

University of Lagos, Nigeria

Invitation for Pre-Qualification Exercise

Introduction

The University wishes to invite reputable and seasoned firms with proven track record and expertise in supply of library materials, equipment and furniture, to express interest in the project indicated below to be funded by TETFund:

S/N	PROJECT	CONTRACT NUMBER	Non-Refundable Pre-Qualification Fees (N:K)
1.	Procurement of Assorted Textbooks	TET F/UNI/LAGOS/LIB/09/12/01	30,000
2.	Procurement of Desktop computers	TET F/UNI/LAGOS/LIB/09/12/03	30,000
3	Procurement of Book drive Scanners and User Training	TET F/UNI/LAGOS/LIB/09/12/04 TET F/UNI/LAGOS/LIB/09/12/05	30,000
4	Procurement of Four (4) Seater reading Carrels	TET F/UNI/LAGOS/LIB/09/12/06	30,000
5	Procurement of Library Chairs	TET F/UNI/LAGOS/LIB/09/12/07	30,000

Pre-Qualification Requirements

1A Compulsory and Mandatory Requirements

- (i) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC).
- (ii) Company Audited Account for the last three years (2011, 2012 and 2013), duly-stamped.

- (iii) Evidence of Company Tax Clearance Certificate for the last three (3) years (2011, 2012 and 2013).
- (iv) Evidence of Value Added Tax (VAT) registration.
- (v) Current Pension Clearance Certificate from National Pension Commission (PENCOM),
- (vi) Evidence of compliance with the statutory provision of section 6 (1)-(3) of the Industrial Training Fund (ITF) Amendment Act, 2011.
- (vii) Evidence of payment of the non-refundable pre-qualification fees at the UNILAG Cash Office or Bank Certified Cheque.
- (viii) For Joint Ventures (JV), include Memorandum of Understanding (MoU) indicating the responsibilities and duties of the individual firms constituting the JV. The firm with the most relevant core competence for the assignment must be indicated in the MoU as the Lead firm.

Please note that failure to provide any of 1A (i-viii) above will automatically disqualify the bidder

1B Other Requirements:

- (i) List and source of equipment to be used for the project.
- (ii) Verifiable evidence of financial support (Bank Guarantee letter).
- (iii) Evidence of completion of similar projects/supply successfully executed over the last five (5) years, type, cost with evidence of letter of award and completion certificate.
- (iv.) Detailed company profile giving names and list of key professionals, technical and administrative staff with their curriculum vitae and verifiable evidence of registration with relevant professional bodies,

Collection of Documents

Bid document shall be made available to interested companies on presentation of the receipt issued at the Cash Office of the University in respect of this tender, from the office of

The Director, Works and Physical Planning Department

Commercial Road (Near FORTE Petrol Station)

University of Lagos, Akoka-Yaba

Lagos.

Submission of Documents

The original and one (1) copy of the pre-qualification documents should be submitted in an envelope marked "**Confidential.....** (Please Specify Project)", The sealed envelope should be addressed and submitted, **not later than 3p.m. on April 13th 2015**, to;

The Registrar

Fifth Floor, Senate House

C/o Council Affairs Unit

University of Lagos, Akoka-Yaba

Lagos.

Bids will be opened at the University Council Chamber in the presence of the prospective bidders immediately after the close of submission. Attendance at this opening event is important.

Disclaimer

Participation in the Pre-qualification exercise and any related process neither creates any commitments nor establishes any legal relationship with the University of Lagos. It is a precondition for further consideration of bid.

Dr. Taiwo F. Ipaye, MNIM

Registrar & Secretary to Council