

Yaba College of Technology

P.M.B. 2011, Yaba, Lagos

Invitation to Pre-Qualification to Tender for the years 2011/2012 Tertiary Education Trust Fund (TETFund) Intervention in Library Development

Application are hereby invited from reputable and interested Companies with relevant experience and good track record for pre-qualification to tender for the under listed projects.

1.0 Profile of Contracts

(1) Procurement of Computer

POLY/ABA/TETF/LIB/2011-2012/01

(2) Library Software (NEWGENLIB)

POLY/ABA/TETF/LIB/2011- 2012/02

(3) Subscription to EBSCOHOST

POLY/ABA/TETF/LIB/2011- 2012/03

(4) Procurement of Table

POLY/ABA/TETF/LIB/2011- 2012/04

(5) Procurement of Drawers Catalogue Card Cabinet

POLY/ABA/TETF/LIB/2011- 2012/05

(6) Procurement of Chairs

POLY/ABA/TETF/LIB/2011- 2012/06

(7) Procurement of Metal Shelves

POLY/ABA/TETF/LIB/2011- 2012/07

(8) Procurement of Book Support

POLY/ABA/TETF/LIB/2011- 2012/08

(9) Procurement of set of library of congress

POLY/ABA/TETF/LIB/2011- 2012/09

(10) Procurement of Table and Chairs

POLY/ABA/TETF/LIB/2011- 2012/10

(11) Procurement of Local Journals to various Departments

POLY/ABA/TETF/LIB/2011- 2012/11

(12) Procurement of Foreign Journals to various Departments

POLY/ABA/TETF/LIB/2011- 2012/12

(13) Procurement of Different Titles of Assorted Books

POLY/ABA/TETF/LIB/2011- 2012/13

(14) Procurement of Different Titles of Assorted Books

POLY/ABA/TETF/LIB/2011- 2012/14

(15) Procurement of Different Titles of Assorted Books

POLY/ABA/TETF/LIB/2011- 2012/15

2.0 Pre-Qualification Criteria:

- i. Proven capability, relevant experience and food track record
- ii. Provision of Company profile and organizational structure, including names, resumes, and telephone numbers of key personnel.
- iii. Provision of Verifiable list of previous similar work successfully executive within the last three years with names of clients, evidence of award and practical completion.
- iv. Evidence of Incorporation of company by the Corporate Affairs Commission (CAC)

- v. Company Tax Clearance Certificates for the last three (3) years.
- vi. Equipment and Technology capacity – Evidence of contact with manufacturers (if any)
- vii. VAT Registration and evidence of past VAT remittances
- viii. Experience/ Technical qualification of key personnel with copies of certificates
- ix. Audited Annual financial report of the company for the last three (3) years
- x. Evidence of financial strength, credit worthiness/Bank reference and readiness to instruct bankers to supply financial information on the company as may be required.
- xi. Evidence of community and social responsibility (if any)
- xii. Evidence of compliance with the provision of the Pension Reform Acts, 2004
- xiii. Evidence of compliance with Industrial Training Fund (ITF) Amendment Act, 2001 as applicable
- xiv. A sworn affidavit indicating that all document documents submitted are genuine and verifiable
- xv. A sworn affidavit that none of the Directors has been convicted in any country for any criminal offence, including fraud or financial impropriety.
- xvi. Bidders should include in their bid, a sworn affidavit indicating that no officer of Yaba College of Technology is a former or present Director, Shareholder or has any pecuniary interest in the company.

3.0 Submission of Pre-Qualification Documents:

Bound pre-qualification documents in wax-sealed envelope with “**Pre-qualification as Contractor for the (name of project)**” at the top left hand corner should be hand-delivered on or before Monday, June 10, 2013 by 12noon to the address below:

The Registrar

Yaba College of Technology

Yaba-Lagos

4.0 Opening of Pre-Qualification Documents

Pre-qualification envelopes will be opened at 1:00 p.m. on Monday, June 10, 2013, and representative(s) of companies that submitted bids are hereby invited to witness the opening.

5.0 Notification of Pre-Qualified Bidders

Pre-qualified contractor will be contacted and they will be invited to tender accordingly.

6.0 Collection of Tender

Pre-qualified contractors should note that they will be required to pay a non-refundable fee of Ten thousand naira only (N10, 000) for each project.

Tender documents will be available for collection at the **Physical Planning Unit**, of the college on presentation of evidence of payment of the processing fee.

Please Note:

- a) That by the submission of pre-qualification documents, Yaba College of Technology is neither committed nor obliged to award any contract to any company or its agent.
- b) That this advertisement for invitation to pre-qualification shall not be construed as a commitment on the part of College, nor shall entitle any company to make any claims whatsoever and/or seek any indemnity from Yaba, Technology.
- c) That due diligence would be followed as all the documents submitted would be verified and the past executed works and contractor's offices shall be visited. Any discrepancies found would disqualify the contractor.

Signed:

Biekoroma Charity Amapakabo

Registrar