

Overview

UNIVERSITY OF ABUJA

THE UNIVERSITY FOR NATIONAL UNITY, THE UOFA OF NIGERIA

(OFFICE OF THE REGISTRAR)

AIRPORT ROAD, GIRI, P.M.B. 117, ABUJA

PREQUALIFICATION OF CONTRACTORS FOR THE YEAR 2022 MINOR WORKS, SUPPLIES, SERVICES AND IGR PROJECTS

(1) INTRODUCTION

In order to ensure the provision of reliable services, the University of Abuja routinely carries out repairs/works/supplies to ensure the safety, convenience, and wellbeing of its community. To this end, the University wishes to invite interested, reputable and experienced Contractors to submit prequalification documents for consideration for the execution of its 2022 projects to be funded with its Internally Generated Revenue as follows:

(2) SCOPE OF WORKS/SUPPLIES/SERVICES

(A) WORKS

LOTNO.	NAME OF LOT
1	Construction & Renovation Works
2	Installation Works (Mechanical/ Electrical/IT & Related Services)
3	Automobile Repairs /Refurbishment

4	Servicing/Repairs of Generators
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5	Fabrication Works
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6	Fumigation/Waste Evacuation
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7	Landscaping Works
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(B) GOODS, SUPPLIES AND INSTALLATION

LOTNO.	NAME OF LOT
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1	Equipment Supplies/Repairs
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2	Furniture Works/Supplies/Repairs
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3	IT Services
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4	Supplies of Fuel, Oil and Lubricants
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5	Minor Supplies of Maintenance Materials (Electrical/Plumbing/ Masonry/ Building etc.)
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6	Supplies of Books and Stationaries
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7	Supplies of Medical/Laboratory Consumables
8	Other Supplies (Branding, Lanyard, Souvenirs and Related Supplies)
9	Security Equipment
10	Supplies of Teaching and Research Equipment
11	Supplies of Vehicles and Motorcycles

(C) NON CONSULTANCY SERVICES

LOTNO.	NAME OF LOT
1	Cleaning
2	Security
3	Events and Catering Services
4	Repairs and Services of Generators, Photocopiers, etc.
5	Insurance Services
6	Auditing Services

(3.0) ELIGIBILITY REQUIREMENTS

All interested contractors are expected to submit the following prequalification documents:

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7;
- (b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2022;
- (c) Evidence of Pension Clearance Certificate valid till 31st December, 2022 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- (d) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2022 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2022;
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2022 or valid Certificate issued by BPP.
- (g) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the University of Abuja or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
- (h) Company's Audited Accounts for the last three (3) years – 2019, 2020 & 2021;
- (i) Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- (j) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as COREN, QSRBN, ARCON, CORBON etc.;
- (k) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- (l) Works: List of Plants/Equipment with proof of Ownership/Lease;

(m) Insurance: Operational Licence issued by NAICOM, Valid and adequate re-insurance Treaty arrangement & Certified True Copy of Audited Accounts approved by NAICOM;

(n) Cleaning: Evidence of Firm's current registration with Environmental Health Officers Registration Council (EHORECON)

(o) Security: Evidence of Firm's current registration with Nigeria Security and Civil Defence Corps (NSCDC);

(p) Auditing:

- Evidence of Firm's current registration with the Office of the Auditor- General for the Federation
- Evidence Firm's current registration with the ICAN, ANAN or any related professional body(ies);
- Evidence of Firm's current registration with Financial Reporting Council of Nigeria;

(q) Vehicles: Only companies included in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles or their authorised representatives should bid for the vehicles;

(r) For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs)

(s) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

Please note that the University reserves the right to verify the evidences submitted.

(4.0) SUBMISSION OF PRE-QUALIFICATION DOCUMENTS AND EXPRESSION OF INTEREST (EOI)

(4.1) Prospective bidders are to submit documents for each of the lots desired (to a maximum of two Lots) in two (2) hard copies in sealed envelopes and clearly marked as "Technical Bid" addressed to The Vice Chancellor, University of Abuja, Abuja and marked boldly and clearly at the top left corner "Invitation for Prequalification for the Year 2022 Minor Works, Supplies and IGR Projects" specifying the lot number and title of the project. The reverse of the envelope should bear the name and address of the bidder.

(4.2) The envelopes are to be deposited in the Tender Box located at the reception hall of the University Senate Building, Main Campus, Airport Road **not later than 12:00 noon Monday 21 March 2022**. Bidders should ensure that their submission(s) is (are) appropriately logged in the Submission Register at the venue. The University of Abuja will not be held liable for misplaced or wrongly submitted bids.

(5.0) OPENING OF THE PRE-QUALIFICATION DOCUMENTS AND EOI

The pre-qualification documents shall be publicly opened immediately after the deadline for submission at **12:00 noon Monday 21 March 2022** in the reception hall of the Senate Building, University Main Campus, Airport Road, Abuja. For further enquiries, please contact the Procurement Unit on procurement@uniabuja.edu.ng

(6.0) IMPORTANT NOTES

- (i) Bids must be in English Language and signed by an official authorised by the Bidder
- (ii) Bidders should note that time is of the essence in the execution of University projects
- (iii) EOIs/Bids submitted after the deadline for submission would be returned unopened
- (iv) Bidders should not bid for more than two (2) lots
- (v) All costs shall be borne by the bidders
- (vi) Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording (invitation link will be sent to bidders to join the bid opening online) with the physical presence of two (2) representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti-Corruption/Transparency;
- (vii) Bidders can submit through Post (Courier Services);
- (viii) Goods & Works: Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of tender documents;
- (ix) Services: Only shortlisted firms will be invited at a later date for collection of Request for Proposals;

(x) The University is not bound to prequalify/shortlist any bidder and reserves the right to annul the process at any time without incurring liabilities in accordance with Section 28 of the Public Procurement Act, 2007.

SIGNED:

MAI. YAHYA MOHAMMED

REGISTRAR