

## Overview

**FEDERAL UNIVERSITY OF TECHNOLOGY,P.M.B. 1526, OWERRI.**

**INVITATION TO TENDER FOR YEAR 2021 INTERNALLY GENERATED REVENUE PROJECTS FEDERAL UNIVERSITY OF TECHNOLOGY,P.M.B. 1526, OWERRI.**

### **(1) INTRODUCTION**

The Federal University of Technology, Owerri in compliance with the requirements of the Public Procurement Act (PPA) 8007 invites interested, qualified and competent Suppliers with proven experience and good track record of performance to submit bids for the year goat Internally Generated Projects for Procurement of Vehicles.

#### **(a) ELIGIBILITY REQUIREMENTS**

To be eligible, potential bidders are required to submit all the under listed verifiable documents and must be arranged in the following order and numbered.

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7;
- (b) Evidence of Company Income's Tax Clearance Certificate for the last three (3) years valid till 31 December, 2020;
- (c) Evidence of current Pension Compliance Certificate valid till 31 December, 2020;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31 December, 2020;
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31 December, 2020;
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2020 or valid Certificate issued by BPP.
- (g) Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the Federal University of Technology, Owerri, 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 Directorial of the prospective contractual company has/have never been convicted by any court of law;
- That the company is not in receivership;
- That neither the company nor any of the company's directors is bankrupt

(h) Company's Audited Accounts for the last three (3) years 2017, 2018 & 2019;

(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's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;

(k) 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;

(l) Only companies included in the National Automotive Design and Development Council approved list of local manufacturers of vehicles or their authorised representatives should bid for the vehicles;

(m) For Joint Venture/ Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance 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 authorised officer of the firm,

**Note:** Technical Bid Documents should be bound with a table of contents in order of listing above,

### **(3) COLLECTION OF BID DOCUMENTS**

Interested Companies are to collect the Standard Bidding documents (SBD) from the Assistant Chief Procurement Officer, Room 203, First floor, Senate Building, on evidence of payment of a non-refundable tender fee of N10,000.00 (Ten thousand Naira), paid into Federal University of Technology Owerri's Remita account in any reputable commercial bank in Nigeria.

#### **(4) SUBMISSION OF TECHNICAL AND FINANCIAL BID DOCUMENTS**

Two (2) hard copies (each) of both Technical and Financial Bid Documents must be in two different sealed envelopes tagged "Technical Bid" and "Financial Bid," respectively and must be placed in a bigger envelope marked on the top left-hand corner, the Project Name and Lot No. and addressed to The Vice-Chancellor, Federal University of Technology, Owerri, Imo State. The reverse side of each sealed envelope should bear the name and address of the bidder and dropped in a tamper proof box provided at the Office of the Procurement Unit, Room 203, First floor, Senate Building **not later than 12:00noon, Tuesday, 22 June, 2021.**

#### **(5) OPENING OF TECHNICAL BIDS**

Only the Technical Bid documents shall be opened immediately after the deadline for submission at **12:00noon, Tuesday, 22 June, 2021** in the University Council Chambers Second floor, Senate Building, while the Financial Bids will be kept un-opened. Please ensure that you sign the bid submission register provided in the Procurement Unit, Room 203, First floor of the Senate Building FUTO as the University will not be held liable for misplaced or wrongly submitted bids.

#### **(6) GENERAL INFORMATION**

- (a) Bids must lie in English Language and signed by an official authorised by the bidder;
- (b) All costs will be borne by the bidders;
- (c) Bidders should not bid for more than two (a) Lots;
- (d) 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 and shall be made available to bidders upon request;

(e) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);

(f) 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;

(g) Any bid submitted after the closing time and date shall be returned un-opened.

(h) The Federal University of Technology, Owerri 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 38 of the Public Procurement Act 2007.

**ENQUIRIES:**

All enquiries should be directed to the Ag. Head, Procurement Unit/Secretary to Tenders Board, Federal University of Technology, Owerri.

**Signed:**

**Vice-Chancellor/Chairman,**

**University Tenders Board**

**Federal University of Technology, Owerri,**