

University of Uyo, Uyo

P.M.B 1017, Uyo – Nigeria

Request for Pre-Qualification for Contractual Services

(1.0) Introduction

The management of University of Uyo, Uyo intends to engage the services of interested, competent and reliable Company/Contractors/Suppliers with good track records for the execution of her Year 2014 Tetfund Special High Impact Intervention Projects in the University.

(2.0) PROJECTS

LOT 01 Proposed Construction and Furnishing of Agriculture Building with Associated External Works at Main Campus

LOT 02 Proposed Construction and Furnishing of Lecture Theatre for Faculty of Law with Associated External Works-Block 1 at Main Campus

LOT 03 Proposed Construction and Furnishing of Lecture Theatre for Faculty of Law with Associated External Works-Block 2 at Campus

LOT 04 Proposed Construction and Furnishing of Faculty of Law Building with Associated External Works at Main Campus

LOT 05 Proposed Construction and Furnishing of Environmental Studies Building with Associated External Works at Main Campus

LOT 06 Proposed Procurement and Installation of Teaching for Various Faculties/ Departments at Main Campus

LOT 07 Proposed Procurement and Installation of Teaching Equipment/ Facilities for Central Engineering Workshop at Main Campus

METHOD OF APPLICATION

Interested Tenderers are to submit a comprehensive company profile, pagged with a table of content, using coloured labelled separators, to include the following requirements and arranged in the under listed order.

The requirements include, among others;

(a) A signed letter of application for the project of interest and Lot number.

- (b) Evidence of Company Certificate of Incorporation from Corporate Affairs Commission (CAC) including a copy of Form 02 and 07.
- (c) Company Tax Clearance Certificate for the last three (3) years (2015, 2014 and 2013) expiring on December 2016 with Tax Identification Number (TIN)
- (d) Current Certificate of Compliance with PENCOM Act
- (e) Current Certificate of Compliance with Industrial Training Fund (ITF) Act
- (f) Evidence of Certificate of Compliance with National Social Insurance Trust Fund (NSTTF) in line with Section 16 of the Public Procurement Act 2007.
- (g) Sworn Affidavit in line with the provision of Part IV, Section 6(f) of the Public Procurement Act 2007 that all documents submitted are not only correct but genuine and to include among others:
 - (1) That the Director(s) of the prospective contractual company has/have never been convicted by any Court of Law.
 - (2) That neither the company nor any of the company's director(s) is bankrupt/
 - (3) That none of the officers of UNTUYO, TETFUND or BPP is a former or present director/staff of the Company.
 - (4) That the company is not in receivership.
- (h) Evidence of Registration on the National Database of Contractors, Consultants and Service Providers by inclusion of Current Interim Registration Report issued by the Bureau of Public Procurement (BPP).
- (i) A signed letter authorizing University of Uyo, Uyo to verify from relevant Agencies and bodies claims made on your submissions.
- (j) Names/Functional e-mail addresses and phone numbers of Company's key contact persons and that of persons to be assigned on the project if awarded to your Company.
- (k) Company's Organisational Structure.
- (l) List of Technical Staff to be deployed on the project should include Architects, Structural Engineers, Electrical Engineers, Mechanical Engineers, Quantity Surveyors,

Builders, Laboratory Technologist and Specialist for Equipment, who shall submit the following for pre-qualification:

- (1) CV's by Staff with Passport photographs both signed by the staff. Both CVs and Passports are to be endorsed by the Chief Executive of the Company.
- (2) Evidence of Full Membership Registration Certificate with the Relevant Regulatory Body in Nigeria.
- (3) Relevant Current Practice License.
- (m) Evidence of minimum of 5Nos. verifiable similar jobs successfully executed or on-going within the past five (5) years. Include the client's letters of awards, stating original contract sums, year of commencement/completion, original contract sum of project, original contract completion period, photocopies of completion Certificate(s) and Interim Payment Certificates (IPC's), if work is on-going. State causes of delays, if any, amongst other relevant information.
- (n) List of relevant equipment and tools owned, properly categorized under general, mechanical and electrical. (Provide evidence of ownership and or current lease agreement). Ownership of verifiable batch plant/yard for concrete works, metal scaffolding, metal formworks, crane(s) and block moulding equipment, with added advantage.
- (o) Evidence of financial capability;
 - (1) Line of credit from bank
 - (2) Current bank statement within the last twelve (12) months.
 - (3) Reasonable liquid assets and annual turnover, (Annual Turnover for project to comply with BPP's requirement).
- (p) Company's audited accounts for year 2013, 2014 and 2015, duly endorsed by Chartered Accountant with Stamp.
- (q) Bid security of 2% will be required at financial stage.
- (r) Any other relevant information that will be helpful in determining the bidder's suitability for the works. Tenderers shall not be awarded more than one project per Tenderer.

(3.0) METHOD OF PAYMENT FOR PRE-QUALIFICATION DOCUMENTS:

A non-refundable fee of Fifteen Thousand Naira (N15,000.00) only, shall be paid to the Bursary Department and a receipt obtained. The receipt shall then be submitted to and prequalification form obtained from the Office of the University Procurement Officer, University Central Administration, Ground Floor, University Main Campus, Along Nwaniba Road, Uyo, Akwa Ibom State.

(4.0) SUBMISSION OF COMPLETED PRE-QUALIFICATION DOCUMENTS

One (1) original and one (1) copy of the Company Profile with all the requested items, including completed pre-qualification document and a soft copy in CD are required for each of the projects. Do not use a file jacket. Pre-qualification documents shall be submitted in sealed envelopes, clearly labelled at the top left hand corner “Pre-qualification documents for... (insert project name and Lot number)” with name of Contractor. This should be addressed to:

**The Registrar,
University of Uyo,
P.M.B 1027, Uyo,
Akwa-Ibom State, Nigeria.**

(5.0) Submission shall be made in person at the Office of the Vice Chancellor, Central Administration Building at the Main Campus of the University Uyo, Nwaniba Road, by completing and signing both the submission form and register, **not later than 17th October 2016**. Submission closes at **12:00 noon, on 17th October, 2016**. Any submission made thereafter will be rejected. The pre-qualification documents will be open immediately after close of submission in the PTDF Y-Building Auditorium, Main Campus of the University, Nwaniba Road, Uyo.

Note:

- (1) Nothing in this advertisement shall be construed to be a commitment on the part of University of Uyo, Uyo to undertake the project(s) or entitle any bidder to make any claim(s) whatsoever in respect of any expenses incurred in preparing responses.
- (2) Only those pre-qualified will be invited for financial bidding.
- (3) For further clarification please contact the undersigned.

Signed:

Mr. Aniediabasi Udofia

Registrar and Secretary to Council