

# Overview

## **FEDERAL POLYTECHNIC UKANA**

**P.M.B 2014 IKOT EKPENE AKWA IBOM STATE, NIGERIA**

**REQUEST FOR EXPRESSION OF INTEREST FEDERAL POLYTECHNIC UKANA**

### **(1.0) INTRODUCTION**

Interested, competent, reputable and qualified companies with relevant experience are invited to submit Expression of Interest (EOI) documents for the Year 2016/2017/2018 Merged Tertiary Education Trust Fund Intervention Projects in ICT Support.

### **(2.0) SCOPE OF WORKS**

Lot 1: Website Redesign, Development, Hosting and Maintenance.

Lot 2: Computer Training for Academic and Non-Academic Staff in Basic, Intermediate and Advanced (Certifications).

### **(3.0) ELIGIBILITY REQUIREMENTS**

Interested bidders should submit the following eligibility documents indicating the minimum qualification required of the bidders.

- (a) Evidence of Incorporation/Registration with Corporate Affairs Commission (CAC) and Forms CAC2 and CAC7.
- (b) Evidence of current Tax Clearance Certificate for year 2016, 2017 and 2018 valid till December 31, 2019.
- (c) Evidence of current Pension Compliance Certificate valid till December 31, 2019.
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till December 31, 2019.
- (e) Evidence of current National Social Insurance Trust Fund (NSITF) Compliance Certificate valid till December 31, 2019.
- (f) Evidence of registration on the National Database for Contractors, Consultants and Service Providers by submission of Interim Registration Report issued by the Bureau of Public Procurement (BPP) expiring 31/01/2020 or valid certificate issued by the BPP.
- (g) Evidence of ICDL Expert/Trainer Certification for Lot 2 only.
- (h) Sworn Affidavit:

- (i) disclosing whether or not any officer of the relevant committees of the Federal polytechnic Ukana, or Bureau of Public Procurement is a former or present director, shareholder or has any pecuniary interest in the company and to confirm that all information presented in its bid are true and correct in all particulars.
- (ii) that none of the directors of the company has been convicted in any country for any criminal offence and that the company is not bankrupt or under receivership.
- (i) A written and signed attestation by a director of the company that the Company shall not sublet the contract without the written approval of the client: shall employ and maintain the registered Engineer(s) claimed during the project execution;
- (j) Company's Audited Account for year 2016, 2017 and 2018.
- (k) Bank reference from a reputable commercial bank indicating its willingness to grant financial facility to the company if required.
- (l) Company's profile with curriculum vitae of key staff and copies of academic and professional certificates;
- (m) Evidence of Firm's registration with National Information Technology Development Agency (NITDA) and Computer Professionals Registration Council of Nigeria;
- (n) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) (2014 to date) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and photographs of the projects.
- (o) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.) and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorized officer of the firm.

#### **(4.0) SUBMISSION OF TENDER DOCUMENTS**

Interested firms are to submit two (2) bound of Expression of Interest (Eoi) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to the Registrar Federal Polytechnic, Ukana and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box in the office the of Registrar at the administrative building between 8am-4pm (Monday-Fridays) at Federal Polytechnic Ukana P.M.B 2014 Ikot Ekpene Akwa Ibom State, Nigeria, not later than **12:00 noon on Monday, 21 October, 2019.**

#### **(5.0) OPENING OF EOI DOCUMENTS**

The EOI documents will be opened immediately after the deadline for submission at **12:00 noon on Monday, 21 October, 2019**, at the Central Administration Boardroom of the Polytechnic in the presence of bidders and or their representatives, after which the shortlisted bidders will be contacted at a later date for collection of Request for Proposals; Please ensure that you sign the Bid Submission Register in the office of the Registrar, as the Polytechnic will be held liable for misplaced or wrongly submitted bids.

#### **(6.0) GENERAL INFORMATION**

- (a) All copies of the bids shall be duly signed by an authorized representative of the Proponent. In the event of any discrepancy between copies, the original shall govern.
- (b) The Federal Polytechnic Ukana will assume no responsibility for the content of tamper evident bids or for noncompliance with this instruction. Bids that do not comply may be rejected.
- (c) Kindly note that submissions may be subjected to verification from relevant authorities. Fake documents and false declaration may be forwarded to the relevant prosecution authorities;
- (d) Bids must be in English Language and signed by the official authorized by the bidder;
- (e) Bids submitted after the deadline for submission would be returned un-opened;
- (f) Bidders should not bid for more than one (1) Lot;
- (g) All costs will be borne by the bidders;
- (h) Only shortlisted bidders will be contacted at a later date for collection of Request for Proposals;
- (i) The Polytechnic is not bound to pre-qualify any bidder and reserves the right to annul the procurement process at any time without incurring any liability in accordance with Section 28 of the Public Procurement Act, 2007.

**SIGNED:**

**REGISTRAR**