

**Energy Commission of Nigeria**

**National Centre for Energy Research and Development**

**University of Nigeria Nsukka**

**Invitation for Pre-Qualification to Tender for the 2013 Capital Appropriated Project**

**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 2013 fiscal year.

**Scope**

The scope of work includes:

- Lot 1 Establishment of Energy Reference Library, Books, Journals and Specialized Softwares, Nsukka: to Achieve Effective Promotion and Coordination of Renewable Energy Research and Development Activity.
- Lot 2 Landscaping, Fencing and Furnishing of Completed Administrative Block.
- Lot 3 Acquisition of Research Equipment for PV& Solar Thermal (NCERD, Nsukka).
- Lot 4 Completion and furnishing of Solar Photovoltaic Building.
- Lot 5 Completion and furnishing of Solar Thermal Building.
- Lot 6 Training Manpower Development on Energy Research and Development (Local and Foreign).
- Lot 7 Survey of Energy Potentials and Utilization Pattern of South East and South South part of Nigeria.

**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 (2010, 2011 and 2012).
- 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 (2010, 2011 and 2012).
- 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 document must be in a sealed envelope marked "Confidential Pre-Qualification for NCERD 2013 Capital Projects" and the Lot interest clearly Printed at the top left corner of the envelop to be submitted on or before 28<sup>th</sup> May 2013. The document will be opened on the 29<sup>th</sup> May 2013 at 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 Ag. Director**

**National Centre for Energy Research and Development**

**University of Nigeria**

**Nsukka**

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

**Signed**

**Acting Director**

**National Centre for Energy R&D**

**University of Nigeria**

**Nsukka**