

Yaba College of Technology

P.M.B. 2011, Yaba, Lagos

Request for Expression of Interest (EOI)

On

Document Conversion into Electronic Format and Electronic Document Management System

Yaba college of Technology is inviting competent and reputable companies to submit a proposal for Document Conversion into Electronic Format and Electronic Document Management System.

Scope

- (i) Conversion of existing documents to digital format
- (ii) Document storage and Online Retrieval
- (iii) Off site Backup and Disaster recovery solution
- (iv) Web based Document Management System

2.0 Requirement:

Interested eligible firms MUST provide the following additional information showing that they are qualified to perform the job.

- i. Evidence of Incorporation of company by the Corporate Affairs Commission (CAC)
- ii. Verifiable list of previous similar works successfully carried out within the last three years with names of clients, evidence of award and practical completion.
- iii. Company Tax Clearance Certificates for the last three (3) years.

- iv. VAT Registration and evidence of past VAT remittances
- v. Profile of the company including details of Its directors / Management qualification of key personnel, competences, expertise and experience.
- vi. Audited Annual financial report of the company for the last three (3) years
- vii. Evidence of financial strength, credit worthiness and bank reference from reputable bank(s).
- viii. Description of proposed Electronic Document Management System
- ix . Description of proposed Electronic Document Management System
- x. Cost implication
- xi. Evidence of community and social responsibility (if any)
- xii. A sworn affidavit indicating that all documents submitted are genuine and verifiable
- xiii. A sworn affidavit that none of the directors has been convicted in any country for any criminal offence, including fraud or financial impropriety.
- xiv. Bidders should accordingly include in their bid, a sworn affidavit indicating that no officer of Yaba College of Technology is a former or present director, shareholder or has any pecuniary interest in the company.

3.0 Submission of Expression of Interest (EOI) Documents

Two copies of boned EOI documents must be submitted in wax-sealed envelope

with **“Expression of Interest on Document conversion into Electronic Format**

and Electronic Document Management System” written at the top left hand corner should be hand-delivered **on or before Tuesday, 27th September 2011 by 12noon to the address below:**

The Registrar

College of Technology

Yaba College of Technology

Yaba, Lagos.

4.0 Opening of EOI Documents:

Documents envelopes will be opened at 1:00 p.m. on Tuesday, September 27th 2011, 2010 and representatives of the companies are hereby invited. All documents submitted by the bidders will be subject to due diligence checks in accordance with the Procurement Act, 2007.

Please Note:

- a. That by the submission of EOI documents, Yaba College of Technology is neither committed nor obliged to award any contract to any company or agent.
- b. That this advertisement for request for Expression of Interest shall not be construed as a commitment on the part of College, nor shall entitle any indemnity from Yaba College of Technology.

That due diligence would be followed as all the documents submitted would be verified and the past executed works and contractor's offices shall be visited. Any discrepancies found would disqualify the contractor.

Signed:

Biekoroma Charity Amapakabo

Registrar.