

Federal University Ndufu – Alike Ikwo (FUNAI)

(Office of the Registrar/Secretary to Council)

P.M.B.1010, Abakaliki, Ebonyi State

Invitation for Submission of Expression of Interest for Consultancy Services for University Projects

(1.0) Introduction

Federal University Ndufu Alike Ikwo (FUNAI) is interested in prequalification of consultants and creating a database for them with respect to her projects and hereby invites reputable and Interested Consulting firms with relevant cognate experience and good track record of performance to submit Expression of Interest for the following categories of Consultancies

- (i) Architecture
- (ii) Quantity Surveying
- (iii) Civil/Structural Engineer
- (iv) Mechanical Engineering
- (v) Electrical Engineering

(2.0) PREQUALIFICATION CRITERIA

All interested firms are to submit the following documents

- (i) Cover letter indicating the category sought.
- (ii) Evidence of Registration with Corporate Affairs Commission (CAC).
- (iii) Evidence of Company's Current Tax Clearance Certificate for the last three (3) years (2013, 2014, 2015).
- (iv) Evidence of Compliance Certificate in line with the provision of Section 6(1) (3) of the amended Industrial Training Fund (ITF) Act No. 19 of 2011.
- (v) Evidence of VAT Certificate and up-to-date remittance to Federal Inland Revenue Service (FIRS).
- (vi) Evidence of Current Pension Clearance Certificate from PENCOM.

- (vii) Evidence of registration on the Database of Contractors, Consultants and Service Providers by inclusion of the Interim Registration Report (IRR) issued by Bureau of Public Procurement (BPP) in line with the provisions of section 5(h) of the Public Procurement Act (PPA), 2007.
- (viii) Company Audited Account for the last three (3) years (2013, 2014, and 2015) duly stamped.
- (ix) Company profile, Office Address and functional contact details.
- (x) List of Managerial, key Technical and Administrative Staff of the firm which should include names, curriculum vitae and copies of certificates (Academic and Professional) for each key staff.
- (xi) Evidence of Registration of firm with ARCON, QSRBN, COREN etc.
- (xii) Evidence of Financial Capability/Reference letter from a reputable bank
- (xiii) For joint ventures, Memorandum of Understanding must be attached.
- (xiv) List of similar, verifiable and successful executed services on completed project or ongoing by the firm with evidence in the last three years 2013, 2014, only.
- (xv) Evidence of community social responsibility (if any)
- (xvi) Original documents should be available for sighting on demand during or after the opening of prequalification documents.
- (xvii) Sworn Affidavit that no particular Directors of the firm has been convicted of any criminal offence relating to fraud or financial impropriety or criminal misrepresentation, falsification of facts relating to any matter.
- (xviii) Registration with Federal University Ndufu Alike Ikwo as consultant

The documents should follow the order listed i-xvii above. Each parcel should have a table of content indicating the pages on which these items are to be found.

(3.0) SUBMISSION/OPENING OF DOCUMENTS

- (i) The Expression of Interest (EOI) documents are to be returned in a sealed envelope and marked at the top left corner “EOI” Documents for consultancy services” stating the particular category and the title of the project.

(ii) The envelope should be addressed to The Registrar Federal University Ndufu Alike Ikwo and hand delivered into the prequalification box in the Registrar's Office, 2nd Floor Administrative Building **not later than 12noon, Monday, 24th October 2016.**

(iii) Opening of the documents shall take place at **1:30pm on Monday, 24th October, 2016** in the Multi-Purpose Hall, Faculty-of Science, Federal University Ndufu Alike Ikwo Permanent site. All interested consultants and the general public are hereby invited.

(4.0) PLEASE NOTE:

(i) Federal University Ndufu Alike Ikwo is neither committed nor obliged to shortlist any firm of consultants

(ii) The University reserves the right to reject any or all documents.

(iii) The University or its agents reserve the right to verify any submission or claims by the firms and shall therefore by their response to this invitation, grant the University necessary authority and guarantee for such verification

(iv) The University will only recognize and correspond with only authorized officers of the consulting firms and not through individuals or agents acting on their behalf.

(v) Submission of the EOI should not be considered as a commitment on the part of the University nor shall it entitle any firms to make any claim whatsoever and /or seek any indemnity from FUNAI

(vi) Firms who have worked for the University before and have history of poor performance, abandonment or termination need not apply.

(vii) All cost incurred in responding to the advert shall be borne solely by the bidders.

Signed:

G. O. Chukyyu

Registrar