

**UNIVERSITY OF ABUJA**

**(OFFICE OF THE REGISTRAR)**

**P.M.B. 117, ABUJA – NIGERIA**

**EXPRESSION OF INTEREST FOR THE PROVISION OF JANITORIAL SERVICES AT THE  
CAMPUSES OF THE UNIVERSITY**

**1.0 INTRODUCTION**

The University of Abuja requests for Expression of Interest (EOI) from interested Cleaning firms for the provision of comprehensive janitorial services for the University Campuses in the following areas:

- (i) Old Male Hostel, Main Campus
- (ii) New Female Hostel, Wing A Main Campus
- (iii) New Female Hostel, Wing B Main Campus
- (iv) Senate Building
- (v) Refuse Evacuation at the Main Campus, Mini Campus and Giri Estate

**2.0 Information Required for Expressions of Interest (EOI)**

**All interested firms are to submit copies of the following:**

- (i) Evidence of registration with the Corporate Affairs Commission (CAC).
- (ii) Tax clearance certificate for the last three years (2014, 2015, and 2016).
- (iii) Evidence of Financial Capability for the job.
- (iv) Evidence of Industrial Training Fund (ITT) Compliance Certificate.
- (v) Evidence of PENCOM Compliance Certificate in accordance with the Pension Reform Act, 2004.
- (vi) Copy of Certified Audited company Accounts for the immediate past three years (2014, 2015, and 2016) duly stamped by certified auditors.
- (vii) Evidence of Nigerian Social Insurance Trust Fund (NSITF) Compliance Certificate in line with Section 16(6)(d) of the Public Procurement Act, 2007.

(viii) Evidence of Interim Registration Report (IRR) as evidence of Registration on the Bureau for Public Procurement's (BPP) Database of Contractors and Service Providers.

(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 experience in the provision of cleaning services to similar establishments in the last five (5) years.

(xii) Any other information that will assist the evaluation of the firm'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 Cleaning Services"**.

(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 acknowledgement slip obtained. The Documents shall be deposited in the Tender Box **not later than 12noon of Thursdays 31<sup>st</sup> August 2017**. Opening of the Prequalification Documents shall take place at **12 noon of Thursday 31<sup>st</sup> August 2017 in the Reception Hall of the University Senate Building, Main Campus. Airport Road, Abuja.**

All Bidding firms and Civil Society Groups related to Procurement are invited to attend the opening of the Pre-qualification Documents.

### **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 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 document 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**