

## **Rufus Giwa Polytechnic, Owo, Ondo State**

### **Invitation for Pre-Qualification to Tender**

#### **1. Introduction**

In line with the requirements of the Tertiary Education Trust Fund (TET Fund), Rufus Giwa Polytechnic, Owo is calling for competent and highly experienced Contractors to participate in the following competitive tendering processes of selecting Contractors to execute the 2009-2011 (merged) TET Fund normal intervention projects in the Institution.

#### **2. Projects Scope/ Description**

Lot I: Construction of a millennium complex of 3-no 250 sealer capacity lecture theatres.

Lot II: Construction of a storey block of classrooms and offices for the Department of Food Technology.

Lot III: Procurement and installation of 1 -no 500 KVA and 1 -no 300 K VA Cummins Generating Sets.

#### **3. Pre-Qualification Criteria**

- a) Only Contractors with proven capability, relevant experience and good track record of project delivery (cost, quality and time) will be considered.
- b) Company profile and organizational structure, including names, resumes and telephone numbers of key personnel.
- c) Verifiable list of previous similar projects successfully carried out within the last three years, with Client's names, evidence of award and practical completion.
- d) Evidence of Incorporation of Company by the Corporate Affairs Commission (CAC)
- e) Company Tax Clearance Certificate for the last three years (2009, 2010 & 2011)
- f) Education Tax Clearance
- g) Equipment and Technology capacity
- h) VAT registration and evidence of past VAT remittances.

- i) Experience/Technical qualifications of key personnel with copies of certificates
- j) Audited Annual Financial Report of the Company for the last three years (2009, 2010 and 2011)
- k) Evidence of financial strength (Bank Statements for the last six months, credit worthiness, financial Bids, etc.)
- l) Evidence of community and social responsibility (if any)
- m) A sworn affidavit indicating the authenticity and verifiability of all submissions
- n) A sworn affidavit indicating that none of the Directors of the company had been convicted for any criminal offence either at home or abroad.
- o) A sworn affidavit confirming that no officer of Rufus Giwa Polytechnic, Owo is a former or present Director/Shareholder or has any peculiar interest in the company.

#### **4. Submission of Pre-Qualification Documents**

All pre-qualification documents, well bound in wax sealed envelopes with **Pre-Qualification** boldly written at the left hand side should be submitted (hand delivered) on or before Monday, 30<sup>th</sup> April 2012 by 12.00 noon, to:

**The Ag. Registrar/Secretary to the Governing Council,**

**Rufus Giwa Polytechnic,**

**Owo, Ondo State.**

#### **5. Opening of Pre-Qualification Bids**

Pre-Qualification documents shall be opened at 12.00 noon on Monday, 30<sup>th</sup> April 2012 at the Council Chamber of the Polytechnic. All Bidders and/or their representatives are enjoined to be present at the opening.

#### **6. Notification to Pre-Qualified Bidders**

Names of pre-qualified Contractors/Suppliers shall be communicated to them via text messages and also displayed on the notice boards at the Rectory, Registry and the Physical Planning Unit of the Institution by 2.00 pm on Wednesday, 2<sup>nd</sup> May 2012.

## **7. Collection of Tender Documents**

Pre-Qualified Contractors/Suppliers shall be required to collect Tender Documents from the Physical Planning Unit, upon making the payment of N50,000.00 (Fifty Thousand Naira only). Details regarding all payments should be obtained from the Bursary Department of the Institution.

## **8. Submission of Tender Documents**

Completed Tender Documents which must not bear marked identity of the Contractor/Supplier should be submitted on or before Wednesday, 30<sup>th</sup> May 2012 by 12.00 noon to:

**The Ag. Registrar/Secretary to the Governing Council,**

**Rufus Giwa Polytechnic,**

**Owo, Ondo State.**

## **9. Opening of Tenders**

Tenders shall be opened at 12.00 noon on Wednesday, 30<sup>th</sup> May 2012 at the Council Chamber of the Polytechnic in the presence of the Polytechnic functionaries and officials from TET Fund. All Tenders and/or their representatives are enjoined to be present at the Tender opening.

## **10. Important Notice**

- i. That the Institution is neither committed nor obliged to award contract to any Contractor/Supplier by virtue of being pre-qualified
- ii. That no Contractor/Supplier shall be entitled to any claim or indemnity of any form from the Institution as a result of this advertisement.

**Signed**

**M.T. Ibrahim**

**Ag. Registrar/Secretary to the Governing Council.**