

**Nasarawa State University,
Keffi- Nigeria**

Invitation for Pre-Qualification of Consultants for Special Presidential Intervention Projects

A. Introduction

The Nasarawa State University, Keffi, Nasarawa State is one of the benefiting Institutions of the Special Presidential Intervention Projects recently approved by the Federal Government for Nigerian Public Universities. Consequently, the university wishes to procure services from competent and interested consulting firms for Phase 1 of the prioritized projects.

B. Consultancy Services Required

Consultants are required in the following areas:

1. Architecture and Project Management.
2. Structural Engineering.
3. Mechanical Engineering.
4. Electrical Engineering.
5. Quantity Surveying.

C. Pre-qualification Requirements

Interested consultancy firms should submit the following information in one booklet arranged in the following order

Compulsory& Mandatory Criteria

1. Evidence of incorporation by the Corporate Affairs Commission (CAC).
2. Memorandum and articles of association.
3. Evidence of current tax clearance certificate for the last three (3) years (2011, 2012 and 2013).
4. VAT registration certificate and evidence of remittances.
5. Company audited accounts for the last three (3) years (2011, 2012 and 2013).
6. PENCOS Certificate and evidence of remittance.
7. Evidence of compliance with Industrial Training Fund contribution.

8. Evidence of registration of firm with appropriate professional bodies and practice license of the principal partners.
9. Comprehensive company profile giving details of technical and administrative staff with evidence of their qualifications.
10. List of projects supervised within the last five (5) years, including letters of commission, cost and evidence of completion.
11. Reference to major projects giving names, addresses and telephone numbers of contact person from the clients.
12. Evidence of corporate social responsibility.

D. Submission of Pre-qualification Documents

The technical bid (pre-qualification documents) must be sealed and clearly marked in an envelope labeled “pre-qualification document/Expression of interest for the relevant consultancy service(s) at the top right corner and addressed to:

The Registrar, Nasarawa State University, Keffi

P.M.B 1022, Keffi, Nasarawa State not later than 21st February, 2014

E. Opening:

- a) The pre-qualification bids are scheduled to be opened during a public opening ceremony on the deadline for this advert at 12.00 noon at the Senate Chamber of Nasarawa State University, Keffi.
- b) All prospective consultants are invited to the public opening ceremony and also advised to bring relevant original documents for sighting,

F. Important Notes:

- I. The university is not obliged to appoint any consultant and reserve the right to verify all pre-qualification documents submitted and carryout post-qualification exercise if deemed necessary.
- II. All costs incurred by any firm as a result of this pre-qualification exercise and any – subsequent request or information snail be at the expense of the firm.
- III. This advertisement shall not be considered as a commitment on the part of the University, nor shall it entitle any consultant to make any claims whatsoever, and/or seek any indemnity from the Nasarawa State University, Keffi.

Signed:

Muhammad J. Zakari

Ag. Registrar & Sectary to the Council