

**Plateau State University, Bokkos**

**Office of the Registrar**

**Invitation for Pre-Qualification for Year 2013 Tetfund Special Intervention**

**The Plateau State University, Bokkos, intends to execute the following projects:**

**LOT 1: Procurement and Installation of Office Furniture**

In compliance with the Public Procurement Act, 2007, the University is therefore, inviting reputable Contractors with proven competence and experience for pre-qualification. Interested Contractors are requested to submit pre-qualification documents which **MUST** be arranged in the following order.

**Mandatory Requirements**

- (1) Evidence of Registration/Incorporation by the Corporate Affairs Commission (CAC).
- (2) Company's tax clearance certificate for the preceding three (3) years i.e. 2011, 2012 and 2013.
- (3) Company's audited accounts for the last three (3) years i.e. 2011, 2012 and 2013 including annual turnover.
- (4) Evidence of payment of Industrial Training Fund (ITF) employers' contribution.
- (5) Evidence of compliance with Pension Reform Act 2014.

**Other Requirements**

- (i) Evidence of financial capability to execute the projects, Bank reference and a commitment to provide loan facility for the execution of the contract, if won.
- (ii) List of similar verifiable and successfully completed or on-going projects.

Enclose copies of letters of award, interim payment certificates and practical completion certificates, in the last five (5) years (i.e. 2009 to-date only).

(iii) Have fulfilled all its obligations to pay taxes, Company Income Tax, Education Tax, Pensions, and Social Security Contribution as contained in Section 16, Subsection 6 (d) of the Public Procurement Act, 2007.

(iv) List of key managerial, technical and administrative staff of the company. This should include names, qualifications, curriculum vitae and copies of certificates and professional certificates of registration.

(v) VAT registration with evidence of remittances in the three (3) years (i.e. 2011, 2012 and 2013).

(vi) List of equipment owned or to be leased by the company for the execution of the project showing evidence of ownership.

(vii) A sworn affidavit indicating that all documents submitted are genuine, verifiable and that, no officer of the University has a pecuniary interest or is a former, present director or shareholder in the company.

(viii) Evidence of community social responsibility, if any.

(ix) Non-compliance with the instructions will lead to disqualification.

Please come along with original copies of all submitted documents for sighting on the day of opening of the pre-qualification documents. All claims are subject to verification. Please note that any false claims shall be ground for disqualification.

### **Collection of Pre Qualification Documents**

The pre-qualification document is to be collected in the Office of the Registrar, Plateau State University, Bokokos upon payment of a non refundable processing fee of Twenty Thousand Naira only (N20,000.00) for each of the LOT in account number 1006463695 of the University with United Bank for Africa Plc. and obtain a receipt at the Bursary Department of the University **on or before 18<sup>th</sup> February 2015.**

### **Submission of Pre-Qualification Documents**

The Pre-qualification documents should be spiral bound, packaged and envelope indicating the LOT at the top left hand corner of the envelope. The name, address of the

company and telephone number shall also be clearly written on the reverse side of the envelope. All documents are to be addressed to the Registrar, Plateau State University, Bokokos and submitted in the Tender box provided in the Registrar's Office, **not later than 10:30am on 18<sup>th</sup> February 2015.**

#### Opening of Pre-Qualification Documents

The Pre-qualification documents will be opened **on 18<sup>th</sup> February 2015 at 10:30am** in the Senate Chambers, Plateau State University, Bokokos.

Contractors are to attend the meeting for the opening of the pre-qualification documents. Only prequalified contractors shall be invited to tender for the projects accordingly. The list of successful pre-qualified companies will be displayed on the University Notice Board at the front of the Administrative Building.

#### **Please Note**

- (1) A submission of the pre-qualification documents to the Plateau State University, Bokokos is neither a commitment nor an obligation to award contract to any contractor or his agent.
- (2) All claims are subject to verification. Take notice that any false claim shall be a ground for disqualification.
- (3) The Plateau State University, Bokokos reserves the right to reject any or all documents submitted at any time prior to tendering or acceptance.
- (4) The Plateau State University, Bokokos reserves the right to cancel the procurement proceedings at any stage in the public interest without incurring any liability to any firm.
- (5) Please come along with all originals of your submitted documents on the date of pre-qualification documents/box opening for sighting.
- (6) Arrange your pre-qualification documents for submission as it appears on the advert.
- (7) Failure to comply with any of the above mentioned instructions (especially numbers 5 and 6) will lead to outright disqualification.

**Signed**

**Daniel D. KIM**

**Registrar/Secretary to Council**