

INVITATION TO TENDER FEDERAL POLYTECHNIC OF OIL AND GAS, BONNY, RIVERS STATE

(1.0) This is to invite interested and reputable contractor to indicate interest in pre-qualification exercise for the under-listed projects under the Polytechnic 2018 Capital budget.

(2.0) SCOPE OF WORK

Lot A: Supply and Installation of industrial Safety and Environmental Engineering Technology Laboratories and Workshop Equipment.

Lot B: Supply and Installation of Computer Engineering Technology Laboratories and Workshop Equipment.

Lot C: Supply and Installation of Hospital and Medical Equipment.

Lot D: Supply of Ferry Boat Passport 19.

Lot E: Supply and Installation of Office Furniture and Fittings.

Lot F: Supply and Installation of Architectural Drawing Boards and Accessories.

(3.0) ELIGIBILITY REQUIREMENTS

Prospective bidders should submit the following under-listed documents:

- (a) Evidence of Registration with the Corporate Affairs Commission (C.A.C) including forms CAC2 and 7
- (b) Evidence of Company's Tax clearance Certificate for the last three (3) years (2015, 2016, and 2017)
- (c) Evidence of Pension Compliance and Certificate expiring on 31st December, 2018
- (d) Evidence of Industrial Training fund (ITF) compliance certificate valid till 31st December, 2018
- (e) Evidence of NSITF Compliance Certificate expiring on 31st December, 2018

(f) Evidence of Registration on the National Database of Federal Contractors, Consultants and service providers by submission of Interim Registration Report expiring on 1/1/2019 or valid certificate issued by Bureau of Public Procurement (BPP).

(g) A sworn Affidavit that no Partner/ Director has been convicted in a court of Competent jurisdiction for any criminal offence related to fraudulent or corrupt practices or criminal misrepresentation or falsification of facts relating to any matter, and that all required document are both genuine and up to date.

(h) Evidence of sworn Affidavit disclosing whether or not any officer of the relevant Committees of the Federal Polytechnic of Oil and Gas, Bonny 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) Verifiable documentary evidence of at least three (3) similar jobs in the last five (5) years including Letters of Awards, Valuation Certificates and Job Completion Certificates.

(j) Company's Audited Account for the last three (3) years 2015, 2016 and 2017.

(k) Company Profile with Curriculum Vitae of key staff and copies of their professional qualification.

(l) Evidence of financial capability to execute the project by submission of reference letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;

(m) Lot C: Letter of Authorization from the original manufacturers listed in the approved policy for procurement of Health and Medical Equipment for Tertiary Hospitals in Nigeria;

(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 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

Bid document can be obtained from the office of the Head, Procurement commencing upon presentation of evidence of payment 10,000.00 per Lot paid into the Federal Polytechnic of Oil and Gas Remitta's account in any reputable commercial bank in Nigeria.

(5.0) SUBMISSION OF TENDER DOCUMENTS

Submission of Technical and Financial Bids is to be made separately in sealed envelopes clearly marked "TECHNICAL" and FINANCIAL" INDICATING LOT IN CONSIDERATION. The separately sealed Technical and Financial Bids should be packaged in third sealed envelope properly addressed and Submitted to: The Secretary, Tenders Board FEDERAL POLYTECHNIC OF OIL AND GAS, BONNY. Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box **on or before 12:00 noon Monday, 24 December, 2018.**

(6.0) OPENING OF BIDS

The Technical bids shall be opened immediately after the deadline for submission at **12:00 noon Monday, 24 December, 2018** in the presence of bidders or their representatives, while the Financial bids will be kept un-opened. Please, ensure that you sign the Bid Submission Register as the Polytechnic will not be held liable for misplaced or wrongly submitted bids.

(7.0) GENERAL INFORMATION

(i) Federal Polytechnic of Oil and Gas, Bonny reserves the right to verify any or all the claims made by applicants and shall disqualify any Company whose claims are found to be false and such other sanctions that may apply.

(ii) Only Prequalified bidders at technical evaluation stage will be invited at a later date for financial bid opening, while the financial bids of unsuccessful bidders will be returned un-opened.

(iii) This is only an invitation for solicitation to submit and does not bear any financial Undertaking on the part of the institution.

(iv) All enquiries should be made to the office of the Head, Procurement Federal Polytechnic of Oil and Gas, Bonny. Submission must be made only in English Language.

SIGNED:

HEAD, PROCUREMENT