

Overview

INVITATION TO TENDER FOR THE YEAR 2015-2018 (MERGED) TETFUND INTERVENTION LIBRARY DEVELOPMENT PLATEAU STATE UNIVERSITY, BOKKOS

(1.0) INTRODUCTION

(1.1) The Plateau State University Bokokos intends to execute the following projects for the Upgrading of its University Library to meet up with the current expected services in the University Library.

(1.2) In compliance with the Public Procurement Act 2007, the University is hereby ending reputable Firms with proven experience to submit both Technical and Financial bids for any of the Projects below

(2.0) SCOPE OF WORKS

LOT NO	PROPOSED PROJECTS
Lot 1	Procurement of Assorted Books & Reference Materials
Lot 2	Procurement of Social Science & Reference Books in Computer Science
Lot 3	Procurement of E-Library: Computers/Projectors/Copiers and Accessories
Lot 4	Procurement of E-Library Equipment & Office Furniture
Lot 5	Subscription to Science Direct

ELIGIBILITY REQUIREMENTS:

Interested companies should submit the following:

- (a) Evidence of Certificate of Incorporation by the Corporate Affairs Commission (CAC), including forms CAC2 and CAC7 or Business Name where applicable;
- (b) Evidence of Company's Income's Tax Clearance Certificate (or Personal home Tax Clearance Certificate) for the last three (3) years (2016, 2017, and 2018) expiring on 31st December, 2019;
- (c) Evidence of current Pension Compliance Certificate valid till 31st December, 2019;

(d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2019;

(e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st 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 BPP;

(g) Sworn Affidavit:

- Disclosing whether or not any officer of the relevant committee of the Plateau State University, Bokkos 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;
- That the company is not in receivership, insolvent or bankrupt

(h) Evidence of financial capability to execute the projects by submission of a referent to letter from a reputable commercial bank in Nigeria indicating commitment to provide credit facility for the execution of the contract, if

(i) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letter of Awards, Valuation Certificates and job Completion Certificates;

(j) Company's profile with List of key managerial technical and administrative staff of the company. This should include names/ qualifications, curriculum vitae and copies of academic/professional certificates;

(k) Company's Audited accounts for the last three (3) years 2016, 2017, 2018;

(l) For supply of Equipment Letter of Authorisation from Original Equipment Manufacturers (OEMs);

(m) For Joint Venture/Partnership Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance, 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), address. Telephone Number (preferable GSM No) and email address. The letterhead paper must bear the Names and Nationalities of the Directors of the company at the bottom of the page, duly sign by the authorized officer of the firm.

(4) COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect the Standard Bidding Document (SBD) from the office of the Head, Procurement Unit Plateau State University, Bokokos on evidence of payment of a non-refundable tender fee of N10,000.00 per lot, paid into the Plateau State University, Bokokos's Remita account many reputable commercial bank in Nigeria.

(5) SUBMISSION OF TENDER DOCUMENT

Prospective bidder are to submit bid for each of the Lot desired, two (2) hard copies each for Technical and Financial with softcopy of financial bid only in MS Excel format, packaged separated in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid" Thereafter, put the two sealed envelopes together in a bigger sealed envelopes addressed to the Head, Procurement Unit, Plateau State University Bokokos and clearly marked with the name of the project and the lot number, furthermore the reverse of each envelopes should have the name and address of the bidder and drop in the designated Tender Box provided in the Procurement Unit **not later than 1200 noon on Monday, 18 November, 2019.**

(6.0) OPENING OF TECHNICAL BIDS

The Technical bids will be opened immediately after the deadline for submission at **12:00 noon on Monday 18 November, 2019** in the Senate Chambers Plateau State University, Bokokos 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 Procurement Unit as the Plateau State University Bokokos will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Head, Procurement Unit Plateau State University, Bokokos.

(7) PLEASE NOTE THAT

- (i) Bids must be in English language and signed by an official authorised by the bidder;
- (ii) Bids submitted after the deadline for submission would be returned un opened;
- (iii) Bound bid documents must be duty signed, paginated, separated by dividers and arranged in the order outline hereunder;
- (iv) Bidders should not bid for more than one (1) Lot;
- (v) All costs will be borne by the bidders;
- (vi) Submission of Bid documents to the Plateau State University, Bokokos is neither a commitment nor an obligation to award contract to any contractor or his agent;
- (vii) Only pre-qualified bidders at technical evaluation will be contacted at a later date for financial bids opening, while financial bids of un-successful bidders will be returned un-opened;

(viii) The Plateau State University Bokokos is not bound to shortlist any bidder and restores the right to annul the Procurement process at any time without incurring my liabilities in accordance with Section 28 of the Public Procurement Act 2007.

SIGNED:

MANAGEMENT

PLATEAU STATE UNIVERSITY BOKKOS