

University of Benin

Benin City, Nigeria

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

1. Preamble:

The University of Benin is to implement some projects to be financed with fund from the Tertiary Education Trust Fund (TFTFund). Consequently, the University of Benin is to pre-qualify reputable contractors to bid for the implementation of the project. Interested contractors with experience in procurement and other relevant fields are hereby invited to submit their company profiles for consideration.

2. Brief Description of the Projects

i. Procurement of coaster bus: Proposed project consist of 1no. 30 seater petrol engine coaster bus.

ii. Procurement and installation of soundproof generator. Proposed project consist of 1no. Soundproof 250KVA Perkins Generator with armoured cables, gear switches and accessories.

iii. Procurement and installation of collapsible: The Lecture seats will be of high quality full upholstered of 332nos. Collapsible chairs made of iron and wood for the faculty of engineering

3. Tender Fee

No fee shall be charged for the pre-qualification exercise. However, since both the pre qualification and commercial Tendering shall be carried out simultaneously, all Interested contractors have to pay the prescribed tender fee listed below. A refund shall however- be made to the contractors that fail to pre-qualify.

S/N	Project	Tender Sum
i	Procurement of 1no, 30 seater petrol engine coaster bus	20,000.00

ii	Procurement and installation of 1no. Soundproof 250KVA Perkins Generator with armoured cables, gear switches and Accessories	20,000.00
iii	Procurement and Installation of 332nos, Collapsible chairs made of iron and wood for the faculty of engineering	20,000.00

4. Bidding Criteria

Your company profile should show the following:

A. Organisational structure names and resumes of key administrative and technical officers and their phone numbers. Certificates of academic and professional qualification of the officers will be of added advantage.

B. Company registration with Corporate Affairs Commission

C. Company Tax Clearance Certificate for the last three (3) years

D. Evidence of registration with PENCOM Act 2004.

E. Evidence of registration with ITF

F. VAT Registration

G. Evidence of financial capabilities or possible assistance from your Bank H. Audited accounts of the company 2010, 2011 & 2012.

I. Lists of verifiable similar projects previously handled by you in the last five years. You must clearly described the listed projects, stating their clients, dates of award, project durations, dates of completion and costs. Copy of award letters, photographs and completion certificates are necessary, listing of unverifiable projects may resulting in disqualification

J. Evidence of Similar jobs executed

K. Health and safety Policy of the organisation.

L. Evidence of Involvement in the development of your community or the University of Benin.

M. Evidence of previous legal action a client describing reasons and outcome will be of added advantage.

5. Collection of Tender Document

All interested contractors after paying the prescribe tender fee at the University Bursary, shall collect the Tender Documents from the Office of the Director, Physical Planning between the hours of 10am and 3 pm daily on presentation of the current Tax Clearance receipt for the year 2010, 2011 and 2012. Collection of documents will be between Thursday 21st November to December 2nd 2013.

6. Submission of Tender Documents

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 addressed to: The Registrar, University of Benin, P.M.B 1154 Benin City. The top left hand corner of the envelope shall bear the name of the project for which you are applying and also specify whether is a Technical Bids or Commercial Bid. for Example: “Technical Bid Procurement of 1no 30 seater Petrol Engine Coaster Bus” or “Commercial Bid – Procurement of 1no 30 Seater Petrol Engine Coaster Bus” The Technical Bid inscriptions shall be written in Bold red felt pen white 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 Stock “B” Room 36.

Opening of Pre-Qualification Documents

The Technical and Commercial Bids shall be opened at 2.00 pm on 4th December, 2013 in the University Senate Chambers, All bidders are expected to attend. Interested members of the public and journalists are invited to witness the opening of the bids. After the opening of the documents the Technical Bids shall be analysis by the University Technical Committee. Only the pre-qualified contractors shall have their commercial Bids analyzed for subsequent award, Contract Person For all enquiries regarding the tendering process, you may contact:-

The Director Physical Planning Division, Vice Chancellor's Office, University of Benin,
Benin City.

Please Note:

The tender fee is non-refundable.

The University of Benin is neither committed nor obliged to shortlist any contractor or to award the contract to any contractor or his agent. The University reserves the right to reject any bid. The university will only contact successfully pre-qualified contractors to partake in the commercial tendering the projects. The University will not enter into any form of correspondence with bidding contractors.

Signed:

G.O. Ogboghodo (Mrs.)

Registrar

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