

**Institute of Management and Technology, Enugu**

**Office of the Registrar**

**Private Mail BAG 01079**

**Enugu, Nigeria**

**E-mail: imtregtstry@yahoo.com**

**Invitation to Tender in Respect of Year 2014 Tertiary Education Trust Fund (TETFund) Normal Intervention Projects**

The institute of Management and Technology (IMT), Enugu intends to dedicate its 2014 TETFund Normal Intervention to the following Projects:

Lot 1: Procurement of Laboratory and Workshop Equipment

Lot 2: Construction of Academic Staff Offices

Interested reputable Contractors with relevant cognate experience and good track record of performance are hereby invited to submit pre-qualification documents. The pre-qualification documents should include the following:

- (1) Profile of Company with list of key personnel and their respective resume
- (2) Copy of Certificate of Incorporation/Evidence of Registration with Corporate Affairs Commission
- (3) Evidence of registration as a Contractor with the Institute of Management and Technology (IMT), Enugu.
- (4) Evidence of Financial Capacity from a reputable Bank, indicating credit worthiness and readiness to obtain financial cover/liability and guarantee
- (5) Verifiable experience in works of similar nature and scope with evidence of award and actual completion of projects.
- (6) Tax Clearance Certificate for the immediate past three (3) years (2011 -2013).

- (7) VAT Certificate and past VAT remittances for the immediate past three (3) years (2011-2013).
- (8) Evidence of payment of Education Tax
- (9) Audited statement of account for the immediate past three (3) years (2011 -2013).
- (10) Evidence of compliance with section 8 (1) to (3) of industrial Training Fund (ITF) Amended Acts No. 10 of 2011.
- (11) An affidavit disclosing whether or not any Officer of the relevant Committees or staff of the Institute of Management and Technology (IMT), Enugu or the Bureau of Public Procurement is a former or present Director, Shareholder or has any pecuniary interest in the Company; and confirming that all the Information it presented in its pre-qualification documents are true and correct.
- (12) Sworn Affidavit in respect of non-affiliation to any staff of the Institute of Management and Technology (IMT), Enugu and that no Director of the Company is bankrupt.
- (13) Evidence of remittance of pension contribution of employees to PENCOM in line with section 16 subsection 8 (D) of the procurement Act.
- (14) Evidence of compliance with the provisions of the Industrial training Fund Amendment Act 2011 in respect of contribution to the Fund where applicable.
- (15) Any other documents/information to support application.

### **Submission of Pre-qualification Documents**

Submission of completed pre-qualification documents which must be bound and enclosed in a sealed envelope with the title of the project written at the top left hand corner of the envelope, should be submitted and addressed to:

**The Registrar**

**Institute of Management and Technology,**

**Campus 1**

**Independence Layout**

**PMB 01079**

**Enugu**

**Not later than 23<sup>rd</sup> February 2015**

**Opening of Pre-qualification Documents**

Pre-qualification documents shall be opened in the Council Chamber of the Institute **23<sup>rd</sup> February 2015 at 1.30 p.m.** The concerned Companies and general public are invited to opening of the pre-qualification documents.

**Note:**

(1) Companies should note that the pre-qualification is not an invitation to tender or bid and does not create any commitments by the Institution to any Company. Only re-qualified Companies will be invited to bid or tender for the projects.

(2) The Institute reserves the right to reject all or any of the pre-qualification submission (s) that fail(s) to meet the expected standard(s).

(3) A copy of the Tender Documents can be obtained from the Office of the Registrar, Institute of Management and Technology (IMT), Enugu, upon payment of non-refundable tender fee of fifty Thousand Naira (N50,000.00) only, in bank draft drawn in favour of the Institute of Management and Technology (IMT), Enugu.

(4) Original documents should be available for sighting on demand during the opening of pre-qualification documents.

**Signed**

**Sylvanus N. Asogwa**

**Registrar/Secretary to Council**