

**University of Abuja**

**(Office of the Registrar)**

**P.M.B 117, Abuja – Nigeria**

**Invitation for Pre-Qualification and Tender for the Supply and Installation of FM Radio Studio Equipment**

**1.0 Introduction**

The University of Abuja invites interested, competent and reputable contractors for the technical and financial bidding for the supply and installation of studio equipment for its FM Radio Station. The work comprises the supply, installation, testing and commissioning of electronic equipment, computers, associated devices, and furniture.

**2.0 Pre-Qualification Requirement**

**All interested contractors are to submit evidence of the following:**

**(A) STATUTORY REQUIREMENTS**

- (i) Evidence of registration with the Corporate Affairs Commission (C AC).
- (ii) Tax clearance certificate for the last three years (2013, 2014, and 2015).
- (iii) Evidence of Industrial Training Fund (ITF) Compliance Certificate.
- (iv) Evidence of PENCOM Compliance Certificate in accordance with the Pension Reform Act, 2004.
- (v) Evidence of Interim Registration Report (IRR) as evidence of Registration on the Bureau for Public Procurement's (BPP) Database of Contractors and Service Providers.
- (vi) Copy of Certified audited company accounts for the immediate past three years (2013, 2014, 2015) duly stamped by auditors.
- (vii) Evidence of Nigerian Social Insurance Trust Fund (NSITF) Compliance Certificate in line with Section 16(6) (d) of the Public Procurement Act, 2007
- (viii) A sworn affidavit certifying that the documents submitted for the Pre-qualification exercise are not only genuine but correct; none of the company Directors have been convicted by any law court; the company is not bankrupt; and none of the officers of the University of Abuja or Bureau for Public Procurement (BPP) is a former or present Director of the company.

**(B) EVALUATIVE REQUIREMENTS**

(ix) Evidence of registration as an accredited dealer or representative of Original Equipment Manufacturer of FM Radio Equipment.

(x) Evidence of previous and similar jobs done within the last five (5) years indicating type, cost, location and showing copies of award letters and/or completion certificates.

The documents should follow the order listed above for ease of reference.

### **3.0 PRE-QUALIFICATION AND BID FEES**

(i) All interested Contractors are to pay a non-refundable-Tender/Prequalification fee of ten thousand Naira only (N 10,000) via REMITA Electronic Payment Platform in favour of the University of Abuja in any Bank.

(ii) Bid documents are to be obtained from the Procurement Unit, Room CI 27, Senate Building, University of Abuja, Abuja upon presentation of evidence of the payment of the above fees. Clarification(s), if any, can be sought from the above Office.

### **4.0 SUBMISSION/OPENING OF BIDS**

(i) Prequalification documents are to be placed in a sealed envelope and marked at the top left corner "**Pre-qualification Documents for Supply and Installation of FM Radio Equipment**".

(ii) Bid documents are to be placed in a separate sealed envelope and marked at the top left corner "**Financial Bid Documents for Supply and Installation of FM Radio Equipment**".

(iii) Both Prequalification and completed Bid Documents are to be placed in a larger envelope and appropriately labelled at the top left corner "**Bid Documents for Supply and Installation of FM Radio equipment**" and addressed to;

**The Vice Chancellor,  
University of Abuja,  
Abuja.**

The envelopes should be dropped in the Tender Box located at the reception hall of the Senate Building, Main Campus, Airport Road, Abuja **on or before 12 noon on Monday 12<sup>th</sup> December, 2016**. No late submission shall be entertained.

(iv) Opening of the documents shall take place immediately at **12 noon Monday 12<sup>th</sup> December, 2016 at the Reception Hall University Senate Building, Main Campus, Airport Road, Abuja.**

(v) All Bidding Contractors and members of the general public are invited to attend the opening of the documents.

## **5 0 IMPORTANT NOTES**

- (i) Only the Bids that fulfill the Pre-qualification criteria shall be considered further.
- (ii) The University reserves the right to reject any or all Bid packages
- (iii) The University or its agents reserve the right to verify any submission or claims by the companies and shall therefore by their response to this invitation, grant the University necessary authority and guarantee for such verification.
- (iv) Submission of the Bids is not an offer and should not be considered as commitment on the part of the University of Abuja nor entitles firms/companies to make any claim(s) whatsoever and/or seek any indemnity from the University.

**Rifkatu Hoshen Swanta (Mrs)**

**Registrar**