

University of Benin

Benin City, Nigeria

Invitation for Pre-Qualification and Tender for Contractors Year 2009 Tetfund Special Intervention Project

1.0 Preamble

The University of Benin is implementing some Projects to be financed with funds from the Tertiary Education Trust Fund (TETFund). Consequently, the University of Benin is to prequalify reputable Contractors to bid for the implementation of the Projects. Interested Contractors with experience in procurement and other relevant fields are hereby requested to submit their Company profiles for consideration.

2.0 Brief Description of the Project

1. **Procurement of Coaster Bus:** Proposed project consists of 1 No 30 seater Petrol Engine Coaster Bus.
2. **Procurement and Installation of Soundproof Generator:** Proposed project consists of 1 No soundproof 250KVA Petrol Generator with armored cables, gear switch and accessories.
3. **Procurement and Installation of Collapsible Chairs:** Proposed project consists of Lecture seats of high quality, fully upholstered 332 Nos. Chairs made of Iron and Wood for the Faculty of Engineering.

3.0 Tender Fee

S/N	PROJECT	TENDER FEE (N)
1	Procurement of 1 No 30 Meter Petrol Engine Coaster Bus	20,000.00
2.	Procurement and Installation of 1 No soundproof 250KVA Perkins Petrol Generator with armored cables, gear switch and accessories.	20,000.00
3.	Procurement and Installation of 332 Nos. Chairs made of Iron and Wood for the Faculty of Engineering.	20,000.00

4.0 Bidding Criteria

Your Company should show the following:

- (i) Organizational Structure, Names and Resume of Key Administrative/Technical Officers and Phone Numbers. Certificate of Academic & Professional qualifications of the Officers will be of added advantage.
- (ii) Evidence of incorporation with Corporate Affairs Commission.
- (iii) Company's current Tax Clearance Certificate for the last three (03) years (2010, 2011, 2012) corresponding with declared turnover.
- (iv) Evidence of Compliance with PENCOM Act. 2004.
- (v) Evidence of Compliance with Industrial Training Fund (ITF) Act No. 19 of 2011.
- (vi) Provision of Company's VAT Certificates.
- (vii) Evidence of Company's Financial Capability or possible assistance from your Bank.
- (viii) Audited Accounts of the Company for the last three (03) years 2010, 2011 and 2012.
- (ix) List of verifiable similar Projects previously handled by your Company in the last five years. You must clearly describe the listed Projects, stating Clients, Dates of Award, Project duration, dates of completion and cost. Copies of Letters of Award, Photographs and completion certificates are necessary. Listing of unverifiable projects may result in disqualification.
- (x) Evidence of similar job done.
- (xi) Health and Safety Policy of the Organization.

(xii) Evidence of involvement in the development of your Community or the University of Benin.

(xiii) Listing of all previous legal action by a Client, describing reasons and outcome of cases.

5.0 Collection of Tender Documents

All interested Contractors after paying the prescribed Tender fee at the University of Benin, shall collect the tender documents from the Office of the Ag. Director, Physical Planning between the hours of 10am and 3pm daily on presentation of the current Tax Clearance receipt for the year 2010, 2011, 2012. Collection of documents will be between 30th December, 2013 -13th January, 2014 at 12 noon.

6.0 Submission And opening of tenders

All Bidders are to submit both the technical bid for pre-qualification and the commercial bid (Completed bids) in separate sealed envelopes. The envelopes are to be addressed to: The Registrar, University of Benin, P. M. B. 1154, Benin City. The top left hand corner of the envelopes shall bear the name of the Project for which you are applying and also specify whether is a technical or commercial bid: for example: Technical Bid Procurement of 1 No 30 Meter Petrol Engine Coaster Bus or Commercial Bid: Procurement of 1 No 30 Meter Petrol Engine Coaster Bus. The Technical bid inception shall be written in Bold red felt pen while the Commercial bid will be written in Bold green felt pen. These documents shall be dropped in Tender Boxes marked "TECHNICAL" and "COMMERCIAL" which shall be supplied for this purpose in the Central Administration Office Block Room 41.

7.0 Opening of Pre-Qualification Documents

The Technical and Commercial bids shall be opened after 12:00 noon on 13th January, 2014 in the University Senate Chambers. All bidders are expected to attend. Interested Members of the Public and Journalists are invited to witness the Ceremony. After the opening of the documents the Technical bids shall be analyzed by the University Technical Committee, only pre-qualified Contractors shall have their commercial bid analyzed for subsequent award.

Contact Person

For all enquiries regarding the tendering process, you may contact: The Ag. Director
Physical Planning Division, Vice-Chancellor's Office, University