

## **INVITATION TO TENDER FEDERAL UNIVERSITY OYE-EKITI, EKITI STATE**

### **(1.0) INTRODUCTION**

The Federal University Oye-Ekiti, Ekiti State in compliance with the Public Procurement Act 2007 hereby solicits for bids from qualified and interested suppliers for the under mentioned projects to be funded under Year 2017 TETFund Zonal Intervention.

### **(2.0) SCOPE OF PROJECTS**

Lot 1: Procurement of Critical Equipment for Faculty of Pharmacy

Lot 2: Procurement of Equipment for Department of Mass Communication (I)

Lot 3: Procurement of Equipment for Department of Mass Communication (II)

Lot 4: Procurement of Equipment for Agricultural Department

Lot 5: Procurement of 16-seater Bus

Lot 6: Procurement of various Laboratory Equipment for Faculty of Pharmacy

Lot 7: Procurement of 59-seater Bus

### **(3.0) MANDATORY TECHNICAL REQUIREMENTS FOR BIDDERS**

Interested bidders are to submit the following:

- (a) Evidence of company registration with Corporate Affairs Commission (C.A.C) (Certificate of Incorporation of the company).
- (b) Evidence of certified true copy of Memorandum and Article of Association Particulars of Directors (C07/CAC 7) and Statement of Share Capital/Allotment (C02/CAC2) and up to date annual Returns form C10 from C.A.C expiring on 01/01/2019. Payment receipt and acknowledgement letter from C.A.C not acceptable.
- (c) Evidence of Company Audited Accounts and Financial Statement duly stamped and signed by Chartered Accounting and Audit firms for the last three years 2015, 2016 and 2017 showing clearly annual turnovers and signed by the client

- (d) Evidence of company's Current Tax Clearance Certificate for the last three(3) years(2015,2016 and 2017) corresponding to declared annual turnovers.
- (e) Evidence of current (2018) Compliance Certificate with provision of section 6(1) (3) of the amended Industrial Training Fund (ITF) Act No. 19 of 2011.
- (f) Evidence of current (2018) Pension Clearance Certificate in compliance with the Amended Pencom Reform Act 2014.
- (g) Evidence of Compliance with National Social Insurance Trust Fund (NSITF) Current Compliance Certificate 2018.
- (h) Evidence of Registration of the company with National Database of Federal Contractors, Consultants, Service Providers by submission of Interim Registration Report (IRR) expiring on 01/01/2019 or valid certificate issued by Bureau of Public Procurement ("BPP").
- (i) Evidence of financial capability or bank letter of support and statement of account in the last 6 months (March- August 2018) will form part of the evaluation criteria.
- (j) Evidence of successful execution of at least three (3) similar jobs in the last three years with letter of awards and job completion certificates.
- (k) Bids must be written in Naira (N), English Language and signed by an official authorised by the bidder with company seal on the letter head of the company. Bids written in pencil will be rejected.
- (l) Bidders should submit current sworn affidavit from High Court expressing all the following clearly without any omission:
  - (i) That they possess the legal capacity to enter into procurement contract.
  - (ii) That they are not in receivership, the subjects of any form of insolvency or bankruptcy proceedings or subject of any form of winding up petition or proceedings.
  - (iii) That they do not have on their board any director who has been convicted in any country for any criminal offence relating to fraud or impropriety or criminal misrepresentation or falsification of facts relating to any matter.
  - (iv) Disclosing whether or not any officer of the procurement planning committee or Tenders Board of the Federal University Oye-Ekiti is a former or present director, shareholder or has any pecuniary interest in the organisation and confirm that all information presented are true and correct. Information supplied shall be duly verified.

(v) That the bidder has not been blacklisted/debarred from participating in Public Procurement Activity.

(vi) That all information presented and attached herein is true and correct. Please note that the above parameters are mandatory and therefore not scoreable. The financial bids of technically unresponsive bidders to any of the above mentioned mandatory requirements as applicable will not be prequalified/shortlisted.

Also, kindly note that bidders with common directorship, dominating, subsidiary or subordinate relationship are not permitted to bid for the same lot. Bidders should not bid for more than one (1) lot. Any bidder that violates this rule shall be disqualified.

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

Interested bidders are requested to collect bid documents from Procurement Unit, Mini Campus, Federal University Oye-Ekiti on presentation of the photocopy of treasury receipt of the University upon payment of non-refundable tender fee of the sum of N10.000 (Ten Thousand Naira Only) per lot for bid in Certified Bank Draft in favour of the Federal University Oye-Ekiti. All expression of interest for consultancy services are exempted payment of fee.

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

(a) Both technical and financial bid documents are to be submitted in 5 copies for each Lot in A4 paper size and neatly bounded. The technical bid document should be arranged in the order listed under mandatory technical requirements for the bidders above and clearly separated by dividers. The technical and financial bid documents should be submitted (hand-delivered, not by courier) in separate and sealed envelopes marked (technical bid document and financial bid document) and the two enclosed together in a third envelope bearing the name of the company. Lot number, and Lot name on the side of the envelope Bid Documents are to be submitted to Office of the Head, Procurement Unit, Central Administrative Building, Main Campus, Federal University Oye-Ekiti. Any bidder that submits one set of technical documents to be used for the more than one project (lot) on this advertisement will have his bid(s) rejected.

(b) All documents for submission must be transmitted with a covering/forwarding letter under the company/firm seal and letter Head Paper duly signed by the authorizing officer of the firm/company.

(c) The deadline for the submission of the tender documents is **Thursday, 27 December, 2018 at 12noon** and the opening of technical bid documents shall commence immediately after the deadline at the Council Chamber, Central Administrative Building, Main Campus, Federal University Oye-Ekiti.

Any bid/EOI submitted after the closing time and date shall be rejected. All pre-qualified bidders will be contacted at a later date for financial bid opening while bids of unsuccessful bidders will be returned un-opened.

All bidders are expected to attend opening of bids. Interested members of the Public and Private Sector, Professionals in Construction Industry, Non-Governmental Organisations and Journalists are invited to witness the public opening of the tenders.

Any further clarification on the Invitation to Tender should be addressed to the Head, Procurement Unit, Federal University Oye-Ekiti or through e-mail to: [procurement@fuoye.edu.ng](mailto:procurement@fuoye.edu.ng) and should reach us at least 10 days before the closing date for the submission of bids.

#### **(6.0) DISCLAIMER AND CONCLUSION**

(a) This advertisement shall not be construed as a commitment on the part of the University to award the above mentioned project.

(b) The University will not be responsible for any costs or expenses incurred by any bidders in connection with the preparation of the documents.

(c) Tendering with false document is an offence which will lead to disqualification and prosecution.

(d) The University is not bound to shortlist any bidder and reserve the right to annul the selection process at any time without incurring any liability to any tenderer.

**SIGNED:**

**HEAD, PROCUREMENT UNIT AND SECRETARY UNIVERSITY**

**TENDERS BOARD OFFICE OF THE VICE CHANCELLOR FEDERAL UNIVERSITY OYE-EKITI, EKITI STATE, NIGERIA**