

Tertiary Education Trust Fund (TETFund)
Specific Procurement Notice (SPN) for Year 2016

(1) Introduction

The Tertiary Education Trust Fund (TETFund), in compliance with the provisions of the Public Procurement Act (2007), hereby invites eligible Contractors and Suppliers to submit Technical and Financial bids for the provision of goods/works for year 2016 procurement activities.

(A) GOODS

- Lot 1: Supply of Utility Vehicles
- Lot 2: Supply of Project Monitoring Vehicles
- Lot 3: Supply of Computer System
- Lot 4: Supply of Printers, Photocopier and Accessories
- Lot 5: Supply of Multi Media Equipment
- Lot 6: Supply of Generating Sets
- Lot 7: Supply of Office Equipment
- Lot 8: Furnishing of Boardroom

(B) WORKS

Head Office Building Improvement

- Lot 1: Procurement & Installation of 2 Nos. Automatic Change Switches
- Lot 2: Refurbishment of Toilets (General)
- Lot 3: Re-surfacing of Drive ways & Car Parking Areas
- Lot 4: Replacement of Ceiling Board on the Fourth Floor

(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 (2013-2015);
- (IV) Evidence of Compliance with Pension Reform Act (2004);

- (V) Evidence of Compliance with Industrial Training Fund (ITF) Act (2011);
- (VI) Verifiable documentary evidence of similar jobs that had been successfully executed recently;
- (VII) Evidence of ownership or lease of workshop and/or equipment (where applicable);
- (VIII) Audited Accounts for the past three (3) years (2013-2015);
- (IX) Company Profile and evidence of Technical Qualification of key personnel (Where applicable);
- (X) Current Bank Reference;
- (XI) Evidence of registration on the National Database of Contractors, consultants and Service providers (Domiciled with BPP);
- (XII) A sworn Affidavit of disclosure of interest that none of the directors is a serving or retired staff of TETFund, Bureau of Public Procurement (BPP) and that none of the directors of the firm has been convicted for any criminal offence relating to fraud, financial impropriety or falsification of acts relating to any matter;
- (XIII) A sworn affidavit that the firm is not in receivership, insolvency, bankruptcy proceedings, winding up petitions or proceedings and that all information contained in the bids are correct; and
- (XIV) Any other relevant information that would be helpful in determining the Firm's suitability to execute the contract. ‘

(3) COLLECTION OF STANDARD BIDDING DOCUMENTS

Bidders should collect relevant Standard Bidding Document (s) from the Procurement Division (Ground Floor), TETFund, **Maitama, Abuja from 20th July, to 31st August, 2016 between the hours of 9:00am – 4:00pm on week days** upon collection of a receipt after the presentation of a bank draft of N10,000.00 (Ten 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 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 the lot number (Insert the Lot number)” as applicable and addressed to:

The Executive Secretary,

**Tertiary Education Trust Fund (TETFund),
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, 6, Zambezi Crescent, Off Aguiyi Ironsi Street, Maitama, Abuja** between **9:00 am to 4:00 pm on or before 31st August, 2016.**

(5) CLOSING DATE AND OPENING OF BIDS:

The closing date for submission of bidding documents is Wednesday, 31st August, 2016 on or before 12:00pm; 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 submission of Bids via posting, e-mail or other electronic medium is not acceptable.

Bidders would not be allowed into the Fund for submission of Bids at exactly **12:00pm on 31st August, 2015.**

PLEASE NOTE THAT:

- (i) Any bidder that submits fake documents shall be out rightly disqualified and may be reported to relevant authorities;
- (ii) The Fund reserves the right to cancel the procurement proceedings in the public interest without incurring any liability to the bidders;
- (iii) Bidders name, office address, email address and phone numbers should be indicated on the reverse side of their envelopes;
- (iv) Bidders are to ensure that they also sign the Bid Submission Register at the Procurement Division of the Fund;
- (v) No bidder is allowed to bid for more than two (2) lots;
- (vi) 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 (TETFund),
6 Zambezi Crescent, Off Aguiyi Ironsi Street,
Maitama, Abuja**