

## FEDERAL UNIVERSITY OF AGRICULTURE

### MAKURDI – NIGERIA

## EXPRESSION OF INTEREST AND INVITATION TO TENDER FEDERAL UNIVERSITY OF AGRICULTURE

### (1.0) INTRODUCTION

The University of Agriculture, Makurdi intends to undertake the procurement of various Works, Goods and Services under the 2018 Appropriation Act To this end, and in line with provisions of the Public Procurement Act, the University is inviting Expression of Interest (EOI) for Consultancy Services as well as Technical and Financial Tenders from interested experienced and competent Firms/Contractors for the following projects:

### (2.0) SCOPE OF WORK

The scope of Works/Supply/Service for the projects earmarked for execution is categorized as follows:

#### CATEGORY A- EXPRESSION OF INTEREST TO PROVIDE CONSULTANCY SERVES (2018 CAPITAL APPROPRIATION)

LOT NO	SCOPE OF WORK
A1	Consultancy Services for Review of Design and Cost Estimates for the Construction of Phase 2 of University Senate Building

#### INVITATION TO TENDER FOR WORKS (2018 CAPITAL APPROPRIATION)

LOT NO	SCOPE OF WORK
B1	Completion of Rehabilitation Work on Access Road to Vice-Chancellor's -Lodge
B2	Rehabilitation of College of Engineering — Students' Hostel — Library Road
B3	Construction of Section 1 of University Perimeter Fencing
B4	Construction of New Water Treatment Plant
B5	Construction of Poultry Hatchery Building

B6	Land Preparation and Fencing of Students' Research Farms
B7	Construction of Integrated Livestock Feed Mill
B8	Construction of Office Building and Silos at Seed Certification Centre
B9	Construction of Green Houses at Seed Certification Centre

### **CATEGORY C – INVITATION TO TENDER FOR GOODS (2018 CAPITAL APPROPRIATION)**

<b>LOT NO</b>	<b>SCOPE OF WORK</b>
C1	Purchase of Tractor
C2	Purchase of Poultry Hatchery Equipment

### **CATEGORY D – INVITATION TO TENDER FOR SERVICES (2018 CAPITAL APPROPRIATION)**

<b>LOT NO</b>	<b>SCOPE OF WORK</b>
D1	Agripreneurship Training for Unemployed Graduates
D2	Financial Literacy Training for Selected Farmers
D3	Training Farmers on Agribusiness in North Central

#### **(3.0) ELIGIBILITY CRITERIA**

- (a) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- (b) Articles and Memorandum of Association of the Company that must show the bidder has the project related activities as part of its Objectives;
- (c) Evidence of current Tax Clearance Certificate for the last three (3) years — 2015, 2016, 2017;
- (d) Evidence of current Pension Compliance Certificate (2018);

( e) Evidence of current Industrial Training Fund (ITF) Compliance Certificate (2018);

( f) Evidence of current Nigerian Social Insurance Trust Fund (NSITF) Compliance Certificate (2018);

( g) Evidence of Registration on the National Database of Nigerian Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 1/1/2019 or valid Certificate issued by the Bureau of Public Procurement (BPP);

( h) Evidence of current Sworn Affidavit:

(i) Disclosing whether or not any officer of the Federal University of Agriculture, Makurdi or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder.

(ii) Stating that the bidder is not in receivership, Insolvent or bankrupt;

(iii) Affirming that the bidder does not have any Director who has been convicted in any court in Nigeria or any other country for criminal Offence in relation to fraud or financial Impropriety.

(iv) 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 and 2017; by inclusion of an acknowledgement letter from Corporate Affairs Commission;

(j) Evidence of filing annual returns for the preceding three years (2015, 2016 and 2017) by inclusion of an acknowledgement letter from Corporate Affairs Commission;

(k) Company Profile including registered/head/branch addresses, functional email address and GSM phone numbers) with Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Educational/Professional qualifications with the following specific submissions:

(l) In case of consultancy service: firms should provide evidence of Certificate of Registration with relevant Professional/Regulatory Body (COREN, ARCON, QSRBN, CORBON, etc) and 2018 Annual Practising Licence; and must submit a list of Registered Professionals to be deployed for the project, including their CVs with copies of their Academic/Professional certificates and 2018 Annual Practising Licenses; all copies of the professional certificates and Annual Practising Licenses should be endorsed by the individual professional and affixed with the professional stamp or seal;

(ii) In case of construction: bidders must provide evidence of COREN Registration Certificate in addition to evidence of Registration Certificate of either CORBON or QSRBN; and submit a list

of Technical Staff including at least three key registered professionals – an Architect, a Civil/Structural Engineer and a Quantity Surveyor – including their CVs with copies of their Academic/Professional certificates and 2018 Annual Practicing Licenses; all copies of the professional certificates and Annual Practicing Licenses should be endorsed by the individual professional and affixed with the professional stamp or seal;

(iii) Bidders for supply of Goods should provide evidence of compliance with up-to-date MANCAP Certificate issued by Standards Organization of Nigeria (SON);

(iv) For Lot C1, only companies included in the National Automotive Design and Development Council's approved list of Local Manufacturers of vehicles or their authorized representatives should bid for the procurements;

(l) Evidence of financial capacity to execute the project by submission of a Reference Letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;

( m) Evidence of turnover for the past three (3) years (2015, 2016 and 2017) at an average of N150 million for projects under Category B (Works)

(n) List of Plant/Equipment with proof of ownership/lease (where applicable);

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

(p) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (all eligibility requirements are compulsory for each JV Partner); and

(q) All documents for submission must be transmitted with a covering/forwarding letter duly signed by the authorized officer under the company's letterhead, bearing amongst 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 must bear the names and nationalities of the Directors of the companies at the bottom of the page.

#### **(4.0) COLLECTION OF EOI/BID DOCUMENTS**

Interested firms are to collect respectively, the Eol (Pre-Qualification) documents or Tender documents from the Secretary, University Tenders Board, North Core, Federal University of Agriculture, Makurdi between the hours of 10.00 a.m. – 3.00 p.m. on working days upon presentation of authenticated payment evidence of the non-refundable Eol/Tender fee of **N10,000.00 (Ten thousand Naira)** only per individual Lot, to be paid into the Treasury Single Account (TSA) of the Federal University of Agriculture, Makurdi. Interested bidders that have any inquiry or complaint on the payment process should kindly contact the University Bursar.

## **(5.0) SUBMISSION OF EOI/TENDER DOCUMENTS**

### **(5.1) EOI: CATEGORY A**

Three (3) hard copies of the pre-qualification documents (one original, and two duplicates of the original) should be sealed in an envelope and clearly marked "Expression of Interest", the name of the company, the project name and the Lot Number should be boldly written on the reverse side of the envelope and should be dropped in the locked Tender Box located in the Office of the Registrar. The envelope should be addressed to:

**The Registrar**

**Federal University of Agriculture Makurdi – Nigeria**

The closing date for the submission is on **Thursday, 18 October, 2018** and would be publicly opened immediately following the closing on **Thursday, 18 October, 2018 by 12.00 noon.**

### **(5.2) INVITATION TO TENDER: CATEGORY B – D**

Prospective bidders are to submit three hard copies (one original, and two duplicate copies of the original) each of the Technical and Financial Bids with a soft copy of Financial Bid only in MS Excel format for each of the Lots desired, packaged separately in sealed envelopes and in each case clearly marked as "Technical Bid" or "Financial Bid". The Financial Bid should be accompanied by a Bid Security (in the form of a Bank Guarantee from a reputable Nigerian Bank), whose value should not be less than 2% of the Tender Sum by the Bidder in the format as approved in the Standard Bidding Document. Thereafter the two sealed envelopes should be put together in a bigger sealed envelope and clearly marked "Invitation to Tender"; the name of the company, the project name and the Lot Number should be boldly written on the reverse side of the envelope and should be dropped in the locked Tender Box located in the Office of the Registrar. The bigger sealed envelope should be addressed to:

**The Registrar**

**Federal University of Agriculture**

**Makurdi – Nigeria**

The closing date for the submission is on **Thursday, 1 November, 2018** and would be publicly opened immediately following the closing on , **1, November, 2018 at 12.00 noon.**

## **(6.0) GENERAL INFORMATION**

- (i) All documents/Information must be in English .Language, paginated and submitted in the sequence/order as listed in Eligibility Criteria 3.0 (a — q) above. All pages of the Financial Bid must be endorsed by the authorized representative of the bidder.
- (ii) Non-compliance with any of the Eligibility Criteria listed in 3a-q will lead to the automatic disqualification of the EOI or bid and its being adjudged as Non-Responsive;
- (iii) EOI/Bids submitted after the deadline for submission will be returned unopened;
- (iv) A company should not bid for more than one (1) Lot; any company that violates this will be automatically disqualified;
- (v) Shortlisted and Pre-qualified bidders for Category A will be contacted at a later date for collection of Tender Documents;
- (vi) Pre-qualified bidders for Categories B – D will be contacted at a later date for Financial Bid
- (vii) Opening while bids of unsuccessful bidders will be returned unopened;
- (vii) All costs will be borne by the bidder as the University will not be held responsible for any cost or expense incurred by any interested party in connection with any response to this invitation;
- (viii) The Federal University of Agriculture, Makurdi is not bound to pre-qualify any bidder and reserves the right to annul the procurement process at any time without Incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007;
- (ix) Any interested member of the public including Civil Society Organizations. Professional Bodies, etc., are invited to attend toe Bid Opening exercise as Observers; such persons are expected to adhere to the Code of Conduct for Procurement Observers as stipulated by the Bureau for Public Procurement and
- (x) For Further enquiries, please contact the Directorate of Procurement between 10.00 am to 3.00 p.m. (Mondays – Fridays) at the following address.

Directorate of Procurement

Federal University of Agriculture North Core, Makurdi

**SIGNED**

**MRS HELEN N. NYITSE, FPA**

