

University of Port Harcourt

Choba- Nigeria

Expression of Interest for the Provision of Consultancy Services

(A) Preamble

In compliance with the Public Procurement Act 2007 (As amended) the University of Port Harcourt hereby invites reputable and competent Consultancy Firms to submit Expression of Interest (EOI) documents for the provision of Consultancy Services for the 2016 Capital Projects. (Please slate the project heading(s))

(B) SCOPE

The Consultancy Services to be carried out are in the following categories;-

- (i) Architectural Services
- (ii) Structural Engineering
- (iii) Mechanical Engineering
- (iv) Electrical Engineering
- (v) Quantity Surveying
- (vi) Geotechnical Engineering

(C) EXPRESSION OF INTEREST REQUIREMENTS

Interested and eligible firms wishing to participate in the pre-qualification exercise, must submit the following documents:-

- (1) Evidence of registration with the Corporate Affairs Commission (CAC) including the Certificate of Incorporation, Articles and Memorandum of Association and Form C07.
- (2) Three years Tax Clearance Certificates for the following years: 2013, 2014 and 2015.
- (3) Evidence of Value Added Tax (VAT) Registration Certificate with evidence of past remittances.
- (4) Audited accounts for the last three years (2013, 2014 and 2015). Audited accounts must bear the stamp and seal of the Audit firm.
- (5) Evidence of compliance with the Pension Reform Act, 2004 and remittances.

- (6) Evidence of compliance with the Industrial Training Fund (ITF) Act, 2011. (Please include Certificate of Clearance from the fund).
- (7) Bank reference(s) from reputable bank(s) as verifiable evidence of financial capability to undertake the Consultancy Services if pre-qualified
- (8) Evidence of registration on the data base of Consultants and service providers by the Bureau of Public Procurement in line with the provisions of section 5(h) of the PPA, 2007 (Please include the Interim Registration Report).
- (9) Details of Company Profile including the firm's organizational structure, list of past projects executed by the firm with their contract sums, locations, period of execution etc.; names, copies of certificates and resume of key personnel and technical staff with their addresses and phone numbers.
- (10) Verifiable evidence of execution similar assignments in other tertiary public institutions in the last five years, including letters of commission, project photographs etc.
- (11) Evidence of registration of firm with the relevant professional registration bodies such as ARCON, COREN, QSRBN. etc.
- (12) Evidence of individual registration of the Principal Partners of the firms with relevant professional bodies as above.
- (13) Evidence of possession of current practice license by the responding firm and its principal(s).
- (14) A sworn affidavit that
 - (a) The firm is not bankrupt, in receivership or under liquidation or involved in any litigation which can potentially affect the company's ability to effectively discharge her responsibilities, if engaged.
 - (b) That the claims made in this submission are true and correct in all ramifications.
 - (c) No Council member of the University of Port Harcourt has vested interest in the firm.
 - (d) No Director or Principal of the firm (past or present) has ever been convicted on criminal Charges in any Court of law in Nigeria.

(15) Letter of Authority in favour of University of Port Harcourt to verify any claim(s) contained in the respondents submission.

(16) Specific Conditions:

(i) All submissions must be prepared in English Language.

(ii) Firms wishing to be pre-qualified as a Consortium must be so registered with CAC, and with relevant professional regulatory bodies. In such cases, the requirements stated above (1 -15) must be in the name of the Consortium.

(D) IMPORTANT INFORMATION

(1) Late submission of EOI will be rejected.

(2) Firms expressing their interest should follow the order of instructions in their submission.

(3) Failure to provide the listed documents will result in automatic disqualification.

(4) This publication is for information only and must not be construed as a commitment or obligation on the part of the University of Port Harcourt.

(5) The University of Port Harcourt reserves the right to reject any pre-qualification document, is not bound to shortlist any firm and reserves the right to annul the process at any time without liabilities on its pan and without giving reasons for the annulment.

(6) The University of Port Harcourt is not responsible for any cost incurred by any interested firm.

(F) SUBMISSION OF EXPRESSION OF INTEREST

The Expression of Interest (EOI) documents which are to be arranged in the order listed above are to be submitted in triplicate (3 No) bound hard copies and one (1No.) soft copy (Compact Disk) in a sealed envelope marked “Expression of Interest as a Consultant to Undertake.....(indicate service you arc applying for)” at the top left corner of the envelop, addressed and delivered by hand to the Registrar.

SUBMITTED DOCUMENTS WILL BE OPENED IMMEDIATELY AFTER THE ABOVE STATED DEADLINE.

(G) SENIOR INFORMATION OFFICERS

The right candidates should possess good honours degrees in Mass Communications, English, Linguistics or Theatre Arts from recognized universities. The job is very demanding and may require extra working hours to accomplish each job schedule.

THE JOB DESCRIPTION

The successful candidates will be expected to join the production team of the Information, Publications and Public Relations Unit of the Vice-Chancellor's Office. They would be deployed to the Proofreading Section and should also be ready to take on additional responsibilities as may be assigned to them from time to time. In addition to their basic academic qualifications, candidates would also be evaluated on their demonstrated capacity to produce results under pressure.

OTHER CONDITIONS

Candidates must be computer literate and also hold membership of the Nigerian Institute of Public Relations (NIPR) and other relevant professional bodies. Candidates applying for the job should possess not less than six (6) years post-qualification experience, excellent communication skills and good interpersonal relations, and must demonstrate team spirit in the line of duty.

CONDITIONS OF SERVICE

Salary Grade Level: Successful candidates shall commence their career on CONTISS 09 Other conditions of service are as applicable in the Federal University system in Nigeria.

**The Registrar,
University of Port Harcourt,
P.M.B 5323,
Senate Building,
(University Park),
Port Harcourt,
Rivers State.
Not later than 15th July 2016.**

**DORCAS D. OTTO (MRS.)
Registrar**