

Adekunle Ajasin University

P. M. B 001, Akungba-Akoko. Ondo State, Nigeria

Request for Expression of Interest (EOI) from Consultants for Services for the Federal Government Needs Assessment Works/Projects (Phase 2)

(1.0) Introduction:

Adekunle Ajasin University, Akungba-Akoko, Ondo State, a foremost University, is desirous of undertaking the execution of the second phase of the Federal Government Needs Assessment works/projects by utilizing the second tranche of the University's allocation. The University hereby invites interested Consultants with requisite competence and expertise in consultancy for Expression of Interest (EOI) for the under-listed services for the Federal Government Needs Assessment works/projects (Phase 2):

(2.0) SERVICES

- (1) Architectural Consultancy
- (2) Quantity Surveying Consultancy
- (3) Civil Engineering Consultancy
- (4) Electrical Engineering Consultancy
- (5) Mechanical Engineering Consultancy

(3.0) WORKS/PROJECTS

- (1) Students Hostel
- (2) Lecture Theatre/Halls
- (3) Faculty Building (Staff Offices & Lecture Rooms)
- (4) Laboratory Block
- (5) Electrification Project
- (6) Water Supply Services
- (7) Recreational Facilities

(4.0) EXPRESSION OF INTEREST (EOI) REQUIREMENTS/ CRITERIA:

Expression of Interest is a pre-selection process intended to prepare a shortlist of Consultants who will be allowed to submit proposals/(Request for Proposal) in respect of the services/projects and from which suitable ones shall be selected to handle them. Based on 2.0 and 3.0 above, interested Companies.

Consultants are required to submit their EOI (for not more than three projects) with the following:

- (1) Evidence of Incorporation/Registration of Company or Business Name with the Corporate Affairs Commission (Certificate of Incorporation for Limited Liability Company and Registration of Business Names for Enterprise);
- (2) Photocopy of Memorandum & Articles of Association; Form CAC07/(i.e. Particulars of Directors) & Form CAC02 (i.e. Particulars of Shareholders)(for Limited Liability Company);
- (3) Photocopy of Tax Clearance Certificate covering the past three years (2013-2015);
- (4) Company/Organization Corporate Profile;
- (5) Evidence of three similar assignments done in the past 5 years which bear similar nature, complexity and construction technology with the proposed works/projects (specifically letters of commission and reference from respective clients);
- (6) Company's 3-year Financial Summary and Audited Account of the Company (2013-2015);
- (7) Evidence of compliance with amended Industrial Training Fund Act 2011;
- (8) Evidence of compliance with the Pensions Act (PENCOM) and remittance of fund as at the month preceding closing date of this tender. Compliance shall be verified on the website of PENCOM accordingly;
- (9) Photocopies of Certificates of Practice of the Company from the relevant professional bodies;
- (10) Evidence of technical and professional qualifications of key Principals/Personnel (including copies of Certificates of Practice from the relevant professional bodies) with a minimum of five (5) years post-qualification experience;

- (11) List of equipment or state-of-the-art technology (including evidences of ownership and hire) to be deployed by the Company;
- (12) Evidence from Company's bankers as to its financial strength/capacity, worthiness and solvency; (i.e. company's bank reference, statement or investment);
- (13) An affidavit disclosing whether or not any staff of the University is a (former) Principal, Director, or shareholder or has any pecuniary interest in the Company and confirming that all information presented in the bid are true and correct in all particulars; and
- (14) Evidence of registration/inclusion of the Company in the Bureau of Public Procurement (BPP) data-base or List of Registered Consultants in Nigeria.

All documents submitted will be verified on the website of the appropriate issuing bodies to ascertain their authenticity.

Arrangement of documents should follow the order in the list above, appropriately paged and signed. Each parcel should have a Table of Contents indicating the pages or folios on which these items are to be found.

(5.0) EXPRESSION OF INTEREST (EOI) PROCEDURE

Interested Companies/Consultants are advised to take note of the following procedures for submitting Expression of Interest:

- (1) First, the Companies/Consultants are required to respond, prepare and submit the Expression of Interest, indicating the preferred works/projects (not more than three) and types of services as aforementioned in 2.0 and 3.0 above and in accordance with the requirements/criteria in 4.0 above;
- (2) Second, in the case of multiple submissions, each submission should separately indicate the works/project or service and be accompanied with separate relevant documents;
- (3) Third, the Companies/Consultants shall be called to a meeting for the results and debriefing on the Expression of Interest five (5) days after the opening of the documents while only the Companies/Consultants who made the shortlist shall be invited to participate in the Request for Proposal/(RFP);
- (4) Fourth, the successful Consultants who made the shortlist shall be required thereafter to prepare and submit their proposal (RFP) through a letter of invitation;

(5) Fifth, Consultants shall assemble as detailed below soon after the opening of RFP for debriefing on the RFP.

(6.0) MINIMUM QUALIFICATION CRITERIA FOR EXPRESSION OF INTEREST (EOI)

(1) This invitation for Expression of Interest is based on meeting prescribed minimum criteria as set out in 4.0(1-14) above. These are considered mandatory requirements and any company that fails to include/meet any of the these and follow the instructions therein shall be disqualified;

(2) Only those Consultants who are successful shall be invited to participate in the RFP.

(7.0) RETURN OF EXPRESSION OF INTEREST (EOI) DOCUMENTS AND DEBRIEFING

(1) Expression of Interest documents for each works/service should be packaged in separate envelopes and marked at the top left corner: Expression of Interest for FGN Needs Assessment (Phase 2): Project Name.....and returned by hand **on or before 9:00am, on 20th September, 2016** to the address provided below:

**The Registrar,
Adekunle Ajasin University,
Akungba-Akoko, Ondo State.**

Expression of Interest documents shall be opened at **10:00am, on 20th September, 2016** at the University's Council Chamber (New Senate Building).

The results and debriefing of Consultants shall hold at **10:00am on 27th September, 2016** at the University's Council Chamber (New Senate Building).

(8.0) IMPORTANT NOTES

(1) The submission of Expression of Interest documents does not in any way compel Adekunle Ajasin University, Akungba-Akoko, to shortlist any company/consultant for the works;

(2) The University or its agents reserve(s) the right to verify any submission or claims by Companies/Consultants. Companies/Consultants shall, therefore, by their response to this invitation, grant the University necessary authority and guarantee for such verification;

(3) Only Expression of Interest documents of Companies/Consultants who meet the criteria will be considered. Companies/Consultants which do not meet the above minimum qualification requirements need not respond to this invitation.

(4) Only Companies/Consultants adjudged to be competent and meeting the criteria at the end of the exercise shall be invited to participate in the RFP. The University is not liable to any company who failed the exercise.

Signed:

M.S. Ayeerun

Registrar and Secretary to Council