

**Niger Delta University**

**Wilberforce Island, Bayelsa State**

**Invitation for Pre-qualification and Tender for the Procurement and Installation of Equipment and Furniture under Year 2013 Tetfund Special Intervention**

The Niger Delta University, Wilberforce Island invites interested, competent and reputable contractors/suppliers to make submissions for pre-qualification and tender for the underlisted project to be supplied and installed at the University, Wilberforce Island, Bayelsa State under the Year 2013 TETfund Special Intervention.

**(A) Description of the Works**

The project shall consist of the procurement of furniture and equipment for faculty building, provision of network infrastructure upgrade and procurement of ICT equipment for network distributions. The equipment and furniture are as detailed in the bills of quantities.

**Procurement and Maintenance of Equipment**

(a) Procurement of ICT Equipment for Network Distribution, Procurement of Furniture and Equipment for Faculty Building and Provision of Infrastructure Upgrade

**(B) Pre-Qualification and Tender Requirements:**

Interested companies are requested to submit the following documents/information with verifiable evidences for assessment/consideration.

- (i) Evidence of Registration with Corporate Affairs Commission (CAC) by inclusion of Certificate of Incorporation
- (ii) Evidence of current Tax Clearance Certificate for the last three years (2012, 2013 and 2014), and Tax Identification Number (TIN).
- (iii) Evidence of Compliance Certificate with Industrial Training Fund (ITF).
- (iv) Evidence of Registration with relevant Professional bodies.

- (v) Evidence of Registration with and proof of remittance to PENCOM.
- (vi) Letter of financial reference from a reputable bank.
- (vii) Company profile and organizational structure
- (viii) Vat registration certificate and evidence of remittance
- (ix) Evidence of registration as a contractor with the University
- (x) Evidence of registration with the Bayelsa state Ministry of Works (optional)
- (xi) Company's audited account for the last three years from a registered accounting firm
- (xii) List of similar projects previously/currently undertaken including letter of awards, completion certificates, period of supply and project costs.
- (xiii) Catalogue/ pro-forma invoice of proposed equipment (Mandatory)
- (xiv) Any additional information that may enhance the chance of the contractor/supplier.

**(C) Collection of Pre-Qualification Document**

Interested contractors are required to pay a non-refundable processing fee (bank draft) of 100,000.00 (One Hundred Thousand Naira Only) at the Bursary department of the University. The drafts should be made payable to the Bursar, **Niger Delta University, Wilberforce Island.**

A receipt shall be issued which will then enable the bidder to pick up bid documents at the office of the Director, Physical Planning, Niger Delta University, between the hours of **9.00 am. to 3.00 p.m.,**

**(D) Submission of Documents**

All submissions are required to be neatly packaged in binders and in a sealed envelope marked "**Pre-Qualification and Tender for the Procurement of Furniture and Equipment for Faculty Building and ICT Equipment for Network Distribution**" at the back.

The documents are to be delivered by hand to the address indicated below not later than 12.00 noon on Wednesday, June 3, 2015, to:

**The Registrar**

**Niger Delta University**

**Wilberforce Island**

**Bayelsa State**

**(E) Opening**

The bid documents are scheduled to be opened publicly after **12.00 noon on** Thursday, June 4, 2015. All prospective contractors are invited to the public opening.

**(F) General/Special Information**

- Prospective contractors can apply for multiple projects.
- This advertisement shall not be construed as a commitment on the part of the University, nor shall it entitle prospective contractor to make any claim whatsoever and/or seek any indemnity from the University.
- Failure to comply with any instruction above or to provide any of the listed documents will automatically result in disqualification.
- Late submission will not be entertained under any circumstances.

**Mr. Tonbra R. Morris-Odubo**

**Registrar**