

# Overview

**UNIVERSITY OF ABUJA**

**THE UNIVERSITY OF NATIONAL UNITY, THE U OF A OF NIGERIA**

**P.M.B.117. ABUJA.**

**INVITATION TO SUBMIT EXPRESSION OF INTEREST FOR THE PROVISION OF INSURANCE SERVICES, PREQUALIFY FOR WORKS AND TENDER FOR SUPPLY**

## **(1) INTRODUCTION**

The University of Abuja is a fast-growing institution with expanding academic programmes and activities. In furtherance of its desire to provide adequate service to its community, the University wishes to:

- (i) Procure the services of Underwriters for the provision of Insurance services for its vehicles
- (ii) Prequalify contractors for planned routine maintenance works scheduled during the session holidays when students would have vacated campus.
- (iii) Tender for the supply of goods.

Accordingly, the University invites interested and qualified companies to signify interest in the following:

### **Category A: Invitation for Pre-qualification**

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Lot R1	Pre-qualification of Underwriters for the Provision of Insurance Services for Vehicles
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Lot R2	Prequalification for Renovation/Remedial Works in the Academic Areas
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### **Category B: Invitation to Tender**

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Lot R3	Procurement of Photocopiers
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Category A is Invitation for Prequalification where Bidders are to submit Prequalification Documents only for now.

Category B is Invitation to Tender where Bidders are expected to obtain Bid documents.

### (3) ELIGIBILITY REQUIREMENTS

All interested Bidders are expected to submit copies of the following mandatory pre-qualification document:

- (i) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC7;
- (ii) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2021;
- (iii) Evidence of Pension Clearance Certificate valid till 31st December, 2021 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- (iv) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2021 (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);
- (v) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> December 2021
- (vi) Evidence of registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31st of December 2021 or valid Certificate issued by the Bureau for Public Procurement (BPP).
- (vii) A 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 present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented are true and correct in all particulars
- (viii) Copy of Certified Audited Company Accounts for the immediate past three (3) years (2018, 2019, and 2020) duly stamped by certified auditors
- (ix) Reference Letter from a reputable commercial Bank indicating willingness to provide credit facility for the execution of the project when needed

(x) A copy of Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project.

(xi) Verifiable documentary evidence of at least three (3) similar jobs executed in the last three (3) years including letters of awards/job completion certificates. Only similar works/supplies

(xii) For Lot R1: Operational Licence issued by NAICOM, Valid and adequate re-insurance Treaty arrangement, Certified True Copy of Audited Accounts approved by NAICOM

(xiii) For R2: List of Plants/Equipment with proof of Ownership/Lease

(xiv) For Lot R3: Companies must show evidence of being authorized dealers of photocopying machine manufacturers and must show evidence of a fully functional service/repair centre in Abuja

(xv) All documents for submission must be transmitted with a covering/ forwarding letter under the company/firm's letter head paper bearing among others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.) and email address. The Letterhead paper must bear the names and nationalities of the Directors of the Company at the bottom of the page. The covering/forwarding letter must be duly signed by the authorized Officer of the Firm.

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

### **(3) COLLECTION OF TENDER DOCUMENTS (CATEGORY B)**

Bidders interested in Category B are to collect the Standard Bidding Documents (SBD) from the Procurement Office Annex, Room C127, First Floor Central Administration, Main Campus Abuja on the evidence of payment of a non-refundable tender fee of N10,000.00 per Lot, paid into the University of Abuja's Remita Account in any commercial Bank.

### **(4) SUBMISSION OF DOCUMENTS**

Category A: Bidders are to submit Prequalification Documents only as outlined in 2.0 (Eligibility Requirements) above. The Prequalification Documents are to be submitted in two (2) hard copies in a sealed envelope and clearly marked "Prequalification Documents". The reverse side of the envelopes should bear the project name, and address of the bidder. Thereafter, the sealed envelope is to be addressed to The Vice Chancellor, University of Abuja, Abuja

(ii) Category B: Bidders are to submit completed bids for the project in two (2) hard copies each of the Technical and Financial Bids packaged separately in sealed envelopes and clearly marked "Technical Bid" and "Financial Bid" as appropriate. The reverse side of the envelopes should bear the project name, and address of the bidder. Thereafter, the two sealed envelopes are to be placed together in a bigger envelope, sealed and addressed to The Vice Chancellor, University of Abuja, Abuja. The envelopes are to be marked boldly and clearly at the top left corner "Bid for Supply of Photo copiers" specifying the project and Lot Number

(iii) All envelopes are to be deposited in the Tender Box labelled "B" located at the reception hall of the University Senate Building, Main Campus, Airport Road **not later than 12:00 noon Thursday 6 January, 2022**. Bidders should ensure that their submission(s) are appropriately logged and signed and that they obtain Bid Submission Receipt(s) at the Venue. The University of Abuja shall not be held liable for misplaced or wrongly submitted bids. Wrongly labelled or submitted bids shall be returned unopened.

## **(5) OPENING OF TECHNICAL BIDS**

Only the technical bids shall be opened immediately after the deadline for submission at **12:00 noon Thursday 6 January, 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](mailto:procurement@uniabuja.edu.ng)

## **(6) 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 these projects

(iii) Bids submitted after the deadline for submission shall be returned unopened

(iv) Bidders should not bid for more than two (2) Lots;

(v) All costs will 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) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);

(viii) Category A: Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of tender documents;

(ix) Category B: Only pre-qualified bidders at technical evaluation will be invited at a later date for virtual financial bids opening, while the financial bids of un-successful bidders will be returned un-opened

(x) The University is not bound to prequalify 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**