

## Invitation for Pre-Qualification to Tender for the 2012 Capital Appropriated Projects

### Introduction

The National Centre for Energy Research and Development hereby invites interested and credible companies with verifiable track record of performance to apply for pre-qualification for the various projects of the Centre for the 2012 fiscal year.

### Scope

The scope of work includes:  
Lot 1 Acquisition of Research Equipment for PV & Solar Thermal (NCERD, Nsukka).  
Lot 2 Procurement of Biomass Research Equipment (NCERD, Nsukka).  
Lot 3 Procurement of Laboratory Equipment for Production of Biofuel (Biogas, Biodiesel and Bioethanol) Plant Components.  
Lot 4 Establishment of Energy Reference Library. Books, Journals and specialized software, Nsukka; To Achieve Effective Promotion and Coordination of Renewable Energy Research and Development Activity.  
Lot 5 Completion of Access Road and Landscaping of Centre Ground (NCERD, Nsukka).

### Pre-Qualification

### Criteria

Interested companies should submit their detailed pre-qualification documents for assessment containing the underlisted documents:

- i. Evidence of incorporation of the company with the Corporate Affairs Commission (CAC).
- ii. Evidence of Recent Annual Returns to Corporate Affairs Commission (CAC).
- iii. Evidence of Current tax Clearance Certificate i.e. (2009, 2010 and 2011).
- iv. Evidence of VAT Certificate and VAT remittances to Federal Inland Revenue Services (FIRS).
- v. Company profile with list of staff, including curriculum vitae, competence, qualifications, registration with relevant professional bodies and experience of key personnel.
- vi. Evidence of previous similar projects undertaken in the past five (5) year including scope of project, site of project, contract sum, evidence of successful completion of the project (interim/final valuation & certificate).
- vii. Evidence of possession of plants and equipment and a listing of such plants as possessed/owned by the firm. State location of the plants and equipment for ease of verification.
- viii. Evidence of Current Audited Accounts of Firm for the last three (3) years i.e. (2009,2010 and 2011).
- ix. Evidence of Financial Capability and Banking Support (bank reference), bank statements of account for the last three months and letter authorizing the Center to verify same from the bank.
- x. Sworn affidavit that:
  - (a) The Firm is not bankrupt;
  - (b) Non of the Directors is an Ex-convict or bankrupt.
- xi. Articulate work plan and methodology for the execution of the project.
- xii. Evidence of Employees Retirement Savings Accounts (RSA) with a Pension Fund Administrator.
- xiii. Evidence of remitting Employer and Employee Pension Contributions to the appropriate pension fund custodian.
- xiv. Evidence of transferring all pension funds and assets prior to the commencement of the pension Reform Act licensed pension operators.

xv. Please state clearly your company's full contact address. GSM Phone number and e-mail address for ease of communication.

Submission

Pre-qualification documents must be in a scaled envelop marked "Confidential Pre-Qualification for NCERD 2012 Capital Projects" and the Lot of interest clearly printed at the top left corner of the envelop to be submitted on or before 16th July 2012. The document will be opened on the 17th July 2012 by 2.00pm prompt in the Centre Conference Hall. All companies that submit their pre-qualification documents are therefore invited to attend the opening of the document on the date, time and venue stated above.

Address to:  
The National Centre for Energy Research and Development  
University of Nigeria – Nsukka  
Ag Director

Note: The submission of the pre-qualification documents is not a guarantee for the award of contract. Only pre-qualified companies shall be invited to pick the Bid document.

Signed: Director  
Acting Centre for Energy R&D  
National University of Nigeria  
Nsukka