened.
- (iv) Bidders should not bid for more than two (2) lots
- (v) All costs shall be borne by the bidders.
- (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 Organisation in the areas of Anti-Corruption/Transparency;
- (vii) Bidders can submit through Post (Courier Services);
- (viii) Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of financial bids
- (ix) The University is not bound to prequalify any bidder and reserves the right to annul the process at any time without incurring liabilities in accordance with Section 28 of the Public Procurement Act 2007.

SIGNED

MAL. YAHYA MOHAMMED

REGISTRAR