

Overview

CHUKWUEMEKA ODUMEGWU OJUKWU UNIVERSITY

(FORMERLY ANAMBRA STATE UNIVERSITY)

IGBARIAM CAMPUS -ANAMBRA STATE

REQUEST FOR EXPRESSION OF INTEREST FOR TETFUND INTERVENTION ON ICT SUPPORT CHUKWUEMEKA ODUMEGWU OJUKWU UNIVERSITY

(1) INTRODUCTION

Chukwuemeka Odumegwu Ojukwu University (formerly Anambra State University), Igbariam, Anambra State intends to execute TETFund Intervention on ICT Support. Consequently, interested and reputable contractors are hereby invited to submit Expression of Interest (EOI) for the under-listed projects:

S/N	DESCRIPTION	TETFUND CODE
I.	<u>Website Design/Remodeling</u> : i) User Requirement Engineering for Institution's Website Restructuring to conform to guidelines, ii) Web Design to conform to the new feature and structure as specified in TETFund guidelines, iii) Adoption of WordPress contentManagement System (CMS) for the design of flexible/easy	TETF/UNI/ULI/ICTS/2016-18/01

upload of contents, iv) Content Migration of previous Website content to the new platform, v) Acceptance Testing; Acceptance Testing of the restructured Website in the presence of all stakeholders in the school, vi) Re-hosting the website for 1 year using a hosting platform that supports, WordPress, https protocol, unlimited HDD and Automatic Backup, vii) Staff training of 10Nos. ICT Staff for 5 working days on the platform and Content Management and Administration of the re-structured institution's Website.

International Computer Driving License (ICDL): Computer Training (Base Modules);
Training of 55 Nos. Staff of the Institution on Computer Essentials, Word Processing, Spreadsheets and Online Essentials for 5 days; Computer Training (Intermediate Module) – Training of 90Nos. Staff of the Institution on Presentation, Using Databases, Online Collaboration, IT Security, Project Planning, Digital Marketing and ICT in Education for 5 days.

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Computer Training (Base Modules), Training of additional 23No Staff of the Institution on Computer Essentials, Word Processing, Spreadsheets and Online Essentials for 5 days.

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(2) ELIGIBILITY REQUIREMENTS:

Prospective Contractors shall be required to submit the following pre-qualification documents:

- (i) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC7. Business Name is also acceptable;
- (ii) Evidence of Company's Income's Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners in case of Business Name) for the last three (3) years valid till 31st December, 2020;
- (iii) Evidence of current Pension Compliance Certificate valid till 31st December, 2020;
- (iv) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2020;
- (v) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2020;
- (vi) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2020 or valid Certificate issued by BPP;
- (vii) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Chukwuemeka Odumegwu Ojukwu University or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
- (viii) Company's Audited Accounts for the last three (3) years – 2017, 2018, 2019;
- (ix) Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria indicating willingness to provide credit facility for the execution of the project when needed;
- (x) Company's profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as ICDL Certificate etc.;

(xi) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards and Job Completion Certificates;

(xii) Evidence of Firm's Registration with the Centre for Management Development (CMD);

(xiii) Evidence of registration/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA)

(xiv) All documents for submission must be transmitted with a Covering/Forwarding Letter under the Company/Firm's Letterhead Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and email 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.

(3) SUBMISSION OF EOI:

(3.1) Two EOI (1 original, 1 copy) should be neatly packed in the listed order (i- xiii) above in SEPARATE sealed envelope and marked EOI FOR TETFUND INTERVENTION ON ICT SUPPORT (indicate specific Lot/Tender) at the top right hand corner of the envelope and addressed to:

The Vice-Chancellor

Chukwuemeka Odumegwu Ojukwu University

P. M. B. 6059, Igbariam Campus

Anambra State.

The Lot Number, the name and address of the firm should be written on the reverse side of the envelope.

(3.2) EOI shall be submitted in the Office of the Registrar **not later than 12:00 noon on Monday, 9 November, 2020.**

(3.3) EOI for each Lot shall be submitted separately.

(4) OPENING OF EOI

The EOI will be opened immediately after the deadline for submission at **12:00 noon on Monday, 9 November, 2020.** Please ensure that you sign the EOI Submission Register as the University will not be held liable for misplaced or wrongly submitted bids. All enquiries should be directed to: The Vice-Chancellor, Chukwuemeka Odumegwu Ojukwu University, Igbariam Campus, Anambra State.

(6) NOTES:

- (i) EOIs must be in English Language and signed by an official authorised by the bidder;
- (ii) EOIs submitted after the deadline for submission would be returned unopened;
- (iii) Bidders should not bid for more than two (2) Lots;
- (iv) All costs will be borne by the bidders;
- (v) Bidders are excused from the bid opening, which will be attended by officials of private sector professional organisation and CSOs in the areas of anti-corruption/transparency. The event will be fully captured on video and can be provided to bidders on request;
- (vi) Bidders can submit through Post (Courier Services);
- (vii) Only shortlisted firms will be contacted at a later date for collection of Request for Proposals;

(viii) 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.

(ix) The Chukwuemeka Odumegwu Ojukwu University is not bound to shortlist any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act, 2007.

(SIGNED)

DR. MRS. NGOZI E. EZEIBE

REGISTRAR