

Nasarawa State University, Keffi

(Office of the Registrar & Secretary to the Council)

Invitation to Pre-Qualification and Tenders for the Year 2013 TETFund Special Intervention Projects in Nasarawa State University, Keffi

(1) Preamble:

The Nasarawa State University, Keffi is desirous of inviting competent and capable Contractors to make submissions for the Pre-qualification/Tendering in respect of the Year 2013 TETFund Special Intervention Projects

(2) Project Description

The projects to be executed are:

- (a) Lot 1 – Procurement of Furniture
- (b) Lot 2 – Procurement of Vehicles
- (c) Lot 3 – Procurement of Fixtures and Fittings

(3) Pre-Qualification Criteria

The contractors are expected to submit documents for the pre-qualification (Technical bid) as enumerated below:

- (i) Compulsory and Mandatory Criteria
 - (a) Evidence of Registration with Corporate Affairs Commission (CAC)
 - (b) Company Audited Account for the last three (3) years (2012-2014)
 - (c) Evidence of Tax Clearance Certificate for the last three (3) years (2012-2014)
 - (d) Evidence of compliance and remittance with the provision of the Pension Reform Act, 2004 (note that only PENCQM Certificate will be accepted)
 - (e) Evidence of compliance with the provisions of the industrial Training Fund Amended Act as stipulated in section 6(1) – (3).

- (f) VAT registration and evidence of remittances in the last three (3) years (2012-2014) to be attached.
- (g) Certificate of compliance with the provisions of the Employee Compensation Act 2010 issued by the Nigeria Social insurance Trust Fund.
- (ii) Other Criteria
 - (a) Comprehensive Company Profile indicating technical and administrative staff strength, with academic/professional qualifications and year of experience of key personnel available for the project.
 - (b) Evidence of relevant verifiable experience on similar projects in Nigeria over the last five (5) years indicating cost, duration of execution, practical completion certificate as well as reference letters or award letters.
 - (c) Evidence of social responsibility in terms of endowment, sports or TETFund contribution.
 - (d) Letter of Financial Reference from a reputable Bank and consent to allow for verification with Bankers
 - (e) A declaration or sworn affidavit indicating the following:
 - (i) That all documents submitted are genuine and verifiable.
 - (ii) That none of the Directors has been convicted in any Court for any criminal offense including fraud or financial impropriety
 - (iii) Whether any officer of Nasarawa State University is a farmer or present Director, shareholder or has any pecuniary interest in the company.

Note:

Failure to provide any of 3 i (a-g) will automatically disqualify the bidder.

(4) Collection of Tender Documents (Financial Bids)

(a) The tender documents for each LOT shall be collected on presentation of a non refundable bank draft of N100,000.00 in favour of Nasarawa State University, Keffi from the Office of the Registrar

(b) The filled tender documents are hereby referred as to as Financial Bids and they are to be clearly marked and sealed separately from the technical bid.

(5) Submission of Documents

The Technical Bids (Pre-qualification documents) and the Financial Bids (filled tender documents) should be sealed and clearly marked in separate envelope which will in turn be sealed together in a bigger envelope and clearly marked: the name of the project and the Lot.

The documents should be delivered to the address below **not later than 12:00 noon, on 2nd April 2015.**

**The Registrar,
Nasarawa State University,
Keffi,
Nasarawa State**

(6) Opening

(a) The bids are scheduled to be opened during a public ceremony on the closing date at 12.00 noon at the Senate Chamber of Nasarawa State University, Keffi.

(b) The Technical bids are pre-requisite to the opening of the Financial Bids. Hence, only companies that meet the requirements of the Technical bids are eligible to have their Financial Bids opened while those that fail stand disqualified

(c) All prospective Contractors are invited to the public opening ceremony and also advised to bring along relevant original documents for sighting.

Please Note:

(a) Submission of Pre-qualification/Tendering documents to Nasarawa State University, Keffi is neither a commitment nor an obligation to award contract to any contractor or his agent.

(b) Advertisement for Pre-qualification/Tender should not be constructed as a commitment on the part of Nasarawa State University, Keffi or shall it entitle any contractor to make any claims whatsoever or seek any indemnity from Nasarawa State University, Keffi.

(c) Due diligence would be followed as all documents submitted would be verified. Past executed works, contractors' offices, plants and equipment may be visited for verification. Any discrepancies found would summarily disqualify the contractor.

Signed:

Alh. Dalhatu O. Mamman, FICEN

Registrar & Secretary to the Council