

**University of Nigeria**

**Nsukka Nigeria**

**Office of the Registrar**

**May 21, 2012**

**Advertisement for Pre-Qualification and Tender for the Proposed Rehabilitation, Remodeling and Upgrading of the Existing School of post Graduate Studies Building at University of Nigeria, Nsukka**

The University of Nigeria invites interested companies/firms to the prequalification and tender exercise for the execution of the Proposed Rehabilitation, Remodeling and Upgrading of the existing School Of Post Graduate Studies Building at University of Nigeria, Nsukka:-Reference No. UNN/IGR/END/2012/01

**Project:**

Proposed Rehabilitation, Remodeling and Upgrading of the existing School of Post Graduate Studies Building at University of Nigeria, Nsukka:- Reference No. UNN/IGR/END/2012/01

**Scope of Works and Project Description:**

This consists of the Rehabilitation, Remodeling and Upgrading of the existing School of Post Graduate Studies Building to provide more classrooms, seminar rooms, offices, ICT space, stores, conveniences and other ancillary spaces etc.

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**Requirements:**

Competent and interested companies/firms who hold the requisite experience, equipment and plants and desire to execute the project are required to submit their Firm's Profile which must include but not limited to the following documents:

- i. Evidence of incorporation of the company with the Corporate Affairs Commission (CAC).

- ii. Evidence of Recent Annual Returns to Corporate Affairs Commission (CAC).
- iii. Evidence of Current Tax Clearance Certificate i.e. (2009, 2010 and 2011)
- iv. Evidence of VAT Certificate and VAT remittances to Federal Inland Revenue Services (FIRS)
- v. Company Profile with list of staff, including curriculum vitae, competencies, qualifications, registration with relevant professional bodies and experience of key personnel.
- vi. Evidence of previous similar projects undertaken in the past five (5) years including scope of project, site of project, contract sum, evidence of successful completion of the project (interim/final valuation & certificates).
- vii. Evidence of possession of Plants and equipment and a listing of such plants as possessed/owned by the firm. State location of the plants and equipment for ease of verification.
- viii. Evidence of Current Audited Accounts of Firm for the last three (3) years i.e. (2009, 2010 and 2011)
- ix. Evidence of Financial Capability and Banking Support (bank reference), bank statements of account for the last three months and letter authorizing the University to verify same from the bank.
- x. Sworn affidavit that: (a) The Firm is not bankrupt;  
  
(B) None of the Directors is an Ex-convict or bankrupt.
- xi. Articulated work plan and methodology for the execution of the project.
- xii. Evidence of Employees Retirement Savings Accounts (RSA) with a Pension Fund Administrator.
- xiii. Evidence of remitting Employer and Employee Pension Contributions to the appropriate pension fund custodian.
- xiv. Evidence of transferring all pension funds and asset prior to the commencement of the pension Reform Act. to licensed pension operators.
- xv. Please state clearly your Company's full contact address, GSM Phone number and e-mail address for ease of communication.

**Method of Application:**

Eligible companies/firms who desire to be pre-qualified for these projects are required to prepare and submit their pre-qualification documents in one (1) hard copy and one (1) soft copy in a sealed envelope clearly marked on top: Pre-Qualification for Proposed Rehabilitation, Remodeling and Upgrading of the Existing School of Post Graduate Studies Building at University of Nigeria, Nsukka Reference No. UNN/IGR/END/2012/01

(State clearly the Description and Reference Number please) and addressed to:

**The Registrar,**

**University of Nigeria,**

**Nsukka.**

**Deadline for Submission:**

Pre-qualification documents should be submitted, registered and dropped into the Tender Box at Room 226, Registrar's office, University of Nigeria, Nsukka on or before 6<sup>th</sup> June 2012 by 12.00 noon. Pre-Qualification documents will be opened on the same day in the NUGA Secretariat, UNN by 1.00 pm in the presence of all representatives of the companies who choose to attend. All contractors/firms that applied are therefore, invited.

All pre-qualified contractors/firms will be communicated in writing to collect the financial bid document and would be required to pay the stipulated tender fee. The completed financial bid document would be returned on or before 4<sup>th</sup> July 2012.

**Enquiries:**

All enquiries should be directed to:

The Registrar,

University of Nigeria, Nsukka

Please note that response to this invitation shall not oblige the University to consider any responding firm/company for pre-qualification. All costs incurred as a result of response to this invitation and any subsequent requests for information shall be borne by the responding firm/company.

**A.I. Okonta FIIA, FCAI.**

**Registrar**