

Federal University Wukari

Character, Excellence and Service

Invitation for Expression of Interest on Consultancy Services in the University

The Federal University Wukari invites interested and reputable Consultancy firms to render services on the various procurement processes for construction and supplies in various projects on the campus.

In view of this, interested and qualified Consortium, Consultancy Firms and Consultants are invited to submit their expression of interest, which shall be rendered in English language. The areas of specialization are in Architecture, Structural & Civil Engineering, Mechanical Engineering, Electrical Engineering and Quantity Surveying.

(A) SCOPE OF WORK

The scope of work covers both pre and post contract consultancy services which includes but not limited to;

- (1) The preparation of preliminary designs and estimates
- (2) Advising on cost alternatives
- (3) Production of detailed working drawings
- (4) Production of detailed Bills of quantities, Article of agreement and analyzing and providing Tender reports
- (5) Normal site supervision and related consultancy services

(B) QUALIFYING CRITERIA

Those interested in the process are required to submit comprehensive technical and financial information as follows:

- (a) Evidence of Incorporation / Registration with relevant agencies
- (b) Evidence of Current Tax clearance for the last three (3) years (2013 – 2015)
- (c) Company Audited accounts for the fast three (3) years (2013-2015)
- (d) Evidence of registration with relevant professional bodies
- (e) Evidence of compliance with Pension Reform Act, 2014 by including clearance certificates from National pension commission (PENCOM)

- (f) Evidence of Registration on Bureau of Public Procurement (BPP) data base of Contractors, Consultants and Service providers by inclusion of interim Registration Report (IRR)
- (g) Evidence of compliance with the provision of Industrial Training Fund (ITF) Amendment Act by inclusion of compliance Certificate from (ITF)
- (h) Verifiable evidence of having successfully provided consultancy services (designed and supervised) similar work in the past, name of client, location of projects, contract sums, letters of engagements and photographs
- (i) Evidence of Financial capability and banking support to undertake the project
- (j) Company profile with names and qualifications of key technical and administrative personnel to be used (Photocopies of CVs, Registration certificates and numbers are required)
- (k) Evidences of experiences of projects supervision in Nigerian Universities with project costs, level of completion and certificates of completion in the case of completed ones
- (l) Evidence of knowledge of Terrain at the project location m. List of available software and equipment to be deploy on the scheme
- (n) Sworn Affidavit attesting to the authenticity of information provided and that such information is true in every respect and that the firm is not in receivership and none of its Principal Partners has ever been convicted of fraudulent activity
- (o) Evidence of Payment of Processing fee of N100,000.00 in bank draft in favour of "Federal University Wukari" to the University.
- (p) Any relevant information that will be helpful in determining consultant's suitability for the work.

(C) ADDITIONAL INFORMATION

- (a) This advertisement shall not be construed as commitment on behalf of the University, nor shall it entitle any consultant to make any claim or seek indemnity from the University by virtue of such firm having responded to the advertisement. Note that all costs incurred pursuant to this advertisement shall be borne by the responding firm.

(b) The University reserves the right to verify the authenticity of the claims made in the prequalification documents submitted and original documents may be requested for sighting. Note that any false documents and or declaration detected will invalidate the submission.

(D) SUBMISSION OF DOCUMENTS

The document should be sealed in an envelope and clearly marked “Expression of Interest for Consultancy Services in Federal University Wukari”.

The Sealed envelope should be addressed to;

The Registrar,

Federal University, Wukari,

P.M.B 1020, Wukari, Taraba State.

Documents shall be dropped in Tender Box at Administrative Building of the Federal University Wukari, Taraba State

The submission must be made **not later than 12:00 noon on Tuesday, 15th November, 2016**, Only short listed firms will be contacted to proceed to the next stage of the process and the University shall not enter into unsolicited correspondence with any unsuccessful bidder.

The University reserves the tight to reject any or all submissions,

(E) OPENING OF EXPRESSION OF INTEREST

Consultants or their representatives and Civil Society organizations are invited to the public opening of the documents at the Large Lecture hall, Multipurpose Building of the University by **12:00 noon on Tuesday, 15th November, 2016**.

Signed:

Director Procurement