

Michael Okpara University of Agriculture, Umudike

Office of the Registrar

P.M.B. 7267, Umuahia, Abia State

Invitation for the Pre-Qualification of Firms of Registered Pension Fund Administrators As Pension Fund Administrator (PFA) for Michael Okpara University, Umudike

1.0 Introduction:

Michael Okpara University of Agriculture, Umudike was established by Decree 48 of 1992. It is one of the three specialized Universities of Agriculture in the Country, The University has the tripodial mandate of teaching, research and extension in Agriculture and related discipline.-

The University hereby invites proposals from Pension Fund Administrators for appointment as Pension Fund Administrator to the University.

2.0 Scope of Work:

The duties to be performed by the firm which shall be appointed as the Pension Fund Administrator to the University shall be the efficient and prudent management of the Pension Funds of staff who retired on the old Pension Scheme.

3.0 Pre-Qualification Requirement:

The firms applying must provide documents showing:

- (a) Evidence of registration with the Corporate Affairs Commission
- (b) Evidence of registration with National Pension Commission (PENCOM)
- (c) Evidence of recent audited financial statements
- (d) Latest Tax Clearance Certificates of the partners
- (e) Evidence of VAT registration of the firm with the Federal Inland Revenue Service
- (f) List of Clientele accompanied by letter of engagement
- (g) Profile of the firm with detailed Curriculum Vitae of the partners and key staff

(h) Any other documents(s) that may be of relevance to the bid.

4.0 Submission of Pre-Qualification Requirements:

Interested firms should send four (4) copies of their technical proposals in sealed envelopes to the clearly marked “**PENSION FUND ADMINISTRATOR**” at the top left hand corner and addressed to:

The Registrar,

Michael Okpara University of Agriculture,

Umudike,

P.M.B. 7267, Umuahia, Abia State