

## **UNIVERSITY OF ABUJA**

**(Office of the Registrar)**

**P.M.B. 117, ABUJA – NIGERIA**

### **EXPRESSION OF INTEREST FOR THE DEPLOYMENT OF STUDENT FEE MANAGEMENT PORTAL FOR THE UNIVERSITY**

#### **(1.0) INTRODUCTION**

The University of Abuja requests/or Expression of Interest (EIO) from interested firms for the Deployment of Management Portal for the collection of fees. The portal shall be a school information system for managing students' fees and associated data for Undergraduate, Post Graduate, Center for Distance learning Students, Institute of Education among others.

#### **(2.0) INFORMATION REQUIRED FOR EXPRESSIONS INTEREST (EOI) ALL INTERESTED FIRMS ARE TO SUBMIT COPIES OF THE FOLLOWING;**

- (i) Evidence of registration with the Corporate Affairs Commission (CAC).
- (ii) Evidence of current Tax Clearance Certificate valid till 31<sup>st</sup> December 2018.
- (iii) Evidence of Financial Capability for the job.
- (iv) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December 2018.
- (v) Evidence of current Pension Compliance Certificate valid till 31st December 2018.
- (vi) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December 2018.
- (vii) Evidence of registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 30<sup>th</sup> of June 2018 or valid Certificate issued by the BPP.
- (viii) Copy of Certified Audited company Accounts for the immediate past three years (2015.2016, and 2017) duly stamped by certified auditors.

(ix) A sworn affidavit certifying that the documents submitted for the Pre-qualification exercise are not only genuine but correct, none of the company Director(s) have been convicted by any law court for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter.

(x) A sworn affidavit certifying that the company is not in any bankruptcy proceedings or in receivership or the subject of any form of insolvency or in any form of winding up petition proceedings, and none of the officers of the University of Abuja or Bureau for Public Procurement (BPP) is a former or present Director of the company.

(xi) Evidence of being in business for at least five (5) years. In addition, Bidders should show evidence of portal management in academic institutions in the last five (5) years.

(xii) Any other information that will assist the evaluation of the service provider's suitability for the job

The documents should follow the order listed above for ease of reference. Each parcel should have a table of content indicating the pages on which these items are to be found.

### **(3.0) SUBMISSION AND OPENING OF DOCUMENTS**

(i) Pre-qualification documents for the project are to be submitted in a sealed envelope and marked at the top left corner "Pre-qualification Documents for Provision of Fees Management Portal".

(ii) The sealed envelope containing the documents are to be deposited in the Tender Box located at the reception hall of the Senate Building, Main Campus. Airport Road, Abuja. The submission should be appropriately logged in the Submission Register provided at the venue and an acknowledgement slip obtained. The Documents shall be deposited in the Tender Box not later than 12 noon of **Monday 2nd of July 2018**.

Opening of the Prequalification Documents shall take place at 12 noon of Monday 2<sup>nd</sup> of July 2018 in the reception hall of the Senate Building Main Campus. Airport Road. Abuja.

(iii) All Bidding firms and Civil Society Groups related to Procurement are invited to attend.

### **(4.0) IMPORTANT NOTICE**

(i) Only shortlisted firms will be invited for further consideration.

(ii) Late submissions shall be rejected.

(iii) This advertisement shall not be construed as a commitment on the part of the University to appoint any firm nor shall it entitle any firm submitting documents to claim any indemnity.

(iv) The University reserves the right to reject any or all proposals and take final decision on any of the documents received.

(v) Interested applicants may obtain further information from the Procurement Unit, Sultan Macciddo Building, University of Abuja Main Campus, Abuja from 9.00 am to 3.00 pm, Monday through Friday (except public holidays).

**Signed**

**Mrs. Rifkatu Hoshen Swanta**

**Registrar**