

The Federal Polytechnic

Ede, Osun State

Invitation for the Pre-Qualification for Consultants, Contractors and Suppliers for Year 2011/2012/2013 (Merged) TETFund Normal Intervention and 2014 Capital Projects

1.0 Introduction

The Federal Polytechnic, Ede Osun State invites reputable Consultants and Contractors for pre-qualification for the study/design and construction respectively of the 2011/2012/2013 (Merged) TETFund Normal Intervention and 2014 Capital Projects.

2.0 Consultancy

2.1 Consultancy Services Are Required For:

1. Construction. Furnishing and Equipping of Department of Architectural Technology (Phase III)
2. Construction, Furnishing and Equipping of Departmental of Estate Management (Phase II)
3. Construction of Medical Centre (South Campus)
4. Construction and Furnishing of Electrical Electronics Engineering Workshop and Laboratory Complex
5. Construction and Furnishing of Electrical Electronics Engineering Lectures Rooms and Offices
6. Construction and Furnishing of Computer Engineering Robotics Workshop
7. Construction and Furnishing of Computer Engineering Lecture Rooms and Laboratories

2.2 Scope of Work

The scope of the work includes the following:

1. Architectural Design
2. Design of structure, Electrical and Mechanical system
3. Preparation of tender documents and analysis/ recommendation reports
4. Supervision of projects
5. Due Process implementation

2.3 In view of the above, the Polytechnics is inviting competent and interested consultants for pre-qualification in the following areas:

1. Architects
2. Civil/Structural Engineers
3. Quantity Surveyors
4. Electrical Engineers
5. Mechanical Engineers
6. Due Diligence

2.4 Pre-Qualification Requirement

(a) Mandatory Requirements

Interested Consultants are requested to submit the following documents:

- (i) Evidence of incorporation or Business Name registration
- (ii) Evidence of compliance with Industrial Training Fund (ITF) Amendment Act 2011, as applicable.
- (iii) Proof of registration with National Pension Commission and evidence of remittances of employees' pension contribution/deduction
- (iv) A letter authorizing the federal polytechnic Ede to verify through due process from relevant agencies and bodies claims made in the Submission

(b) Other Requirements

- (i) Evidence of registration of the firm with relevant professional bodies
- (ii) Evidence of tax clearance certificate for three (3) years (2011-2013)
- (iii) Experience / Technical qualification and experience of key professional personnel. Evidence of experience in similar projects.
- (iv) Reference from two or more major clients that could be considered for information verification.

2.5 Method of Application

The pre-qualification document should be submitted in a sealed envelope and marked 'Title of the Project' with the area of specialization written at the right hand corner of the envelope.

2.6 Submission and Opening of Pre-Qualification Documents

Pre-qualification documents in wax-sealed envelope with "**Pre-Qualification**" as Architects/Structural Engineers or as the case may be, written at the top left hand corner should be hand delivered. Pre-qualification envelopes will be opened at 12:00 noon, 30th June, 2014 and interested members of public especially the intending consultants are hereby invited.

2.7 Construction

Projects Scope/Description

LOT1 Construction, Furnishing and Equipping of Department of Architectural Technology (III)

LOT2 Construction, Furnishing and Equipping of Department of Estate Management (Phase II)

LOT3 Constructions of Medical Centre (South Campus)

LOT4 Construction and Furnishing of Electrical Electronics Engineering Workshops and Laboratories Complex

LOT5 Construction and Furnishing of Electrical Electronics Engineering Lecture Rooms and Offices

LOT6 Construction and Furnishing of Computer Engineering Robotics Workshop

LOT7 Construction and Furnishing of Complex Engineering Lecture Rooms and Laboratories

2.8 Pre Qualification Criteria

(a) Mandatory Requirements

- i. Evidence of incorporation of company by the corporate affairs commission (CAC)
- ii. Company tax clearance certificate for the last three (3) years(2011 -2013)
- iii. VAT registration and evidence of past VAT remittance
- iv. Proof of Registration with National Pension Commission and evidence of remittances of employees' Pension contribution/deductions.
- v. Evidence of compliance with Industrial Training Fund (I IF) Amendment Act 2011, as applicable.

(b) Other Requirements

- (i) Only Contractors/Suppliers that have proven capability, relevant experience and good track record will be considered for pre-qualification to tender.
- (ii) Company Profile and Organization Structure, including names, resume and telephone number of key personnel.
- (iii) Verifiable list of previous similar works successfully carried out within the last three years with names of clients, evidence of award and practical completion.
- (iv) List of relevant equipment and tools properly categorized. Evidence of ownership/lease agreement Ownership of verifiable batch plants/yards for concrete work, metal works and block mounding will be an added advantage. Scanned and labeled pictures of listed equipment should be attached, stating their present location
- (v) The Company's organizational structure, name and signed CVs of staff (Management/ Technical/ Administrative Personnel) with passport photographs endorsed at the back by the chief Executive, with photograph of academic and professional certificates
- (vi) Audited Annual financial report of the company for the last three years (2011-2013)

(vii) Evidence of financial Capability:

1. Line of credit from bank/current account bank statement within the last 12 months
2. Reasonable liquid assets and annual turnover of N300tn shall be added advantage
3. Any other relevant information that will be helpful in determining the bidders suitability for the job

(viii) Evidence of the community and social responsibility if (any)

(ix) A sworn affidavit indicating that all documents submitted are genuine and verifiable

(x) A sworn affidavit that none of the directors has been convicted in any country for any criminal offence, including fraud or financial impropriety

(xi) Bidders should accordingly include in their bid, a sworn affidavit indicating whether any officer of Federal polytechnic, Ede is a former or present director, shareholder or has peculiar interest in the company.

2.9 Submission of Pre-Qualification Documents

Bound pre – qualification documents in wax – sealed envelope with “PRE – QUALIFICATION as a Contractor/ supplier should be written at the top left hand corner to be hand delivered not later than 12.00 noon on Monday June 30th, 2014 to the Registrar/ Secretary to the Governing Council, Federal Polytechnic, Ede Osun State.

3.0 Opening of Pre-Qualification

Pre-qualification envelope will be opened at **12.00 noon on Monday June 30th , 2014** and members of the public especially the intending Contractor/suppliers are hereby invited.

3.1 Collection of Tender

Pre-qualified Contractors/Suppliers should note that they will be required to pay a non refundable fee of N25, 000 (Twenty- five thousand naira only) for lots 1 -3 and N50, 000.00 (Fifty thousand naira only) for lots 4-7ss as tender fee. Tender documents for Supplier and Contractor will be collected at the Physical Planning Unit of the Institution.

3.2 Submission and Opening of tender Documents

Completed Tender Documents which must not bear marked identity of the Contractors/Suppliers are to be dropped in the Tender Box in the office of the Registrar **on or before 12.00 noon Thursday, 31st July 2014.**

Please Note

That by the submission of the pre-qualification documents, The Federal Polytechnic, Ede is neither committed nor obliged to award any contract to any Contractor/ Supplier or Agent.

That this advertisement for invitation to pre-qualification shall not be considered as a commitment on the part of the Institution nor shall entitle any Contractor/Supplier to make any claims whatsoever and or seek any indemnity from the Federal Polytechnic, Ede.

Signed:

O.A. OGUNLEYE

Registrar/Secretary to the Governing Council