

Overview

FEDERAL MINISTRY OF EDUCATION ABUBAKAR TAFAWA BALEWA UNIVERSITY, BAUCHI INVITATION TO TENDER FOR YEAR 2019 NAICOM INTERVENTION PROJECT FEDERAL MINISTRY OF EDUCATION ABUBAKAR TAFAWA BALEWA UNIVERSITY, BAUCHI

(1.0) INTRODUCTION

The Nigerian Insurance Commission (NAICOM) has allocated Funds to Abubakar Tafawa Balewa University, Bauchi for 2019 Intervention projects.

The University therefore, invites experienced and competent companies to submit bids for; Procurement, Installation, Testing and Commissioning of Furniture, Equipment, Books and Journal to the Faculty of Management Sciences.

(2.0) SCOPE OF WORK

NAICOM INTERVENTION PROJECTS

LOT NO	DESCRIPTION OF WORK
Lot 1	Procurement, Installation, Testing, and Commissioning of Furniture, Equipment Books and Journal to the Faculty of Management Sciences

(2) ELIGIBILITY REQUIREMENTS

The University, in compliance with the PPA, 2007 and Bureau of Public Procurement (BPP) guidelines, will carry out Pre-qualification of companies that respond to this advert based on the following requirements:

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including forms CAC 2 and CAC 7;
- (b) Evidence of Company's Current Tax Clearance Certificate for the three (3) years (2016, 2017 & 2018) valid till 31 December, 2019;

- (c) Evidence of current Pension Compliance Certificate valid till 31/12/2019;
- (d) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31 /12/2019;
- (e) Evidence of current Nigeria Social Insurance Training Fund (NSITF) Compliance Certificate valid till 31/12/2019;
- (f) Evidence of Registration on 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) A sworn affidavit disclosing whether or not any officer of the relevant committees of Abubakar Tafawa Balewa University or Bureau of Public Procurement is a Former or present Director, shareholder or has any pecuniary interest in the bidder and confirm that all information presented in its bid are true and correct in all materials particular;
- (h) Company's Audited Account for the last three (3) years (2016, 2017 & 2018);
- (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) Company Profile with curriculum 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 executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job completion certificates and Photographs of the projects; (m) List of Plants/Equipment with proof of Ownership/Lease;
- (n) Supply of Equipment: Letter of Authorisation from Original Equipment Manufacturers (OEMs)
- (o) 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)
- (p) All documents for submission must be transmitted with a Covering/Forwarding Letter under the Company/Firm's Letterhead paper bearing amongst others, the Registration Number (RC), as issued by the Corporate Affairs Commission

(CAC), Contact address. The Company's Letterhead Paper must bear the Names. Phone Numbers and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

(3.0) COLLECTION OF TENDER DOCUMENTS:

Interested companies are to collect the Standard Bidding Documents (SBD) from the office of the Procurement Officer, ground floor, Senate Building, Gubi Campus upon presentation of evidence of payment of a Non-refundable fee of N10,000.00 per Lot, paid into the Abubakar Tafawa Balewa University, Bauchi, Remita account in any reputable commercial Bank in Nigeria.

(4.0) SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit bid for each Lot desired, two (2) hard copies each of the Technical and Financial Bids with softcopy of the 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 sealed envelope addressed to, the Vice Chancellor, Abubakar Tafawa Balewa University, Bauchi, P.M.B 0248, Ningi Road. Bauchi, and clearly marked with the Name of the Project and the Lot Number. Furthermore, the reverse of each sealed envelope should bear the Name and Address of the bidder and drop in the designated Tender Box, at the Procurement Unit, Ground floor, Senate Building, Gubi Campus not later than **12:00 noon, Monday 18 November, 2019.**

(5.0) OPENING OF BIDS

The Technical Bids will be opened immediately after the deadline for submission at **12:00 noon, Monday 18 November, 2019:** at the Senate Chamber, 3rd Floor, Senate Building, Gubi Campus. Abubakar Tafawa Balewa University. Bauchi, in the presence of bidders or their representatives, observers, Civil Society Organisation (CSO's), while Financial Bids will be kept un-opened. Please ensure that you sign the bid register in the office of the procurement unit. Ground Floor, Senate Building, Gubi Campus, Abubakar Tafawa Balewa University, Bauchi, as the University will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the procurement officer on email; procurement@atbu.edu.ng

(6.0) GENERAL INFORMATION

- (a) Bids must be in English Language and signed by the official authorized by the bidder;
- (b) Bids submitted after the deadline for submission would be returned un-opened;

- (c) All costs will be borne by the bidders;
- (d) Only shortlisted bidders will be contacted at a later date for collection of Request for Proposals;
- (e) Abubakar Tafawa Balewa University, Bauchi, is not bound to pre-qualify any bidder and reserves the right to annul the procurement process at any time without incurring any liability in accordance with Section 28 of the Public Procurement Act,(PPA) 2007.

SIGNED.

VICE CHANCELLOR

ABUBAKAR TAFAWA BALEWA UNIVERSITY, BAUCHI