

**NNAMDI AZIKIWE UNIVERSITY, AWKA**

**REQUEST FOR EXPRESSION OF INTEREST AND TENDER FOR THE AUTOMATION OF BURSARY AND AUDIT PROCESSES. NNAMDI AZIKIWE UNIVERSITY, AWKA**

Nnamdi Azikiwe University hereby invites Expression of Interest and tender from competent and reputable software developers on the Provision good accounting package/software that is user friendly and also has a high level of data integrity and quick service delivery, The software must be tailored towards Public sector Accounting, Precisely university sub-sector and must be flexible enough to accommodate future changes and updates.

The software should be able to cover all aspects of bursary and Audit work processes. This includes but not limited to:

**(A) SOFTWARE**

- (1) Treasury Management
- (2) Budget Administration
- (3) Students Accounts
- (4) Final Accounts
- (5) Payroll
- (6) Store Management/Inventory
- (7) Fixed Assets
- (8) Ventures

- (9) Accounts Receivables
  
- (10) Accounts Payable
  
- (11) Management information System
  
- (12) Project/Ventures Management
  
- (13) In-depth Reports/Analysis
  
- (14) Internal Audit
  
- (15) Other Finance Offices

**(B) HARDWARE**

The contractor/supplier should state the specific hardware requirements and their corresponding cost to effectively run the software.

**(C) NETWORKING REQUIREMENT**

The contractors/suppliers should also state the networking requirements and cost.

(D) Expression of Interest and Tenders are therefore, invited from reputable Accounting Software suppliers/developers for their packages. Quotation should include the cost of supply, installation, and training of relevant staff.

Please note that only shortlisted contractors/suppliers will be invited to demonstrate their packages/software as part of the evaluation of the technical bid.

Selected contractors/suppliers should be in the position to enter into agreement with the University for maintenance of the system for an initial period of 3 years.

## **ELIGIBILITY CRITERIA**

Qualified and interested bidders are required to submit the following documents/evidence for the Expression of Interest and Tender:

- (a) Evidence of payment of non-refundable deposit of N10,000.00 (Ten Thousand Naira) into the University's Treasury Single Account (TSA).
- (b) Certificate of registration/incorporation with the Corporate Affairs Commission.
- (c) Evidence of current Tax Clearance Certificate for the past 3 years (2015, 2016 and 2017) expiring 31/12/18;
- (d) Evidence of current Pension Compliance Certificate (2018);
- (e) Evidence of current Industrial Training Fund (ITF) Compliance Certificate (2018)
- (f) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate (2018)
- (g) Verifiable documentary evidence of the execution and timely completion of at least two (2) similar jobs in the last five (5) years including Letters of Award payment Certificates and job Completion Certificates;
- (h) Evidence of financial capability and own fund of the company to execute the project including Bank statement and Reference Letter from reputable commercial bank indicating willingness to provide credit facility of the execution of the project when needed;
- (i) Evidence of Registration on the National Database of Federal Contactors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2018 or valid Certificate issued by BPP.

(j) Resume of key professional and other staff to be involved in the work and evidence of registration with the relevant professional bodies.

(k) Sworn Affidavit to certify that all information provided are true, that the company is not in receivership, insolvent or bankrupt and no officer of the University or the Bureau of Public Procurement is a former or present director, shareholder or has any pecuniary interest in the company.

### **SUBMISSION OF TENDER DOCUMENTS FOR THE PROJECTS**

Technical (Expression of Interest) and Financial bids shall be submitted in two different wax-sealed envelopes and labeled Technical Bid” and “Financial bid” respectively with the Company’s name indicated at’ the back of each envelope Both envelopes should be wax-sealed and placed in a third envelope also wax-sealed and marked with the relevant project name at the Top right hand corner and addressed to:

The Registrar, Nnamdi Azikiwe University, Awka to reach him not later than six (6) weeks from the date of this publication, that is, **on or before 12:00 noon on Monday 28 January, 2019.**

### **OPENING OF BID DOCUMENTS FOR THE PROJECTS**

Bidders are hereby informed that only Expression of Interest /technical Bids will be opened on the bid opening date at the deadline for submission **by 12:00 noon on Monday 28 January, 2019** while the financial bids of bidders successful in the technical evaluation will be opened at a later date and the financial bids of the unsuccessful bidders will be returned to them un-opened.

#### **PLEASE NOTE THAT:**

- Only shortlisted Consultants may be invited for further consideration
- Late submission shall be rejected
- This advertisement shall not be construed as a commitment on the part of Nnamdi Azikiwe University to appoint any consultant, nor shall it entitle any firm submitting documents to claim any indemnity and the university reserves the right to take decision on any of the documents received
- Any form of canvassing from any source whatsoever shall result in immediate disqualification.

Failure to adhere to the above stipulated instructions would lead to disqualification.

**SIGNED:**

**OKONKWO, O.N.(MRS)**

**A.g REGISTRAR.**