

**Federal University of Petroleum Resources, Effurun**

**P.M.B. 1221**

**Delta State, Nigeria**

**Request for Expression of Interest (EOI) For Consultancy Services**

**A. Introduction**

The Federal University of Petroleum Resources, Effurun (FUPRE), Delta State, Nigeria was established in March, 2007 under a Federal Government initiative to build a specialized University to produce unique high level manpower and relevant expertise for the Oil and Gas sector in Nigeria and worldwide.

FUPRE is the first of its kind in Africa and it is destined to be the premier international institution-of-choice with state-of-the-art facilities to provide the petroleum and allied sectors, world-class education, training, research, consultancy and extension services.

**B. Scope of Consultancy Services Required:**

**Lot 1: Consultancy Services for the Review of the University Master Plan**

**Objectives:**

The objective of the Review of the Master Plan is to update the existing University Master Plan with the new vision of positioning the University as a centre for international research and knowledge in oil and gas

**Scope of work:**

1. To assess the adequacy and physical conditions of existing facilities in the existing Master Plan.
2. To formulate concrete proposals aimed at evolving harmonious and aesthetically balanced academic environment in line with modern University expectations,
3. Other program for the accomplishment of the stated objectives of the University.

**Lot 2: Consultants for the Construction and Furnishing of 2014 Capital Projects:**

- (i) University Lecture Theatre
- (ii) University Central Library

**Objectives;**

The Federal University of Petroleum Resources, Effurun intends to pre-qualify competent and reputable consultants for consultancy services for the proposed 2014 capital projects at its permanent site.

**Scope of work:**

The scope of work includes preparation and detail/full drawings including all necessary tests, preparation of contract/tender documents and supervision. The Consultants are also expected to provide other services that will facilitate the execution of the building projects.

**Location of Projects:**

The projects are located at the University's permanent site at Ugbomro in Uvwie Local Government Area of Delta State.

**LOT 3: Consultancy Services for the Establishment of Endowment Fund**

**Objectives:**

The University is desirous of establishing an Endowment Fund, which will be an alternative and supplementary income to finance projects that are not covered by grants from the Federal Government and its intervention agencies.

**Scope of Work:**

1. a. To identify, and solicit endowment from donor agencies, corporate organizations and individuals for infrastructure and academic development of the University.

**C. Requirements:**

Interested Planners, Architects, Civil, Services Engineers, Quantity Surveyors, Endowment Consultants or a Consortium of these consultants who wish to participate in the projects are required to submit their firm's profile which must include but not limited to the following documents:

1. Incorporation Certificate with the Corporate Affairs Commission
2. Certified True Copy of Memorandum and Articles of Association duly endorsed by the Corporate Affairs Commission
3. Evidence of VAT Certificate and Remittance

4. Tax Clearance Certificates for the past three years: 2011, 2012, 2013.
5. Evidence of qualification and registration with appropriate professional bodies.
6. Evidence of similar jobs done within the past three (3) years: 2011 – 2013.
7. Company profile and address/office location
8. Audited accounts for the past three (3) years: 2011-2013
9. Curriculum Vitae of the Principal Officers of the Company.
10. Name and Address of Bankers and Reference letter from such banks.
  
11. Any other information to prove the company is capable of carrying out the outline services in the University.
  
12. Sworn Affidavit that none of the company's director or partner is an ex-convict
  
13. Sworn Affidavit that the consultant/company is not in receivership, insolvent, bankrupt or being wound-up, being suspended or subject of any court's proceeding.
  
14. Sworn Affidavit that no board member/staff of the Federal University of Petroleum Resources, Effurun is a director of the company.
  
15. Evidence of compliance with the provisions of the Pension Reform Act, 2004.
  
16. Evidence of registration/remittance in Industrial Training Fund (ITF)

**D. FEES:**

**For Lots 1 and 2:** The fees will be paid based on the approved scale of fees issued by the respective and accredited Professional Bodies.

**For Lot 3:** The fees will be negotiated and determined as part of the final selection process in line with BPP Professional Guidelines for Consultancy Fees of the *Public Procurement (Consultancy Services) Regulations, 2007*.

**E. Method of Submission:**

All Qualification Documents should be submitted in sealed envelope clearly marked and addressed to:

**The Ag. Registrar**

**Federal University of Petroleum Resources**

**P.M.B 1221**

**Effurun, Delta State**

Not later than 24<sup>th</sup> March, 2014

**F. Deadline for Submission:**

Qualification documents must be submitted in the Tender Box at the office of the Ag. Registrar not later than Monday, 24<sup>th</sup> March, 2014 at 12:00 noon.

All submitted bids will be opened publicly at 2.00pm same day at the Conference Room/ Vice Chancellor's Office, Federal University of Petroleum Resources, Effurun, Delta State.

**6. Caveat**

(i) Response to this Advertisement shall not oblige the Federal University of Petroleum Resources, Effurun to consider any firm for qualification

(ii) All costs incurred as a result of response to this advertisement and any subsequent request for information shall be borne by the responding firm.

(iii) It should be noted that the University would be free to verify any claim made by firms and reserves the right to reject any tender

(iv) Only short-listed firms who are pre-qualified shall be invited to submit and present their Proposal.

**Signed:**

**Mr. Amiso Iniowuan**

**Aq. Registrar**