

UNIVERSITY OF PORT HARCOURT CHOBA NIGERIA EXPRESSION OF INTEREST FOR THE PROVISION OF CONSULTANCY SERVICES FOR TETFUND MERGED NORMAL INTERVENTION PROJECTS

(A) PREAMBLE

In compliance with the Public Procurement Act 2007, the University of Port Harcourt hereby invites reputable and competent Consultancy firm to submit Expression of Interest (EOI) documents for the provision of Consultancy services for the merged TETFund Normal Intervention

(B) SCOPE

The Consultancy Services to be carried out are in the following categories:

- (i) Architectural Services
- (ii) Structural Engineering
- (iii) Mechanical Engineering
- (iv) Electrical Engineering
- (v) Quantity Surveying

(C) ELIGIBILITY REQUIREMENTS

Interested firms should submit two (2) bound (EOI) documents duly signed, paginated, separated by dividers and arranged in the order outlined hereunder.

- (a) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including forms CAC2 and CAC7
- (b) Evidence of firms Tax Clearance Certificate for the last three (3) years Valid till 31 December 2018

- (c) Evidence of Current Pension Compliance Certificate Valid till 31 December, 2018

- (d) Evidence of current Industrial Training Fund (ITF) Compliance certificate valid till 31 December 2018

- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) valid till 31 December 2018

- (f) Evidence of Registration on the National Database of Federal Contractors, Consultant and service providers by submission of Interim Registration Report (IRR) expiring on 1/1/2019 or valid Certificate issued by BPP

- (g) Evidence of Firm's registration and Practice License issued by relevant professional bodies e.g. COREN/QSRBN/ARCON/CORBON/SURCON etc

- (h) Sworn affidavit:

disclosing whether or not any officer of the relevant committees of the University of Port Harcourt 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

The firm is not bankrupt, in receivership or under liquidation or involved in any litigation, which can potentially affect the company's ability to effectively discharge her responsibilities if engaged

No Director or principal of the firm (past or present) has ever been convicted on criminal charges in any court of law in Nigeria.

- (i) Company's Audited Accounts for the last three (3) years -2015, 2016, 2017;
- (j) Evidence of financial capability to execute the project by submission of Reference Letter

from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;

(k) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Job Completion Certificates and Photographs of the projects;

(l) Letter of Authority in favour of University of Port Harcourt to verify any claim(s) contained in the respondents submission

(m) Firms wishing to be prequalified as a consortium must be registered with CAC and with relevant professional regulatory bodies. In such cases, the requirements stated above must be in the name of the consortium.

(n) 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

(D) SUBMISSION OF EXPRESSION OF INTEREST

The expression of Interest (EOI) documents which are to be arranged in the order listed above are to be submitted in duplicate (2No) bound hard copies in a sealed envelope marked "Expression of Interest as a Consultant to Undertake....(Indicate service you are applying for)" at the top left corner of the envelope, addressed to:

**The Vice Chancellor
University of Port Harcourt
P.M.B. 5323,
Third Floor, Senate Building
University of Port Harcourt.**

On or before 12:00 noon on Monday, 11 February, 2019.

(E) OPENING OF EOI DOCUMENTS

Submitted EOI Documents will be Opened Immediately after the deadline for submission **at 12.00 noon on Monday, 11 February, 2019**. Civil Society and Professional Organisations are invited to witness the opening

(F) IMPORTANT INFORMATION

- (i) All submission must be prepared in English language

- (ii) Late submission of EOI will be returned un-opened

- (iii) Firms expressing their interest should follow the order of instructions in their submission

- (iv) Only shortlisted firms will be invited at a later date for collection of Request for Proposals,

- (v) Failure to provide the listed documents will result in automatic disqualification

- (vi) This publication is for information only and must not be construed as a commitment or obligation on the part of the University of Port Harcourt.

- (vii) The University of Port Harcourt reserves the right to reject any prequalification document, not bound to shortlist any firm and reserves the right to annul the process at any time without liabilities.

- (viii) The University of Port Harcourt is not responsible for any cost incurred by any interested firm.

SIGNED:

MRS. DORCAS D. OTTO

REGISTRAR