

Overview

FEDERAL POLYTECHNIC, MUBI

P.M.B, 35, Mubi

**EXPRESSION OF INTEREST FOR THE EXECUTION OF 2016, 2017, AND 2018
(MERGED) TERTIARY EDUCATION TRUST FUND INTERVENTION IN ICT SUPPORT
FEDERAL POLYTECHNIC, MUBI**

(1.0) INTRODUCTION

The Federal Polytechnic Mubi, in compliance with requirement of the Public Procurement Act 2007, invites interested, competent Consultants with proven experience and good track records of accomplishment to indicate interest in our 2016, 2017 and 2018 (Merged) Tertiary Education Trust Fund Intervention in ICT Support.

(2.0) SCOPE OF SERVICES

Lot 1:

- (i) Planning and Analysis; User requirement and analysis are done here for the Institution's website upgrade to conform to TETFund's guidelines.
- (ii) Design of the Web pages; Redesign of the Web pages
- (iii) Selection of the Content Management System (CMS) to implement the new features and structures to conform to the new specifications and structures as stated in the TETFund guidelines.
- (iv) Content Migration; Migration of all previous Website contents to the new WordPress platform.
- (v) User Acceptance Testing (UAT); User acceptance testing of the upgraded/restructured Website in the presence of all stakeholders of the Polytechnic.
- (vi) Website Re-Hosting; Re-Hosting the Website with a year subscription using https protocol, edu.ng extension. Large HDD space and automatic backup provide.

Lot 2:

- (i) Staff Training; Training of 10 ICT Staff for 5 working days on the website updates, management and user privileges.
- (ii) Computer Training (Base Modules); Training of 37 Admin (Non-Academic) Staff of the Institution on Computer Essentials, Word Processing, Spreadsheets for 5 days.

(iii) Computer Training (Intermediate Module); Training of 35 Academic Staff of the Institution on Presentation, Using Databases, Online Collaboration, IT Security, Project Planning, Digital Marketing and ICT in Education for 5 days.

(iv) Computer Training (Advanced Modules); Training of 20 Academic Staff of the Institution on Advanced Word Processing, Advanced Spreadsheets, Advanced Database, Advanced Presentation for 5 days.

(3.0) ELIGIBILITY REQUIREMENTS

All submission must be accompanied with the following documents;

(i) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) or Business Name where applicable

(ii) Evidence of current Tax clearance Certificate (or Personal Income Tax Clearance Certificate) for the last three (3) years (2016, 2017 & 2018) expiring 31st December, 2019.

(iii) Evidence of Current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2019.

(iv) Evidence of current Pension Compliance clearance Certificate valid till 31st December, 2019

(v) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2019.

(vi) Evidence of registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) of the Bureau of Public Procurement (BPP) in respect of Current Interim Registration Report (IRR) expiring 31st January, 2020 or valid certificate issued by Bureau of Public Procurement (BPP).

(vii) Sworn affidavit disclosing whether or not any officer of the relevant committees of the Federal Polytechnic Mubi or Bureau of Public Procurement is a former or present Director, Stakeholder or has any pecuniary interest of the bidder and to confirm that all information presented in its bid are true and correct in all particulars.

(viii) Company's Audited Account for the last three (3) years (2016, 2017 and 2018).

(ix) Company's Profile with the Curriculum Vitae of the key staff including copies of academic/ professional certificates.

(x) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including letters of award and valuation/job completion certificate.

- (xi) 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;
- (xii) Evidence of accreditation by Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA)
- (xiii) Lot 2: Evidence of accreditation by Centre for Management Development (CMD);
- (xiv) 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.

(4.0) SUBMISSION OF EXPRESSION OF INTEREST OF DOCUMENTS

Interested firms are to submit two (2) bound of Expression of Interest (Eoi) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to Rector, Federal Polytechnic, Mubi and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box at The Federal Polytechnic Mubi Council Hall not later than **12:00 noon on Monday, 7 October, 2019**.

(5.0) OPENING OF EOI DOCUMENTS

The Expression of Interest (EOI) will be opened immediately after the deadline for submission at **12:00 noon on Monday, 7 October, 2019**, at The Federal Polytechnic Mubi Council Hall in the presence of bidders or their representatives. Please, ensure that you sign the Bid Submission Register as the Federal Polytechnic Mubi will not be held liable for misplaced or wrongly submitted bids.

(6.0) NOTE

- (i) Only Firms that passed the Expression of Interest will be invited for collection of Request for Proposal.
- (ii) Any Bidder whose submission does not strictly adhere to the above instructions will be disqualified.
- (iii) All costs will be borne by the bidders;
- (iv) This advertisement does not constitute a commitment or obligation on the part of The Federal Polytechnic Mubi nor does it entitle any person to make any claim whatsoever from The Federal Polytechnic Mubi for having responded to the advertisement.

(v) The Federal Polytechnic Mubi also reserves the right to invoke the provision of section 28 of the Public Procurement Act (PPA) 2007 without incurring any liability to the bidder.

Signed

Dr. A. Sadiq Yahya

Rector, Federal Polytechnic Mubi