

# Invitation for Pre-qualification and Tender (Procurement of Engineering Laboratory Equipment) at Kogi State Polytechnic, Lokoja

**Kogi State Polytechnic, Lokoja**

**P.M.B 1101, Lokoja**

**(Office of the Registrar)**

**Invitation for Pre-qualification and Tender**

## **1. A. Introduction**

The Kogi State Polytechnic, Lokoja in compliance with the requirements of the Public Procurement act of the Federal Government of Nigeria, hereby invites interested and reputable contractors with proven competence, experience and global track record, for pre-qualification and tender of our 2013 TETFUND Special Intention Project for the Procurement of Engineering Laboratory Equipment for the following laboratories:

1. Mineral Resources Engineering Laboratory;
2. Civil Engineering Laboratory,
3. Metallurgical Engineering Laboratory;
4. Electrical Engineering Laboratory;
5. Mechanical Engineering Laboratory;
6. Mining Engineering Laboratory.

## **B. Mandatory Pre-Qualification Requirement**

- 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, competencies,

qualifications, registration with relevant professional bodies and experience of key personnel.

- vi. Evidence of previous similar projects undertaken in the past three (3) years including scope of project, site of project, contract sum, evidence of successful completion of the project (interim/ final valuation & certificate)
- vii. Evidence of partnership with Original Equipment Manufacturers of equipment.
- viii. Evidence of Current Audited Accounts of Firm for the last three (3) years I.e. (2010, 201 1 and 2012).
- ix. Evidence of Financial Capability and Banking Support (bank reference), tank statements of account for the last three months and letter authorizing the Polytechnic to verity same from the bank.
- x. Sworn affidavit that:
  - a. The Firm is not bankrupt;
  - b. None of the Directors is an Ex-convict or bankrupt.
- xi. Articulated work plan and methodology for the execution of the project.
- xi. Evidence of compliance with the provisions of the Pensions Act.
- xii. Evidence of compliance with the provisions of the Industrial Training Fund Act.
- xiii. Please slate clearly your Company's full contact address, GSM Phone number and e-mail address for ease of communication.
- xiv. Originals of the verifiable documents must be produced for sighting during tender opening.

### **C. Collection Of Tender Documents**

The tender documents and additional information can be obtained from the Works Department upon showing evidence of payment of non – refundable Tender fees of Fifty Thousand Naira (N50, 000) only. The fees are to be paid into the Polytechnic's account, details of which can be obtained from the Polytechnic Bursar.

### **D. Submission of Pre-qualification and Tender documents**

All Pre-qualification and tender submissions should be in duplicate copies (with the original marked "original copy") and sealed in separate envelopes enclosed in a

common envelope. All envelopes must be wax sealed and bear the project title at the top right hand corner. The company name should be indicated on the reverse side of the envelope and addressed to: -

**The Registrar,  
Kogi State Polytechnic,  
P.M.B 1101, Lokoja.**

The envelope containing the Tender documents should be clearly marked “**Tender Document**”

#### **E. Submission of Pre-Qualification and Tender Documents**

All Prequalification and tender documents must be submitted on or before 25<sup>th</sup> April, 2014 by 10:00am. Submitted documents will be opened same day by 12:00 Noon at the Conference Room of the Polytechnic. Note that only tenders of those Pre – qualified will be opened. The tender submission of those not pre – qualified will be returned to them sealed.

Contractors or their representatives, who choose to, may attend the prequalification and tender opening.

#### **Please Note:**

1. All expenses incurred associated with the preparation of the prequalification documents shall be borne by the prospective bidders.
2. The documents should be arranged and submitted in the order they appeared (item i-xiv) above
3. The Polytechnic reserves the right to reject any, or all of the prequalification/tender submissions

**Signed  
Alh U.O. Saliu  
Registrar**