

**Institute of Management and Technology**

**Office of the Registrar**

**Private Mail Bag 01079**

**Enugu, Nigeria**

**E-mail: [imtregistry@imt.edu.ng](mailto:imtregistry@imt.edu.ng)**

**Invitation for Submission of Bids for Pre-Qualification for the 2011/2012/2013 (MERGED) TETFund Intervention in Academic/Research Journal (AJR) Publication**

**(A) Preamble**

In compliance with the requirements of the Public Procurement Act of the Federal Government of Nigeria the Institute of Management and Technology, (IMT) Enugu wishes to invite reputable, competent and interested Contractors, Suppliers and Publishers with good track record, requisite experience and expertise in the execution of projects with dispatch to apply for Pre-qualification and Tender for the execution of the following Projects under Years 2011/2012/2013 (Merged) TETFund Intervention in Academic/Research, Journal (AJR) Publication.

**Lot 1:** Procurement and Installation of Office Equipment and Furniture.

**Lot 2:** Creation of an online platform for the International Journal of Management (IJMT), including Training of staff and support service for three months;

**Lot 3:** Publishing of Volumes 1 and 2 of the Journal

**(B) Prequalification Requirements**

Reputable and interested Contractors/Vendors wishing to undertake the procurement and the other services are to indicate their intention by submitting Technical Bid documents in the following order.

- (i) Evidence of Registration with the Corporate Affairs Commission (CAC).
- (ii) Evidence of Registration with IMT as a Contractor.
- (iii) Evidence of current Tax Clearance for the last three (3) years.
- (iv) Certified audited accounts for the last three (3) years.
- (v) Verifiable evidence of similar jobs successfully executed.
- (vi) Experience and technical capabilities of the Company, including names of key staff and their qualifications.

- (vii) Evidence of financial capability/support and reference from a recognized Financial Institution/Bank.
- (viii) Evidence of VAT registration and remittance in the last three (3) years.
- (ix) Evidence of compliance with provision of the Pension Reform Act, 2004.
- (x) Evidence of compliance with provision of the Industrial Training Fund Act, 2011 (Section 6).

**(C) General Information**

- (i) Submission is to be made in sealed envelope clearly marked “**Technical Bid**” indicating the Lot No. Bid is to be enclosed in a single envelope properly addressed and submitted **to the Secretary, Tenders Committee** in the office of the **Registrar, Institute of Management and Technology on or before Friday, 20<sup>th</sup> November, 2015. Submission closes by 12.00 noon same day.**
- (iii) Only prequalified respondents will be invited to submit financial bid.
- (iv) This is only an invitation for solicitation to submit and does not bear any financial undertaking; and IMT is not under any obligation to award any contract to any Contractor/Supplier or Agent.
- (v) All enquiries should be directed to the office of the Registrar, Institute of Management and Technology, Enugu.
- (vi) IMT reserves the right to make detailed search on documents submitted.

**Signed:**  
**Registrar**