

## **Tertiary Education Trust Fund (TETFund)**

### **Expression of Interest (EOI) for Year 2016 Procurement Activities**

#### **(1) Introduction:**

Following the approval of the year 2016 Internal Working Budget, the Tertiary Education Trust Fund (TETFund) in compliance with the Public Procurement Act, 2007, is hereby inviting reputable and interested consultants to submit Expression of Interest for the under-listed services:

- (i) Public Relations and Media Services
- (ii) Financial Monitoring Services
- (iii) ICT/Software Consultancy Services
- (iv) Legal Services
- (v) Event Management
- (vi) Printing of Office Documents
- (vii) HR Consultancy Services

#### **(2) ELIGIBILITY CRITERIA:**

- (i) Evidence of registration with Corporate Affairs Commission (CAC);
- (ii) Evidence of current Firm's Tax Clearance Certificate or that of the Principals (for the last three years, i.e 2013, 2014 & 2015);
- (iii) Evidence of Value Added Tax (VAT);
- (iv) Duly stamped Audited accounts for the past three years (2013, 2014 & 2015);
- (v) Clearance Certificate from National Pension Commission as evidence of compliance with Pensions Reform Act, 2004;
- (vi) Evidence of compliance with Industrial Training Fund Amendment Act, 2011;
- (vii) Evidence of registration of Firm with the relevant professional regulatory bodies, where applicable;
- (viii) Evidence of Registration on the National Database of Contractors, Consultants and Service providers domiciled with Bureau of Public Procurement, (BPP);

- (ix) Detailed Company Profile indicating, amongst others, the areas of core competences of the firm and that of the Principal;
- (x) Evidence of the firm's experiences as sector specialist with relevant experience;
- (xi) A sworn affidavit of disclosure of interest that none of the directors is a. serving or retired staff of TETFund, Bureau of Public Procurement, (BPP) and that none of the directors of the firm has been convicted for any criminal offence relating to fraud, financial impropriety or falsification of acts relating to any matter;
- (xii) A sworn affidavit that the firm is not in receivership, insolvency, bankruptcy proceedings, winding up petitions or proceedings and that all information contained in the bids are and correct;
- (xiii) Qualifications and Experiences of Key staff to be deployed for this assignment;
- (xiv) Firms should indicate clearly sector (s) of Interest; and
- (xv) Any other relevant information that would be helpful in determining the Firm's suitability for the assignment.

### **(3) SUBMISSION OF EOI**

(I) Original copy of Expression of Interest (EOI) must be packaged in sealed envelope appropriately marked "**EXPRESSION OF INTEREST AS A CONSULTANT TO UNDERTAKE**". The envelope should be clearly marked on the right top corner stating **the title of the job you are applying for**" and addressed to;

**The Executive Secretary**

**Tertiary Education Trust Fund (TETFund),**

**6 Zambezi Crescent, Maitama, Abuja.**

(II) **All submissions should be deposited in the Tenders Box at the Procurement Division (Ground Floor), TETFund, Maitama, Abuja within the hours of 9:00am – 4:00pm on week days on or before Wednesday, 14<sup>th</sup> September, 2016.**

(III) All Bidders and/or their Representatives, Relevant Professional Bodies and NGOs are invited to witness the Public Opening of Expression of Interest.

(IV) Late submission shall be rejected.

(V) Interested consultants may obtain additional information from the Procurement Division (Ground Floor), **TETFund, Maitama, Abuja within the hours of 9:00am -4:00pm on week days.**

(VI) Submission of bids via posting, e-mail or other electronic media is not acceptable.

**(4) CLOSING DATE AND OPENING OF EXPRESSION OF INTEREST:**

The closing date for submission of Expression of Interest is **Wednesday, 14<sup>th</sup> September, 2016 by 12:00pm**: The documents received shall be opened on the same day, immediately after the closing of submission at the Auditorium of the Nigeria National Merit House, Aguiyi Ironsi Street, Maitama, Abuja.

**(5) PLEASE NOTE THAT:**

(I) This advertisement shall not be construed as a commitment on the part of the Fund to appoint any consultant, nor shall it entitle any consultant submitting documents to claim any indemnity from the Fund

(II) Tertiary Education Trust Fund reserves the right to take decision on any of the document received. Bidders will not be allowed into TETFund for submission of bids at **exactly 12:00pm on 14th September, 2016.**

**Signed**

**Management**

**Tertiary Education Trust Fund (TETFund),  
6 Zambezi Crescent, Off Aguiyi Ironsi Street,  
Maitama, Abuja**