

Overview

FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA

ALABATA ROAD, P.M.B 2240, ABEOKUTA, OGUN STATE

INVITATION TO TENDER FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA

(1.0) INTRODUCTION

The Federal University of Agriculture, Abeokuta (FUNAAB) is desirous of utilizing its grant from the Royal Society, United Kingdom/African Academy of Sciences and hereby invites interested competent and reputable contractors/suppliers, original equipment manufacturers and their authorized agents with relevant experience to submit bids (Technical and Financial) for the under-listed project.

(2.0) SCOPE OF SUPPLY

Supply, Installation, Testing and Commissioning of GC-MS (Agilent Product)

(3.0) GENERAL ELIGIBILITY CRITERIA

Interested bidders are required to submit the following documents:

- (a) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC 2 and CAC 7;
- (b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2021: with minimum average turnover of N12 million;
- (c) Evidence of current Pension Clearance Certificate valid till 31st 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 31st 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 31st December, 2021 or valid certificate issued by BPP;
- (g) Sworn Affidavit disclosing whether or not any Officer of the relevant committees of the Federal University of Agriculture, Abeokuta 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;
- (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 for the execution of the project when needed;
- (j) Evidence of Original Equipment Manufacturers' (OEM) authorization for Laboratory equipment Company's Profile with the Curriculum Vitae of key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- (l) Verifiable documentary evidence of at least three (3) similar jobs in the last five (5) years including Letters of Awards, Interim Payment/ Valuation Certificates and Job Completion Certificates and Photographs of the project;
- (m) For Joint Venture Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner)
- (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 authorized officer of the firm.

(3.0) NOTE

- (1) The documents to be submitted should follow the order listed in a-n above. Each parcel should have a table of Contents, indicating the pages on which these items are to be found.
- (2) Interested bidders should note that the original of the documents listed above would be requested and should be available for sighting, whenever required. Also, the bidding

documents of any bidder that do not meet the above eligibility criteria will not be considered.

(3) Bidding will be conducted through the National Competitive Bidding (NCB).

(4) Interested and eligible bidders may obtain further information from the Procurement Unit, Room B205, Unity Building 'B' from 9:00am to 3:00pm Mondays to Fridays, except on public holidays.

(4.0) COLLECTION OF BID DOCUMENTS

(4.1) The sum of Ten Thousand Naira (N10,000.00) non-refundable tender fee, per lot, shall be paid into FUNAAB e-collection Account Number 0220217161018 on REMITA platform by generating Remita Retrieval Reference (RRR) and making the payment through any commercial bank. In generating the RRR, always ensure that you select Federal University of Agriculture, Abeokuta as the Name of the MDA and Tender Fees as the Name of Service/Purpose. The evidence of payment shall be submitted with the bidding documents.

(4.2) Bidding documents will be available for collection from the office of the Procurement Unit, Room B205, Unity Building 'B' on presentation of non-refundable tender fee as indicated above.

(5.0) SUBMISSION OF TENDER DOCUMENTS

Two (2) copies of the technical bidding documents must be submitted in A4 size paper, paged, neatly bound and sealed in one envelope, while the financial bid must be sealed in another envelope and all (both technical and financial bids) are to be submitted in one (1) big envelope with the inscription on the top left side of the envelope, e.g.: "Supply, Installation, Testing and Commissioning of GC-MS (Agilent Product)", indicating the name of the company on the reverse side of the envelope and delivered to: The Head, Procurement Unit, Room B205, Unity Building 'B' Federal University of Agriculture, P.M.B. 2240, Abeokuta, Ogun State **on or before 12:00 noon on Monday, 26 April, 2021.**

(6.0) BID OPENING DATE

Only the technical bids will be opened immediately after the deadline for submission at **12:00 noon on Monday, 26 April, 2021**, at Room B205, Unity Building 'B', Federal University of Agriculture, Abeokuta, while the financial bids will be kept un-opened.

(7.0) ADDITIONAL INFORMATION

- (a) The full details of the Specifications for each lot would be attached to the Bidding documents and all financial bids should be quoted in Naira (N);
- (b) Bids would be awarded to the “lowest evaluated responsive bidder”;
- (c) All bids submitted after the closing date and time would be returned un-opened;
- (d) All bids must be expressed in English Language;
- (e) Failure to satisfactorily fulfill the conditions as requested above will result to invalidation of such bid;
- (f) 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;
- (g) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- (h) 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 un-opened;
- (i) The Federal University of Abeokuta 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

BOLA ADEKOLA, PH.D, FCID, FCIA

REGISTRAR