

Overview

FEDERAL COLLEGE OF EDUCATION (TECHNICAL) GOMBE,
ASHAKA ROAD, P.M.B 60 GOMBE, GOMBE STATE

INVITATION FOR EXPRESSION OF INTEREST FEDERAL COLLEGE OF EDUCATION (TECHNICAL) GOMBE

(1.0) INTRODUCTION

In compliance with the Public Procurement Act, 2007, the Federal College of Education (Technical) Gombe intends to undertake the procurement of its 2016/2017/2018 (Merged) Tertiary Education Trust Fund (TETFund) Intervention in ICT support Project. In view of this therefore, the College hereby invites interested competent and reputable companies/firms for prequalification and tender submission in respect of the following projects:-

S/NO	DESCRIPTION
LOT 1	College Website Development:
	Which comprises of:
A	Planning and Analysis of College Website to conform with TETFund. guidelines
B	Design of the College Webpages to conform to the new specifications and structures as stated in TETFund guidelines.
C	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.

D	Migration of all previous Website Contents to the new WordPress Platform.
E	Acceptance testing of the restructured Website in the presence of all stake holders in the College.
F	Hosting the Website for 1 year using a platform that supports WordPress, https protocol, unlimited HDD and automatic backup.
G	Staff training on Website updates, management and user privileges
H	1 year maintenance support for the new Website.
LOT 2	Training of College Personnel:
	Which includes:
A	Computer Training (Base Modules) of selected Staff of the College on Computer essentials, Word Processing, Spreadsheets and online Essentials
B	Computer training (Intermediate Modules) of selected staff of the College on Presentation, Using Databases, Online Collaboration, IT security, Project Planning, Digital Marketing and ICT in Education.

C

Computer Training (Advanced Modules) of selected staff of the College on Advanced Word Processing, Advanced Spreadsheets, Advanced Database and Advanced Presentation.

ELIGIBILITY REQUIREMENTS

Interested bidders shall enclosed in their submission a clear colored photocopy or scanned colored copy of item 2(a) to item 2(g) below. Bidders shall also provide additional 3 stapled set of colored photocopy or, scanned colored copy of the same item 2 (a-g) stated below:

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission which shall include Forms CAC 2 and CAC 7 (Only a Limited Liability Company);
- (b) Evidence of filing of Company's Annual Returns for the proceeding three years (2016, 2017 and 2018) with Corporate Affairs Commission (CAC) by inclusion of an acknowledged letter from the CAC;
- (c) Current Tax Clearance Certificate for the last three (3) years: 2016, 2017 and 2018 expiring 31 December, 2019 with minimum average annual turnover of N20 million;
- (d) Current Pension Compliance Certificate expiring 31st. December, 2019.
- (e) Current Industrial Training Fund (ITF) Compliance Certificate expiring 31 December, 2019;
- (f) Evidence of Nigerian Social Insurance Trust Fund (NSITF) Compliance Certificate expiring 31 December, 2019;
- (g) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/1/2020 or valid Certificate issued by BPP;
- (h) A Sworn affidavit:
- (i) disclosing whether or not any officer of the relevant committees of the Federal College of Education (Technical), Gombe or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;

- (ii) that none of the Company's Director has ever been convicted in any country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter;
- (iii) that the company is not in receivership or bankrupt;
- (i) Duly stamped and sealed of Unabridged Company's Audited Account for the last three (3) years: 2016, 2017 and 2018 with name, office address, Phone numbers and valid e-mail address of the Auditors. The average annual turnover of the company which shall not be less than the amount specified against each listed project above.
- (j) Each company shall present the original copy in their submission of a verifiable evidence of Bank reference letter from a reputable Bank indicating willingness to fund the project when funded.
- (k) Relevant experience of a contractor with evidence of at least three (3) similar projects (completed or ongoing) in the last five (5) years in website design experience including HTML, CSS, JavaScript, and Latest release of WordPress CMS (WP Engine, PHP, 3rd Party APIs- Gravity Forms, Pods etc.) or Latest release of Joomla CMS or Latest release of Drupal CMS, (this should include letters of award and practical completion certificate (where completed) and valid e-mail address and phone numbers of the institution where the project claimed was executed or is being executed for confirmation).
- (l) Company's profile including Technical Staff's CVs, Qualification, Registration with relevant professional bodies and a proof of engagement with the company on Full time, part-time, consultancy or any special arrangement.
- (m) In the case of Computer Training, training is to be facilitated by a Qualified and Certified International Computer Driving Licenses (ICDL) Expert/Trainer- a colored copy of the relevant certificate and credentials shall be submitted.
- (n) Evidence of Firm's registration with Centre for Management Development (CMD);
- (o) Evidence of accreditation by Computer Professionals Registration Council of Nigeria or National Information Technology Development Agency (NITDA);
- (p) A written letter of authority from a company through their legal adviser to the College to verify all documents submitted with relevant agencies/persons

(q) All bids, both technical and financial shall be accompanied/forwarded on a duly signed company's letter head paper and that the letter head paper must bear the company's registration number (RC) issued by Corporate Affairs Commission with contact telephone numbers, valid e-mail address and Official Company address (through which all important correspondence can be made). The letter head must also bear the name and nationalities of the Directors of the company at the bottom of the page.

(3.0) SUBMISSION OF EOI 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 The office of the Secretary Tenders Board Procurement Department New Administrative Block Federal College of Education (Technical) Ashaka Road, P.M.B 60, Gombe, Gombe State 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, telephone number and the mailing address and drop in the designated Tender Box at office of The Secretary Tender's Board, Procurement Department, FCE (T) Gombe, Gombe State not later than **12:00 noon on Monday, 7 October, 2019**. Please ensure that you sign the Bid Submission Register in the above named office, as the College will not be held liable for misplaced or wrongful submitted Bid

(4.0) OPENING OF EOI DOCUMENTS:

The EOI documents would be opened immediately after the dateline for submission at **12:00 noon on Monday, 7 October, 2019** in the College Academic Board Room of the New Administrative Block. Companies or their representatives, Civil Societies, NGOs, Professional Bodies and members of the general public are invited to witness the opening exercise.

(5.0) PLEASE NOTE:

- (i) The use of 'Must' and 'Shall' requirement in this advertisement must be observed. Failure to adhere to, would lead to an automatic disqualification.
- (ii) Time is of essence in all the above procurement.
- (iii) The College shall carry out post qualification (Due diligence) on all the claims made. In the process, all original documents including those whose copy are requested above may be required for sighting and the College, without hesitation can disqualify any company whose claims are fund to be doubtful, false or misleading.

- (iv) All submission pages must be duly initialed or signed by the bidder.
- (v) All expenses incurred associated with the preparation of the bids documents shall be borne by the prospective bidder.
- (vi) The documents should be arranged and submitted neatly.
- (vii) None compliance to the instruction may lead to outright disqualification.
- (viii) This invitation to bid shall not be construed to be commitment on the part of Federal College of education (Technical) Gombe nor shall it entitle any company to make any claims whatsoever and seek indemnity from the College by virtue of having responded to this advertisement.
- (ix) The Federal College of Education (Technical) Gombe is not bound to shortlist any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

SIGNED

THE PROVOST

FEDERAL COLLEGE OF EDUCATION (TECHNICAL)

ASHAKA ROAD, P.M.B 60 GOMBE,

GOMBE STATE