

Federal University Lafia

P.M.B. 146, Lafia, Nasarawa State

Pre-Qualification of Contractors for the Procurement of Works in the University

1.0 Introduction

The Federal Government of Nigeria has allocated some fund to the University in the year “2013 Capital Allocation” for upgrade and improvement of the teaching and learning environment in the University. Interested and reputable contractors with RELEVANT EXPERIENCE are hereby invited to apply for pre-qualification to bid for Furnishing of University Auditorium.

2.0 Scope of Work

The work involves Supply and Installation of 300 Nos. Auditorium Chairs.

3.0 Pre-Qualification Requirements

Only companies that can show evidence of the following documents should complete and submit the pre-qualification document:

- a) Company registration with Corporate Affairs Commission (CAC);
- b) Corporate Affairs Commission Forms CO 2 and CO 7;
- c) Company Tax Clearance for the last three (3) years expiring in December, 2013;
- d) VAT Registration Certificate with TIN No. and past remittance for the last 3 years;
- e) Evidence of Company’s registration with National Pensions Commission for contributory pension’s scheme for staff in accordance with Pensions Reform ACT, 2004 and remittance of contribution to the fund;
- f) Evidence of Compliance with the amended Industrial Training Fund Act, 2011;
- g) A sworn affidavit disclosing whether or not any officer of the Federal University Lafia, Federal Ministry of Education, National Universities Commission or Tertiary Education Trust Fund is a former or present director, shareholder or has any pecuniary interest bidder and confirm the authenticity of information provided to be true in every respect and that the company is not in receivership and none of its Directors were ever convicted of fraudulent activity
- h) Evidence of financial capability to execute the work;

- i) Experience/Technical qualification of Key Personnel Registration with relevant professional Regulatory Bodies where applicable (i.e. COREN as appropriate, photocopies of academic and professional registration certificates must be attached);
- j) Evidence of at least three (3) similar jobs executed in the last five years with their locations, letters of commission, job completion certificates and contract sums;
- k) Details of Plants and Equipment, including machineries owned or to be hired, and the year of manufacture;
- l) Evidence of payment of relevant pre-qualification fees at the Bursary Department of the University;
- m) Name of bankers with References;
- n) Minimum turn-over in the tax clearance certificate in any of the last three years (i.e. 2010, 2011, 2012) shall be N5 million.

4.0 Verification of Claims

Please note that Federal University Lafia reserves the right to verify claims made in the pre-qualification documents submitted by interested contractors.

N/B

The above listed requirements shall form part of the pre-qualification evaluation criteria and non-compliance with section 3.0(a)-(g) of the requirements shall result in automatic H disqualification of the bidder.

Bidding will be conducted through National Competitive Bidding (NCB) procedure as specified in the Public Procurement Act, 2007.

5.0 Payment of Pre-Qualification Evaluation Documents

Interested bidders are requested to raise a bank draft in the sum N30,000.00 for the pre-qualification fee in favour of the Federal University Lafia, and submit it to the Bursary Department of the University where an official receipt would be issued.

6.0 Pre-Qualification Evaluation Documents

Pre-qualification evaluation documents are obtainable between 9.00am and 4.00pm each day from the:

Physical Planning and Maintenance Unit

Federal University

Lafia

On the presentation of the receipt for payment of the pre-qualification fee and a photo-copy of the bank draft.

7.0 Submission of Pre-Qualification Documents

Completed documents, which must be enclosed in a sealed envelope with the title of the project written on the top left-hand corner of the envelope "Pre-Qualification for Furnishing of University Auditorium" and addressed to:

The Registrar,

Federal University,

Lafia, Nasarawa State

Tenders should be dropped in the Tender box at the Reception of the University at the University's Take-off site, Obi Road, Mararaba Akunza, Lafia not later than 12noon on Thursday 23rd May, 2013.

8.0 Opening of Pre-Qualification Documents

Opening of Tender shall take place at 2.00pm on Thursday 23rd May, 2013. The venue will be the University Auditorium. Bidders are invited to witness the opening exercise.

Bidders are to note that this invitation does not place any commitment on the University for award of Contract. Only pre-qualified bidders will be invited for financial tender.

Signed:

Registrar