

**Tertiary Education Trust Fund**

**No. 6 Zambezi Crescent, Off Aguiyi Ironsi Street, Maitama Abuja**

**Tel: +234-7098818818, 7098818813, 7098211222-3**

**Invitation to Pre-Qualify Contractors/Consultants for Year 2012 Procurement Activities**

**1.0 Preamble**

1.1 The Tertiary Education Trust Fund (TETFund) is a Federal Government Agency established by the Tertiary Education Trust Fund Act 2011 to fund intervention projects at the tertiary level of education in Nigeria.

1.2 In line with its mandate, and consistent with the Public Procurement Act 2007, TETFund wishes to invite interested and competent Contractors / Consultants to submit application to be pre-qualified to provide various services to the Fund in year 2012.

**2.0 Score of Works:**

2.1 Goods

2.1.1 Supply of furniture items, Computer accessories, Stationery, Corporate gifts. Tyres and Tubes.

2.2.2 Supply of Project Monitoring vehicles.

**2.2 Works/Services:**

2.2.1 Installation of electronic access controlled security doors.

- 2.2.2 Re-construction of Security Gate.
- 2.2.3 Rehabilitation of the Head Office Building Roof.
- 2.2.4 Re-flooring of the fourth floor of the Head Office building.
- 2.2.4 Repairs / renovation of the Boardroom
- 2.2.5 Printing of Documents, Publicity, Advertisement
- 2.2.6 Provision of Catering Services.
- 2.2.7 Event Management Services.

**2.3 Consultancy Services:**

- 2.3.1 Project Monitoring (Architectural, Civil/Structural, Mechanical, Electrical Engineering, Quantity Surveying, ICT and Equipment Specialists).
- 2.3.2 Impact Assessment
- 2.3.3 Financial Monitoring (Professional Accountants).
- 2.3.4 Public Relations (PR and Media Consultants).

**Requirements:**

3.1 Interested companies/firms are required to provide information listed below to enable the Fund short-list suitable and qualified Contractors / Consultants to form a data bank of Consultants / Contractors that would be engaged for its procurement activities in year 2012.

3.2 To qualify for pre-qualification, interested and competent Contractors / Consultants are required to provide verifiable evidence including, but not limited to the following documents:

- (a) Company Tax Clearance for three years (2008, 2009 and 2010);

- (b) Evidence of registration with Corporate Affairs Commission;
- (c) Evidence of registration with PENCOM;
- (d) Evidence of VAT registration and remittances;
- (e) Evidence of payment of Education Tax for Limited or Public Liability Companies;
- (f) Three year Audited Accounts (2008, 2009 and 2010);
- (g) Evidence of the firm's registration with relevant professional regulatory body, where applicable;
- (h) Comprehensive Company Profile including details such as the qualification and experience of the Management and Professional staff;
- (i) Evidence of adequate relevant equipment and infrastructure to handle the job;
- (j) Evidence of financial capability to execute the projects from a Bank;
- (k) Evidence of executing similar jobs in the past with the details of such jobs as well as the names and addresses of the client, including copies of letters of engagement and certificates of completion; and
- (l) Firms applying to be pre-qualified should accompany their submissions with a disclosure as to whether any officer of TETFund is a former or present Director, Shareholder or has any pecuniary interest in the Company.

#### **4.0 Submission of Documents:**

4.1 The application to Pre-Qualify must be submitted in sealed envelopes and boldly marked "Pre-Qualification Documents for ..... [insert (goods), (works/services) or (consultancy services)]" as applicable, and should be addressed as follows:

The Executive Secretary,

Tertiary Education Trust Fund,

No. 6, Zambezi Crescent, Off Aguiyi Ironsi Street,

Maitama, Abuja.

Attention: Director Human Resource Management

4.2 The pre-qualification documents should be submitted at the Procurement Division, 2<sup>nd</sup> Floor, Room 53, TETFund Head Office at No. 6, Zambezi Crescent, Off Aguiyi Ironsi Street, Abuja.

**5.0 Closing Date:**

5.1 Submission of application to pre-qualify closes on 27<sup>th</sup> Tuesday March 2012 by 12:00 noon. The pre-qualification documents will be publicly opened for processing at 12.00 noon on Wednesday, 28<sup>th</sup> March 2012 at the Symposium 3 of the Merit House, Aguiyi Ironsi Street, Maitama, Abuja. Only Qualified companies/firms will be short-listed and invited to tender.

**6.0 Please Note That:**

6.1 This is not an invitation tender, full tendering process shall be applied to firms that have been pre-qualified, short-listed and found capable of delivery;

6.2 TETFund will not enter into any correspondence with any unsuccessful company

6.3 Any company that submits fake documents shall be disqualified outright and may be reported to the relevant authority

6.4 The Fund reserves the right to reject any or all documents submitted at any time prior to tendering or acceptance

6.5 The Fund reserves the right to cancel the procurement proceedings in the public interest without incurring and liability to the firms; and

6.6 This Advertisement shall not be construed to be a commitment on the part of TETFund nor shall it entail any Company to make any claim(s) whatsoever and/or to seek any indemnity from TETFund by virtue of such company having responded to this Advertisement.

**Signed:**

**Management**

**Tertiary Education Trust Fund, Abuja**