

Tertiary Education Trust Fund

Specific Procurement Notice (SPN) for the Headoffice

(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 at its head office located at **No. 6 Zambezi Crescent, Maitama.**

GOODS

Lot 1: Supply of Computer Desktops, Laptops and Tablet PCs.

Lot 2: Supply of Air conditioners.

Lot 3: Supply of Project Monitoring Vehicles.

Lot 4: Supply of Utility Vehicles for the Head office.

Lot 5: Supply of Office Equipment.

WORKS

Lot 1: Water Proofing and Roof Maintenance at TETFund Headquarters

(2) Requirements for Tender

(1) Evidence of Registration with Corporate Affairs Commission (CAC);

(2) Evidence of Value Added Tax (VAT) Registration;

(3) Company Income Tax (CIT) Clearance for the past three (3) years (2012-2014);

(4) Evidence of Compliance with Pension Reform Act (2004);

(5) Evidence of Compliance with Industrial Training Fund (ITF) Act (2011);

(6) Verifiable documentary evidence of similar jobs that had been successfully executed recently;

- (7) Evidence of ownership or lease of workshop and/or equipment (where applicable);
- (8) Audited Accounts for the past three (3) years (2012-2014);
- (9) Company Profile and evidence of Technical Qualification of key personnel (Where applicable);
- (10) Current Bank Reference;
- (11) Bidders should accompany their submission with a sworn affidavit of disclosure of interest;
- (12) 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 Thursday, 22nd July, 2015 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 from 22nd July – 2nd September, 2015.**

Closing Date and Opening of Bids:

The closing date for submission of bidding documents is **Wednesday, 2nd September, 2015 at 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:

- (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

No. 6, Zambezi Crescent, Off Aguiyi Ironsi Street, Maitama,

Abuja www.tetfund.gov.ng, E-mail:info@tetfund.gov.ng

Tel: 07098818818, 09-291-5140