

University of Calabar

P.M.B 1115, Calabar, Cross River State

Invitation to Pre-Qualify for the Execution of TETFund (2012 – 2014) Merged Library Development Projects

The University of Calabar intends to utilize its TETFund (2012-2014) merged library development projects fund for the procurement and execution of the under-listed scope of work. To this end, the University invites interested and credible contractors with relevant experience and good records to pre-qualify accordingly.

Scope of Work

The scope of work include:

S/No	Lot Number	Description of Supplies/Project
1	Lot 1	Assorted textbooks and Journals in Medicine. Allied Medical Sciences. Physical. Biological and Marine Sciences.
2	Lot 2	Assorted textbooks and Journals in Law, Education, Agric Science and Engineering.
3	Lot 3	Assorted textbooks and Journals in Arts. Social end Management Sciences including encyclopaedias
4	Lot 4	Bindery Equipment and Accessories
5	Lot 5	Library Automation And other ICT Equipment
6	Lot 6	Library Furniture (Reading Tables and Chairs)
6	Lot 7	Staff Furniture and Library Processing tools
7	Lot 8	Subscription To Electronic Database

Pre-Qualification Requirements:

Interested companies should submit the under-listed pre-qualification documents for assessment:

- (1) Evidence of Company registration with the Corporate Affairs Commission (CAC).
- (2) Evidence of recent annual returns of CAC
- (3) Evidence of Company tax clearance for the last three years, expiring in December, 2015.
- (4) Evidence of VAT registration and VAT remittances.

- (5) Company Profile with CVs of key officers including photocopies of relevant professional/technical qualifications
- (6) Submission of PENCOM Certificate of compliance, confirming Companies' fulfilment of its statutory obligations to employees with respect to Pension expiring in December, 2015.
- (7) Current certificate of registration with the industrial training fund, expiring in December, 2015
- (8) Please state clearly your company's full contact address, GSM Number and e-mail address for ease of communication.
- (9) A sworn affidavit disclosing whether or not any officer of the University of Calabar is a former or present director, shareholder or has any pecuniary interest in the bidder and non of the directors of the company seeking pre-qualification has been convicted of any criminal offences and the company is not under receivership. The affidavit is to also confirm the authenticity of information presented in the firm's pre-qualification documents to be true in all particulars.
- (10) Minimum turn-over in the tax clearance certificate in any of the last three years (I.e.) 2013, 2014, and 2015) shall not be less than N3.0 million.
- (11) Evidence of audited accounts of the company for the past three years.
- (12) Verifiable evidence of successful completion of similar works within the past three (3) years, attach copies of awards and certificate of completion
- (13) Name of bankers, with references,

Submission:

- (i) Pre-qualification documents must be delivered in one bound copy in a sealed envelope marked, "*Confidential Pre-qualification for UNICAL 2012-2014 Tetfund Library Development project*" and the lot of interest clearly printed at the top left corner of the envelope to be submitted on or before **15th February, 2016** The sealed and clearly marked envelopes as specified above should be addressed to:

The Registrar,

University of Calabar,

P.M.B1115, Calabar. and dropped in the tenders box in the Registrar's office.

(ii) The documents will be opened by **12noon on the 15th of February, 2016** at the Council Chambers. All companies submitting their pre-qualification documents are invited to the opening of the documents on the date, time and venue stated.

NOTE:

*The submission of pre-qualification documents is not a guarantee for the award of contract.
Only pre-qualified companies shall be invited to pick bid documents.*

Mr. Moses .O. Abang

Registrar