

University Of Benin

Benin City, Nigeria

**Invitation to Tender as Contractors for Tetfund Special Intervention Projects 2013,
Batch 3 at University of Benin, Benin City**

1.0 Preamble

The University of Benin is desirous of procuring some equipment to be financed with funds from Tetfund Special Intervention project 2013.

Consequently, the University wishes to invite reputable Contractors to bid for the procurement of the equipment.

Interested Contractors with experience in procurement are hereby invited to submit their Company profile and tender documents for consideration.

2.0 Brief Description of the Projects and Tender Fees

S/N	PROJECTS	TENDER FEE (₦)
LOT 1	Supply and Installation of Equipment for Human Kinetics and Sports Science: Human Performance (Exercise Physiology) Laboratory	30,000.00
LOT 2	Supply and installation of Teaching and Research Equipment for Pharmacognosy & Civil Engineering	30,000.00
LOT 3	Supply and Installation of Teaching And Research Equipment for Pharmaceutics and Pharmaceutical Technology & Public Health Nursing	30,000.0
LOT 4	Supply and Installation of Teaching and Research Equipment for Community Health & Environmental Education	30,000.00
LOT 5	Supply and Installation of Laboratory Equipment for Crop Science and Soil Science Department	30,000.00
LOT 6	Supply and Installation of Teaching and Research Equipment for Mechanical Engineering Laboratory & EMC	30,000.00

LOT 7	Supply and Installation of Teaching and Research Equipment for General Laboratory A	30,000.00
LOT 8	Supply and Installation of Teaching and Research Equipment for General Laboratory B	30,000.00

3.0 Tender Fees

All interested contractors have to pay the prescribed tender fee as listed above.

4.0 Bidding Criteria

Your Company should show the following:

4.1 Mandatory Requirements

- (i) Evidence of incorporation and Corporate Affairs Commission
- (ii) Evidence of Compliance with PENCOM Act. 2004
- (iii) Evidence of Compliance with Industrial Training Fund (ITF) Act No. 19 of 2011.
- (iv) Evidence of Tax Clearance Certificate for the last three (03) years (2012, 2013, 2014).

4.2 Other Requirements

- (v) Company Profile showing Organizational Structure, Names and Resume of Key Administrative/Technical Officers and their Phone Numbers. Certificate of Academic & Professional qualifications of the officers will be welcome information.
- (vi) Provision of Company's VAT Certificates.
- (vii) Evidence of Company's Financial Capability or possible assistance from the Bank.
- (viii) Audited Accounts of the Company 2012, 2013 and 2014.
- (ix) List of verifiable supplies previously handled by your Company in the last five years. You must clearly describe the listed supplies, stating Clients, Dates of Award, Project duration, dates of completion certificates are necessary. Listing of unverifiable projects may result in disqualification.

- (x) Evidence of similar jobs done
- (xi) Evidence of involvement in the development of your Community or the University of Benin.
- (xii) Evidence of previous legal actions, with a report describing the details, reasons and outcome of the litigation cases on previous construction or other projects.
- (xiii) Health and Safety policy of the Organization.

5.0 Collection Of Tender Documents

All interested Contractors after paying the prescribed Tender fee at the University of Benin, shall collect the tender documents from the Office of the Director of Physical Planning between the hours of **10 a.m. and 3.00 p.m. week days from 23rd February, 2015 to 7th April, 2015** on presentation of the current Tax clearance report and required receipts.

6.0 Submission

All bidders are to submit the Commercial bid in conjunction with the Company profile in a Sealed Envelope with project title boldly written on the envelope and to be addressed to:

The Registrar

Office of the Registrar

University of Benin

P.M. B 1154

Benin City

Edo State.

The top hand corner of the envelop shall bear the name of the Project for which you are applying example: Commercial bid – “Supply & Installation of Teaching & Research Equipment for General Laboratory B”. The

Commercial bid will be written in Bold Green Felt Pen these documents shall be dropped in a tender box marked “COMMERCIAL” which shall be supplied for this purpose in Central Administration Office Block B (Registrar’s Office) Room 41.

7.0 Deadline for Submission

The document shall be submitted on 7th April, 2015 on or before 12 noon.

8.0 8.0 Opening of Tender Documents

The Commercial bids documents shall be opened on 7th April, 2015 immediately after 12 noon in the University Senate Chambers. All bidders are expected to attend. Interested Members of the Public and Private sector, Non-Governmental Organization and Journalists are invited to witness the opening of the bids. After the opening of the bids shall be analyzed by the University Technical Committee, only the least responsive Contractors shall be given the awards.

9.0 List of Successful Companies

The list of successful Companies will be displayed on the University Notice Boards in the Vice Chancellor's Office, Registrar's Office and the Director of Physical Planning Office.

Contact Person

For all enquiries regarding the tendering process you may contact:

**The Director of Physical Planning /Coordinator, Equipment
Maintenance Centre,
Vice Chancellor's Office,
University of Benin, Benin City.**

PLEASE NOTE

- The Tender fee is non-refundable
- The University of Benin is neither obliged to shortlist any Contractor nor to award the Contract to any Contractor or his agent.
- The University reserves the right to reject any bid.
- The University will not enter into any form of correspondence with Bidding Contractors.

Signed

(Mrs.) G. O. Ogboghodo

Registrar