

Kaduna Polytechnic

P.M.B. 2021 Kaduna, Nigeria

Invitation for Submission of Pre-Qualification and Tender Bids for the Year 2011 – 2013 Tettfund Library Intervention Allocations

1.0 Introduction

The Kaduna Polytechnic wishes to notify the general public of its intention to execute the following projects with the aim of utilising the Year 2011 -2013 Library Intervention Allocations. In view of the above, the Institution hereby invites Interested, competent, reputable and eligible contractors and suppliers to submit Pre-qualification and Tender Bids for any one or both of the projects below.

2.0 Scope of Work

The scope of work comprises of:

- (a) Procurement, of 874 numbers of Assorted Titles of Books.... LOT-A
- (b) Procurement, of 507 number of Reference Materials Science Text Books.... LOT-B
- (c) Procurement of 171 numbers of Assorted Foreign Journals..... LOT-C
- (d) Procurement of 304 numbers of Local Journals.... LOT-D
- (e) Procurement of 564 numbers of Library Equipment..... LOT-E
- (f) Procurement of 72 numbers of Media Equipment.... LOT- F
- (g) Procurement of 222 numbers of Library Furniture..... LOT-G

3.0 Pre-Qualification Requirements

The following pre-qualification documents should be submitted and page numbered in the order listed for the purpose of assessment,

- (1) Evidence of incorporation of the company with the Corporate Affairs Commission (CAC)

- (2) Memorandum and Articles of Association of the company and an up to date annual return with the CAC.
- (3) Company profile with certificates, telephone numbers and e-mail addresses of key personnel.
- (4) Tax Clearance Certificate for the last three years (2011, 2012 and 2013)
- (5) Company audited account over the last three years (2011, 2012 and 2013)
- (6) Evidence of VAT registration and remittance in the last three years (2011, 2012 and 2013)
- (7) Evidence of registration with the Pension Commission and remittance of contributions
- (8) Evidence of successful completion of similar projects. (Letters of commission and certificates of practical completion)
- (9) Evidence of Financial Capabilities this should include certified statement from a reputable bank (bank reference letter only is not acceptable)
- (10) Evidence of registration with the Industrial Training Fund and evidence of remittance
- (11) Evidence of registration with FRC (Financial Reporting Council of Nigeria)
- (12) Sworn affidavit certifying the following;
 - (I) The company is not in insolvency or receivership
 - (II) The company does not have any director who has been convicted by any court for financial offence in relation to fraud or financial impropriety
 - (III) That no Officer of Kaduna Polytechnic is a former or present director or shareholder of the company

(IV) That there has been no promise of any gift in any form to any of the Polytechnic staff

(13) Verifiable evidence of relevant equipment and facilities and their location (where they can be inspected) with proof of ownership, hire or lease agreement.

3.0 Tender Documents

Tender Documents can be collected at the Office of the Polytechnic Librarian, Isa Kaita Library, Kaduna Polytechnic, Tudun Wada Main Campus on payment of tender processing fee for the respective lots at the Bursary Department as follows: LOT A, B, F & G – N30, 000.00, LOTC-N20, 000.00, LOTD-N10,000.00 and LOTE N40, 000.00

4.0 Submission of Documents

The Pre-qualification and Tender Bids for any of the LOTS should be put in separate envelopes and identified accordingly. The two envelopes should then be sealed and marked “**confidential**” along with the LOT number(s) at the left hand corner and sent to the address indicated below. Name, Telephone Number and mailing address of the bidding entity should be clearly stated on the reverse side of the envelope(s).

The Registrar,

Kaduna Polytechnic,

Tudun Wada Main Campus, Kaduna

5.0 Closing Date of Submission

Closing date for the submission of pre-qualification documents and Tender Documents shall be on **Wednesday 25th February, 2015** by 12 Noon.

Prequalification Documents will be opened on **Wednesday 25th**

February, 2015 at 12.15pm at the Kaduna Polytechnic Council Chambers, Central Administration Building Tudun Wada Main

Campus Kaduna. Tender Documents of pre-qualified contractors would be opened later after serving a written notice.

All interested contractors and other stakeholders are invited to attend.

Note

This advertisement shall not be construed as a commitment on the part of the Kaduna Polytechnic Management nor shall it entitle the responding Bidders to make any claim(s) whatsoever and/or to seek any indemnity from the Polytechnic by virtue of such Bidders having responded to this advertisement.

All submitted documents could be subjected to physical verification and original documents may be required for sighting.

Signed

Alh. Zayyana Ibrahim Kukasheka

Registrar