

## **Ladoke Akintola University of Technology, Ogbomosho**

### **Invitation for Registration as Providers of Services**

#### **1. Introduction**

1.1 The Governing Council of Ladoke Akintola University of Technology, Ogbomosho, wishes to register qualified Consultants in the following areas.

#### **2. Areas of Required Services:**

(i) Architecture and Building Consultants (Quantity Surveying, Land

Surveying, etc).

(ii) Civil and Structural Engineering Consultants.

(iii) Water Engineering, Mechanical and Electrical Engineering Services Consultants.

(iv) Computer and Information/Communication Technology Consultants

(v) Estate Surveyors and Valuers.

(vi) Finance and Financial Services (Accounting and Audit Firms).

(vii) Insurance (Insurance Companies and Brokerage Firms).

#### **3. Documentation:**

3.1 Prospective Consultancy firms and service providers are required to submit the following documents along with their applications:

(i) Evidence of Registration of company or business name with the Corporate Affairs Commission (certificate of Incorporation for Limited Liability Companies and Registration of Business Names for Enterprises).

(ii) Articles and Memorandum of Association, form CAC07 i.e. Particulars of

Director and form CAC02 i.e. Particulars of Shareholders.

- (iii) Copy of Companies Income Tax-Clearance Certificate.
- (iv) Copy of Personal Income Tax- Clearance Certificates (of two Directors in case of limited Liability Companies or the proprietor(s)/ partners in case of enterprises) covering the last three years.
- (v) Value Added Tax (VAT) Registration Certificate and evidence of past remittances.
- (vi) Company Profile.
- (vii) List and Verifiable documentary evidence of projects executed success fully in relevant sectors in the last five years. (Submission of copies of letter of engagement for services or commissioning, partnership or joint venture Agreement or Memorandum of Understanding (MOD) with specialized foreign consultancy: firms or Institutions would be advantageous.
- (viii) List and Resume of Management and key professional Staff with photo copies of their academic qualification certificates and evidence of registration with relevant Professional Bodies
- (ix) Name(s) and Contact Address(es) with e-mail/telephone number(s) of designated company Liaison with LAUTECH.
- (x) List of Equipment or Technology (state of the art) available for deployment on assignment.
- (xi) Company's 3-Years Financial Summary and 3-Years Audited Accounts.
- (xii) Evidence of payment of a non-refundable registration fee of two hundred thousand naira only (#200,000.00) through Bank Draft in favour of Ladoke Akintola University of Technology, Ogbomoso, to be exchanged for University Official Receipt at the Bursary Department.

(xiii) Banking details: Name and Address of Banker, Account Name, Account Number and Sort Code must be submitted after successful tendering.

**4. General Information:**

Duly completed application for registration must reach, The Registrar Ladoke Akintola University of Technology, Ogbomoso, Oyo State, on or before Tuesday, 22<sup>nd</sup> October, 2013.

Interested firms are to submit their Application Form in a sealed envelope clearly marked on the right hand corner as follows:

**Application for Registration as ... (State the Area of her Interest).**

**5. Verification of Information/Data Supplied:**

The Registration process may also involve verification of information supplied by Consultants and Services Providers in their applications and Physical demonstration of special skills, trade, tools or equipment/machinery listed in their submissions. Consultants and Service Providers may also be requested to provide additional information or give further clarifications on submissions to the Lautech.

Misrepresentation of facts, gross misstatement or false declarations, if discovered, shall form the basis for disqualification or non registration.

**6. Please note that:**

(i) Late submissions will be rejected.

(ii) Consultants and Service Providers should clearly specify their area(s) of interest.

(iii) LAUTECH is not legally bound to enter into any contractual agreement or negotiation with any party based on this advertisement.

(iv) Any consultant or service providers not registered with LAUTECH, will not be allowed to participate in the procurement activities of the University as from year 2014.

**Signed**  
**J.A Agboola**  
**Ag. Registrar.**