

Tertiary Education Trust Fund (TETFund),

No.6, Zambezi Crescent, Off Aguiyi Ironsi Street, Maitama, Abuja www.tetfund.gov.ng

Tel: 07098818818, 07098818817

Specific Procurement Notice (SPN) For 2014 Procurement Activities

1. Introduction

This Specific Procurement Notice follows the General Procurement Notice (GPN) for 2014 capital and recurrent projects published on 2nd June, 2014 in Blueprint and Herald newspapers, Federal Tenders Journal and on the TETFund website. The Tertiary Education Trust Fund (TETFund), in compliance with the provisions of the Public Procurement Act (2007), hereby invites eligible Contractors, Suppliers and Service Providers to submit Technical and Financial bids for the following:

A. GOODS

1. Office Equipment – Desktops, Laptops and IPADS
2. Project Monitoring Vehicles
 - a) Saloon Cars
 - b) Sport Utility Vehicles
 - c) Double Cabin Pick-up Vans
 - d) Buses

B. WORKS

- i. Head Office Remodeling
 - a) Modification/Extension and Construction of Gate House
 - b) Security Inspection System at the Gate House
 - c) Modification & Enhancement of Existing Toilets
 - d) Re-flooring of 4th Floor, Ground Floor, Conference Hall & General Waiting Lounge

C. SERVICES

- i. Monitoring/Impact Assessment Services

- a) Monitoring & Evaluation Software Development
- ii. Facility Management
- iii. Security Services
- iv. Valuers
- v. Auctioneers

2. Requirements for Tender

- i. Evidence of Registration with Corporate Affairs Commission (CAC);
 - ii. Evidence of Value Added Tax (VAT) Registration;
 - iii. Company Income Tax (CIT) Clearance for the past three (3) years (2011-2013);
 - iv. Evidence of Compliance with Pension Reform Act (2004);
 - v. Evidence of Compliance with Industrial Training Fund (ITF) Act (2011);
 - vi. Evidence of Registration with Professional Bodies, where applicable,
1. Verifiable documentary evidence of similar jobs that had been successfully executed recently;
 2. Evidence of ownership or lease of workshop and/or equipment (where applicable);
- ix. Audited Accounts for the past three (3) years (2011-2013);
 - x. Company Profile and evidence of Technical Qualification of key personnel;
 - xi. Current Bank Reference;
1. Bidders should accompany their submission with a sworn affidavit of disclosure of interest;

2. A sworn affidavit that the firm is not in receivership/bankruptcy and that none of its Directors has been convicted for any criminal offence relating to fraud, financial impropriety, misrepresentation or falsification of acts relating to any matter.

3. Collection of Standard Bidding Documents

Bidders should collect relevant Standard Bidding Document(s) from the Procurement Division (Ground Floor), TETFund, Maitama, Abuja from Monday, 23rd June, 2014 between the hours of **9:00am – 4:00pm** on week days upon collection of a receipt after the presentation of a bank draft of N20, 000.00 (Twenty Thousand Naira) payable to Tertiary Education Trust Fund at the Cash Office, Finance & Investment Department of the Fund.

4. Submission of Bids:

The technical and financial bidding documents shall be submitted in both hard and soft copies. Hard copies should be submitted in a sealed envelope (containing two individually sealed envelopes clearly labelled technical and financial bids). The outer sealed envelope should be clearly labelled at the top left-hand corner “Bidding documents for (insert (works), (goods) or (services))” and quoting the appropriate lot number as applicable and addressed to:

**The Executive Secretary,
Tertiary Education Trust Fund (TETFund),
No. 6, Zambezi Crescent, Off Aguiyi Ironsi Street,
Maitama, Abuja.**

Bidding documents in the sealed envelope shall be deposited by bidders in the Tenders Box located at the Procurement Division, Ground Floor, TETFund Head Office, No. 6, Zambezi Crescent, Off Aguiyi Ironsi Street, Maitama, Abuja between **9:00 am to 4:00 pm from 23rd June, 2014 to Tuesday, 12th August, 2014 at 12.00 noon.**

5. Closing Date and opening of bids:

The closing date for submission of bidding documents is **Tuesday, 12th August, 2014 by 12:00 Noon**; late submissions will be rejected. The documents received shall be opened immediately after the closing of bid submission at the Auditorium of the Nigeria National Merit House, Aguiyi Ironsi Street, Maitama, Abuja.

All Bidders and/or their Representatives, Relevant Professional Bodies and NGOs are invited to witness the Public Opening of Bids.

Please Note That;

1. TETFund will not enter into correspondence with any unsuccessful bidder;
2. Any bidder that submits fake documents shall be out rightly disqualified and may be reported to relevant authority;
3. The Fund reserves the right to cancel the procurement proceedings in the public interest without incurring any liability to the bidders;
4. Bidders name, office address, email address and phone numbers should be indicated on the reverse side of their envelopes;
5. Bidders are to ensure that they also sign the Bid Submission Register at the Procurement Division of the Fund;
6. No bidder is allowed to bid for more than two (2) lots;
7. This advertisement shall not be construed to be a commitment on the part of TETFund nor- shall it entail any bidder to make any claim(s) whatsoever and/or seek any indemnity from TETFund by virtue of such bidder having responded to this advertisement.

Signed: Management

Tertiary Education Trust Fund