

# **EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICES FEDERAL UNIVERSITY, DUTSE, JIGAWA STATE**

## **(1) BACKGROUND**

Federal University Dutse in pursuant of its mandate, and in line with the Public Procurement Act 2007 (as amended), hereby invites qualified, reputable and interested consultants for Expression of Interest (EOI) for its 2018 capital projects.

## **(2) SCOPE OF WORK**

Consultancy Services for the Design and Development of Bid Document Purchase Platform

## **(3) ELIGIBILITY REQUIREMENTS**

Interested and reputable firms are required to submit three (3) copies of the Expression of Interest (EOI) documents duly signed, paginated and arranged in the order outlined;

- (a) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- (b) Evidence of Firm's Tax Clearance Certificate for the last three (3) years valid till 31st December, 2018;
- (c) Evidence of current Pension Compliance Certificate valid till 31st December, 2018;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2018;
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2018;

(f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 1/1/ 2019 or valid Certificate issued by BPR

(g) Evidence of Firm's registration with Computer Professionals (Registration Council) of Nigeria (CPN)

(h) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Federal University, Dutse 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;

(i) Company's Audited Accounts for the last three (3) years – 2015, 2016, 2017;

(j) Evidence of financial capability to execute the project including Reference Letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;

(k) Company Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;

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

(m) 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.

(4) SUBMISSION OF EXPRESSION OF INTEREST

Interested firms shall submit three (3) copies of Expression of interest (EOI) and arranged as indicated above. The document should be submitted in a sealed envelope with the Name/Title of the Project clearly marked and addressed to;

**The Head**

**Procurement Unit**

**Federal University Dutse**

**Block “K”, Room 11**

**Gate 2, Take-Off Site**

**Ibrahim Aliyu Bye-Pass**

**Dutse, Jigawa State**

The reverse side of the envelope should be clearly marked with the name and address of the bidder and dropped in the designated tender box at the Reception Area, Ground Floor, Senate Building, Federal University Dutse, Gate 1, Ibrahim Aliyu Bye-Pass, Dutse, Jigawa State **not later than 12:00 noon on Tuesday, 16 October, 2018**. The working hours are 8:00am to 4:00pm on weekdays, excluding weekends.

## **(5) OPENING OF EXPRESSION OF INTEREST**

The Expression of Interest (EOI) will be opened immediately after the deadline for submission at **12:00 noon on Tuesday, 16 October, 2018** in the Senate Chambers, Senate Building, Federal University Dutse, Gate 1, Ibrahim Aliyu Bye-Pass, Dutse, Jigawa State, in the presence of all the bidders or their representatives.

## **(6) ADDITIONAL INFORMATION**

(a) Expression of Interest (EOI) must be in English Language and signed by an official authorized by the firm;

- (b) Bids submitted after the deadline for submission would be returned unopened;
- (c) Delivery by courier will not be accepted;
- (d) All cost shall be borne by the bidder;
- (e) The University is not bound to shortlist any bidder and reserves the right to annul the process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007 (as amended);
- (f) For further inquiries, contact 07039653718.

**SIGNED:**

**VICE-CHANCELLOR**

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