

# Overview

**FEDERAL UNIVERSITY, GASHUA**  
**P.M.B.1005 GASHUA, YOBE STATE**  
**(Office of the Registrar)**

## **INVITATION TO TENDER FOR THE 2019 NEEDS ASSESSMENT PROJECT GASHUA, YOBE STATE**

### **(1.0) INTRODUCTION**

The Federal University Gashua, in compliance with the requirements of the Public Procurement Act 2007 and the extant regulations of government on the Procurement of goods, works and services hereby invites interested suitable, qualified, reliable and competent contractors/suppliers with proven track record to undertake the under-listed 2019 Needs Assessment Projects.

### **CATEGORY A**

Lot 1            Renovation, Furnishing and Equipping of Language Laboratory.

### **CATEGORY B**

Lot 2            Supply and Installation of Laboratory Research Equipment, Teaching Aid and Office Furniture.

### **(4.0) ELIGIBILITY REQUIREMENTS**

- (a) Certificate of registration issued by the Corporate Affairs Commission (CAC) including Form CAC2 and CAC7
- (b) Evidence of current Tax Clearance Certificate for the last three (3) years (2016, 2017, 2018) valid till 31<sup>st</sup> December, 2019;
- (c) Evidence of current Pension Compliance Certificate valid till 31<sup>st</sup> December, 2019;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2019;
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> December, 2019;

- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/1/2020 or valid Certificate issued by the Bureau of Public Procurement (BPP);
- (g) Sworn Affidavit disclosing whether or not any Officer of the relevant Committees of Federal University, Gashua or the Bureau of Public Procurement is a former or present Director, Shareholder or has any pecuniary interest in the bidding and to confirm that all information presented in its bid are true and correct in all particulars;
- (h) Company Audited Account for 2016, 2017, 2018;
- (i) Evidence of financial capability to execute the project including 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 Profile with the CVs of key Staff to be deployed for the project, including copies of their Academic/Professional qualifications: COREN, QSRBN, ARCON, CORBON for construction;
- (k) Verifiable documentary evidence of at least (3) similar jobs executed in the last five (5) years including Letters of Award, Valuation Certificates, Job Completion Certificates and Photographs or the Projects;
- (l) List of Plants/Equipment with proof of Ownership/Lease for works;
- (m) For Joint Venture/Partnership, Memorandum of Understanding (MOU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificates, Job Completion Certificates and 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/Firms 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 Letter-head must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by an authorised officer of the firm.

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

Interested companies are to obtain Standard Bidding Document (SBD) from the Procurement Unit, Federal University Gashua, after payment of non-refundable fee of N10,000.00 per Lot; paid into Federal University Gashua's REMITA account in any reputable commercial bank in Nigeria and obtaining receipt at the Bursary Department,

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

Bidders are to submit bid for each of the Lot desired, two (2) hard and 1 copy each of the technical and financial bid with soft copy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the two sealed envelopes together in a bigger envelope addressed to the Vice Chancellor, Federal University Gashua and clearly marked with name of the project and Lot number.

Furthermore, the reverse of each sealed envelope should have the name and address of the company and to be delivered and deposited by hand in the Tenders Box at the Procurement Unit **not later than 12:00 noon Wednesday 6 November, 2019;**

The Technical Bids will be opened immediately after the deadline for submission **12:00 noon Wednesday, 6 November, 2019** at the 500 Capacity Lecture Theatre, Federal University Gashua 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 in the office of the Ag, Coordinator Procurement Unit, Procurement Unit, as the Federal University Gashua will not be held liable for misplaces or wrongly submitted bids. For further enquiries, please contact the Ag, Coordinator procurement Unit @ [mbdawami@gmail.com](mailto:mbdawami@gmail.com).

#### **(7.0) GENERAL INFORMATION**

- (a) Bids must be in English language and signed by an official authorized by the bidder;
- (b) Bids submitted after the deadline for submission would be returned un-opened;
- (c) All cost will be borne by the bidders;
- (d) All pre-qualified bidders will be contacted at a later date for financial bid opening, while bids of un-successful bidders will be returned un-opened;
- (e) Federal University Gashua 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

**A.B. SHEHU PHD**

**A.G REGISTRAR**

**FEDERAL UNIVERSITY GASHUA**