

Federal Polytechnic Oko, Nigeria

P.M.B 21, Aguata, Anambra State

Invitation to Tender

In compliance with the requirements of the Public Procurement Act 2007, the Federal Polytechnic Oko invites Tenders from reputable companies with proven experience and records to undertake the under listed projects in its year 2012 Tertiary Education Trust Fund Special Intervention.

1) Scope of Work:

Lot No Project Description: Goods

LOT 1 Supply, Installation and Commissioning of: (a) Desktop Computers; b) Monitors; c) Notebook, d) Computer tables and chairs

LOT 2 a) Supply, Installation and Commissioning off (i) Generator (ii) Gear Switch (iii) Change-over switch and (iv) Relevant Armoured cables

b) Supply and Delivery to the institution of 16-seater Bus

2) Eligibility Requirements

Bidding will be conducted using the procedures stipulated in the Public Procurement Act 2007 and is open to all interested Bidders that meet the following minimum qualification criteria:

- a) Evidence of Company Registration with Corporate Affairs Commission with inclusion of the Company's Certificate of Incorporation and Memorandum of Association
- b) Manufacturers' Authorization letter as evidence of access to Warranty, After sales and Technical Support for the products.
- c) Evidence of availability of the products and ability to deliver and install the products at short notice;
- d) Company Profile including Curriculum Vitae of qualified Staff to be deployed for the job and with relevant experiences (technical and managerial). Please enclose copies of relevant academic and professional certificates of all technical staff;
- e) List of similar projects handled in the last five (5) years with inclusion of photocopies of Award letters and Completion Certificates using the following format:
- Contract name (insert full name)
 - Brief Description of the Works performed
 - Scope of Work: (describe scope of works performed briefly)
 - Amount of contract: (insert amount in Naira)
 - Name of Employer: Contact person (indicate full name)
 - Telephone Number of Employer Contact person (indicate number)
- f) Evidence of Financial capability and access to financial resources from a reputable bank
- g) Company's Report of Audited Accounts for the immediate past three (3) years duly certified by qualified Audit Firm (s)
- h) Company's VAT Registration Certificate with evidence of remittance
- i) Evidence of current Tax Clearance Certificate (for the last three years) corresponding with declared Annual Turnovers by inclusion of photocopy
- j) Evidence of registration with relevant regulatory and professional bodies
- k) Evidence of Compliance with pension Reform Act, 2004 by inclusion of compliance letter from the National pension commission

- l) A Sworn affidavit indicating that the company
 - i. does not have any director who has been convicted of offence relating to fraud or financial impropriety or falsification of facts relating to any matter
 - ii. is not in receivership, insolvent, bankrupt
 - iii. No officer of the relevant committee of the Federal Polytechnic Oko Or Bureau of Public Procurement is former or present director, shareholder or has any pecuniary interest in the bidding process
 - iv. Confirm that all information presented in the bid are true and correct in all particulars.

3. Collection of Bidding Document

A complete set of bidding document may be collected by interested Bidders from the office of the Director of Works and Maintenance Services, Federal Polytechnic Oko, from 9.00 am daily on submission of evidence of payment of non-refundable tender fee in the sum of fifty thousand (N50, 000,00) naira in Bank Draft (Banker's Cheque) made payable to the Federal Polytechnic Oko.

4. Submission and Opening of Bidding Document

The prospective bidders shall enclose the original technical and original financial bids and all copies of the bids in two (2) separate envelopes, and enclose the two (2) envelopes in one sealed outer envelope which shall bear the Lot Description, the name and address of the company.

Bids must be delivered to the office of the Director of Works and Maintenance Services, Federal Polytechnic Oko on or before 12.00noon, Friday, 26th April, 2013. Bids will be opened immediately after closure of bid submission.

Note:

The collection and submission of bidding documents do not constitute a contract and Federal Polytechnic Oko reserves the right to cancel the procurement process without incurring any liabilities or assigning any reason thereto.

Engr. Dr. K.E. Enekwechi

Director of Works & Maintenance Services