

Invitation for Pre-Qualification and Tender for Contractors at University Of Benin

University Of Benin

Benin City, Nigeria

Invitation for Pre-Qualification and Tender for Contractors

1.0 Preamble

The University of Benin is desirous of procuring Project/Utility Vehicles for smooth operations in the University. Consequently, the University of Benin wishes to prequalify reputable Suppliers to bid for these Vehicles. Interested Vehicle Suppliers with experience are hereby requested to submit their Company Profile and tender for consideration.

2.0 Brief Description of The Project

1. Supply of Toyota Corolla
2. Supply of Toyota Avensis
3. (a) Supply of Toyota Prado
- (b) Supply of Toyota Hilux
- (c) Supply of Toyota Hiace Bus

3.0 Tender Fees

No fee shall be charged for the pre-qualification exercise. However, since both, the pre-qualification, tendering and financial bids shall be carried out simultaneously, all interested Contractors have to pay the prescribed tender fee as listed below. No refund shall be made to the Contractor that fails to pre-qualify.

S/N.	PROJECT	NO	TENDER FEE (N)
1	Supply of Toyota Corolla. 1 .8GLI MTACP	11	20,000.00

2	Supply of Toyota Avensis AT LS 4S	7	20,000.00
3(a)	Supply of Toyota Prado VX 7 – S AT LS,	1	
(B)	Supply of Toyota Hilux 4WD (Shell Spec)	1	20,000.00
(C)	Supply of Toyota Hiace Bus	1	

4.0 Bidding Criteria

Your Company should show the following:

4.1 Mandatory Requirements

- (i) Evidence of Incorporation with Corporate Affairs Commission.
- (ii) Evidence of Compliance with PENCOM Act. 2004.
- (iii) Evidence of Compliance with Industrial Training Fund (ITF) Act No. 19 of 2011.
- (iv) Evidence of Tax Clearance Certificate for the last three (03) years (2011, 2012, 2013) corresponding with declared turnover.

4.2 Other Requirements

- (v) Organizational Structure, Names and Resume of Key Administrative/Technical Officers and their Phone Numbers. Certificate of Academic & Professional qualifications of the Officers will be welcome information,
- (vi) Provision of Company's VAT Certificates,
- (vii) Evidence of Company's Financial Capability or possible assistance from the Bank.

(viii) List of verifiable similar Supplies previously handled by your Company in the last five years. You must clearly describe the listed Supplies, 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 qualification.

(ix) Evidence of involvement in the development of you Community or the University of Benin,

(x) Evidence of previous legal actions, a report description reasons and outcome of cases will be added advantage,

(xi) Registration with relevant contracting bodies.

5.0 Submission

Your tender documents must be in a sealed envelope am addresses to:

The Registrar

Office of the Registrar

University of Benin

P.M.B. 1154

Benin City

Edo State.

The top hand corner shall bear the name of the Supply for which you are applying for example: "Supply of Toyota Corolla 1.8GL MTACP". The documents shall be dropped in a tender box that shall be supplied for this purpose in Central Administration Office Block B (Registrar's Office) Room 41.

6.0 Deadline for Submission

The document shall be submitted no later than 13th May, 2014.

7.0 Opening of Tender Documents

The pre-qualification documents shall be opened on a date to communicated to the bidders. All bidders are expected to attend Interested Members of the Public and Private sector, professionals in Car Manufacturing/Supplies Industries, Non-Governmental Organization and Journalists are invited to witness the opening of the bids.

CONTACT PERSON

**The Director of Works,
Estate & Works Department,
University of Benin, Benin City.**

Please Note

- The Tender fee is non-refundable
- The University of Benin is neither obliged to shortlist any
- Contractor nor to award the Contract to any Contractor or his agent.
- The University reserves the right to reject any bid.
- The University will only contact successful pre-qualified
- Contractors to partake in the commercial tendering of the Project.
- The University will not enter into any form of correspondence with Bidding Contractors.

Signed:

G. O. Ogboghodo (Mrs.)

Registrar.