

## University of Lagos

### Invitation to Tender

The University of Lagos a Federal Tertiary Institution established by the University of Lagos Act, 1967 (as amended) CAP U9 Laws of the Federal Republic of Nigeria, 2004 and having its main campus at Akoka, Yaba, Lagos, Nigeria is desirous of embarking on the under-listed project and hereby invites interested and reputable bidders to participate in the tender exercise for project as described hereunder:

S/N	Project	Contract No.	Scope	Source of Funds	Non-Refundable Prequalification Fees
1	Reconstruction of water and waste Water System in a hall of Residence	UL/PC/03	<ul style="list-style-type: none"><li>- Water Tower / Ground water foundation footing</li><li>- Construction of water treatment house</li><li>- Steel tower for elevated water tank</li><li>- External water and drainage services</li><li>- Water treatment plant</li></ul>	IGR	N20,000.00

### ELIGIBILITY REQUIREMENTS

(a) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC), including Article and Memorandum of Association of the company and up to date Annual Returns with CAC.

(b) A Sworn Affidavit certifying as follows:

- The company is not in receivership, insolvency or bankruptcy.
- The company does not have any director who has been convicted by any court in Nigeria and any other country for criminal offences in relation to fraud or financial impropriety.

- That no officer of the University of Lagos or Bureau of Public Procurement is a former or present director or shareholder of the company.
- That all information presented in the documents are true and correct in all particulars
  - (c) Company Audited Accounts for the last three (3) years (2013, 2014 and 2015) duly signed and stamped by a professional accounting / audit firm and signed by the Client.
  - (d) Evidence of Tax Clearance Certificate for the last three (3) years (2013, 2014 and 2015).
  - (e) Bidders shall have an average annual turnover of not less than Two Hundred and Eighty Million Naira (N280, 000,000.00) in the last three years.
  - (f) Pension Clearance Certificate valid for 2016 issued by the National Pension Commission (PENCOM).
  - (g) Industrial Training Fund (I.T.F.) Certificate valid for 2016 in compliance with Section 6 of the Industrial Training Fund Amendment Act, 2011.
  - (h) List of key personnel stating their role, designation qualification and years of experience. (Certificate of registration with professional bodies are to be attached).
  - (i) The following are the minimum requirements for the technical/ professional staff:
    - (a) One (1) COREN registered Civil Engineer (with current practicing licence);
    - (b) One (1) COREN registered Mechanical Engineer (with current practicing licence);
    - (c) One (1) COREN registered Electrical Engineer (with current practicing licence);
    - (d) One (1) CORBON registered Builder (with current practicing licence);
    - (e) One (1) QSRBN registered Quantity Surveyor (with current practicing licence);
  - (i) Evidence of work experience as the main contractor executing or having executed a minimum of three (3) water and waste water system projects, two of which must have been in the last five (5) years. Copy of award letters, last interim certificate of valuation for on-going projects, completion certificate and final maintenance certificates where applicable are to be enclosed.
  - (j) Verifiable list of major water and waste water construction equipment and facilities including registration numbers, chassis numbers, location (where they can be inspected) and remarks whether these are owned leased or hired.

- (k) Company's Health Safety and Environment policy.
- (l) Satisfactory bank reference from a reputable bank stating the Company's creditworthiness and ability to be granted financial support for the project execution if the need arises.
- (m) Evidence of registration on the National data base of Contractors, Consultants and Service Providers by inclusion of Interim Registration Report valid for 2016 issued by the Bureau of Public Procurement. (BPP).
- (n) Evidence of payment of non-refundable pre-qualification fee at the Cash Office of University of Lagos

**COLLECTION OF TENDER DOCUMENTS**

Tender documents shall be made available to interested bidders on presentation of the receipt issued at UNILAG Cash Office in respect of the Tender from the office of:

**The Ag. Head, Procurement Unit  
Room 804,  
Eighth Floor, Senate House,  
University of Lagos,  
Akoka, Yaba, Lagos.**

**SUBMISSION OF TENDER DOCUMENTS**

- (i) The Tender documents should be arranged in the order listed above and three (3) sets should be submitted, an original and two (2) copy versions in A4 sized paper, spiral bound, numbered serially and duly signed by your Company authorized signatories.
- (ii) The three (3) sets of the under-listed Tender documents should be packaged in separate envelopes, dearily labelled with the bidder's name and the name of the project boldly marked on all envelopes as:
  - (a) PRE-QUALIFICATION DOCUMENTS FOR.....(Title of Project)**
  - (b) FINANCIAL DOCUMENTS FOR..... (Title of Project)**
- (iii) A soft copy of the financial document should also be submitted alongside the tender documents.

The Prequalification document envelope and Financial document envelope shall be enclosed and sealed in a third envelope and boldly marked with the name of the bidder,

project name and contract number, to be submitted **not later than 11:00a.m on Tuesday, 20<sup>th</sup> December, 2016** to:

**The Registrar,  
5<sup>th</sup> Floor, Council Affairs Office,  
Room 524,  
University of Lagos,  
Akoka, Yaba, Lagos.**

The Prequalification documents shall be opened immediately following the deadline for the submission of bids at the University Council Chamber in the presence of all bidders and interested members of the public.

#### **IMPORTANT INFORMATION**

- (a) Failure to comply with the above requirements shall automatically result in the disqualification of a bidder.
- (b) The University Management reserves the right to verify the authenticity of any claim made in the Tender documents submitted by bidders.
- (c) The University Management reserves the right to annul the selection process at any time without incurring any liabilities and attributing any reason thereof.
- (d) The University shall not be responsible for any cost incurred by the bidders in connection with response to this advertisement.
- (e) Participation in this process and any related process neither creates any commitment nor establishes any legal relationship with the University of Lagos. It is merely a precondition for further consideration of the Tender.

**Dr. (Mrs.) Taiwo F. Ipaye, FNIM  
Registrar & Secretary of Council**