

1.0 INTRODUCTION

Kaduna Polytechnic wishes to notify the general public of its Intention to provide ICT Equipment to the Department of Office Technology and Management (OTM). The procurement is to be funded through internally generated revenue.

Interested and eligible contractors are hereby invited to submit Financial Bids on the supply of the needed items as described below:

2.0 SCOPE OF THE SUPPLY

The Supply is as follows:

- 120 Unit of Desktop Computer HP Intel Dual Core, 500GB, HDD, 2GB RAM, 17" Flat screen Monitor, Window 8
- 10 Unit of HP Printer Pro 400
- 5 Unit of HP Scanner 300
- 120Nr650VA UPS
- 3 Nr2.4mx 1.2m whiteboard,

3.0 REQUIREMENTS

Coloured copies of the following documents should be submitted IN THE ORDER LISTED for the purpose of assessment. The originals MUST be available for sighting on the day of tender opening.

1. Evidence of incorporation of the company with the Corporate Affairs Commission (CAC)
2. Memorandum and Articles of Association of the company and an up to date annual return with the CAC.
3. Company profile with certificates, telephone numbers and e-mail addresses of key personnel.
4. Tax Clearance Certificate for the last three years
5. Company audited account over the last three years
6. Evidence of VAT registration and remittance in the last three years
7. Evidence of registration with the Pension Commission and remittance of contributions
8. Evidence of successful completion of similar projects. (Letters of commission and certificates of practical completion)
9. Reference letter from a reputable bank
10. Evidence of registration with the Industrial Training Fund

11. Sworn affidavit certifying the following;

- The company is not in insolvency or receivership.
- The company does not have any director who has been convicted by any court for financial offence in relation to fraud or financial impropriety.
- That no Officer of Kaduna Polytechnic is a former or present director or shareholder of the company.
- That there has been no promise of any gift in any form to any of the Polytechnic staff.

12. Propose work/financial plans.

4.0 SUBMISSION OF DOCUMENTS

Tender documents may be purchased from Directorate of Physical Planning on payment of the tender fee. Completed Bids should be sealed in an envelope and marked “confidential” along with reference to the works at the left hand corner and sent to the address indicated below. All submissions must be made before noon February 9th, 2016. Name, Telephone Number and mailing address of the bidding entity should be clearly stated on the reverse side of the envelope.

Returned bids shall be opened by 2:30pm February 9th, 2016 at the Boardroom of the Polytechnic.

THE REGISTRAR,

KADUNA POLYTECHNIC,

TUDUN WADA MAIN CAMPUS, KADUNA

This advertisement shall not be construed as a commitment on the part of the Kaduna Polytechnic Management nor shall it entitle responding Tenderers to seek any indemnity from the Polytechnic by virtue of such Tenderers having responded to this advertisement.

Signed:

Alh.

Zayyana

Ibrahim

Kukasheka

REGISTRAR