

THE FEDERAL POLYTECHNIC OFFA

P.M. B. 420, OFFA, KWARA STATE

www.fpo.edu.ng

INVITATION FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES

A. INTRODUCTION

The Federal Polytechnic Offa intends to carry out the construction of some proposed building projects with the grants from the 2015/2016 Merged Normal Tertiary Education Trust Fund Intervention.

The Polytechnic, in compliance with the Public Procurement Act 2007 hereby, invites interested, qualified and reputable construction firms with relevant experience and good track record of performance, to submit Expression of Interest (EOI) as Consortiums and Consultancy firms for the proposed projects in.

- (1.) Architecture.
- (2.) Civil/Structural Engineering.
- (3.) Quantity Surveying.
- (4.) Electrical and Mechanical Engineers.

B. SCOPE OF WORK

This includes preparation of detailed/full drawings and all necessary pre and post Contract Services, test, preparation of tender/contract documents and supervision. The Consultants are also expected to provide other services that will facilitate the execution of the projects to completion.

C. PROJECTS DESCRIPTION

LOT A: Construction of Department of Food Technology Building.

LOT B: Construction of Department of Hotel, Catering and Hospitality Management Building

D. PRE-QUALIFICATION REQUIREMENTS

- (a.) Evidence of Registration with Corporate Affairs Commission (CAC), by inclusion of Certificate of Incorporation and Articles of Association.
- (b.) Current Tax Clearance Certificates for the last three (3) years (i.e. 2014, 2015 and 2016) corresponding with declared Annual Turnover by inclusion of photocopies.

(c.) Certificate of National Pension Commission Registration/ remittances in compliance with the provision of the Pension reform Act, 2004.

(d.) Certificate of compliance with the Industrial Training Fund Amendment Act 2011, by inclusion of compliance letter from the Industrial Training Fund.

(e.) Evidence of registration on the National Database of Contractors, Consultants and Services Providers by inclusion of Interim Registration Report (IRR) from BPP

(f.) Evidence of registration with professional bodies such as ARCON, COREN, SURCON etc. by inclusion of Certificate of Registration.

(g.) Company Profile; including Curriculum Vitae and details of professional registration of the personnel with genuine reachable addresses and phone numbers (enclose photocopies of credentials).

(h.) Verifiable evidence of previous experiences in handling similar projects, including list of projects, names of clients, contract values, letters of award.

(i.) Evidence of technology and equipment whether owned or lease and serviceability. (j.) Reference/ guarantee letter from a reputable bank.

(k.) Company Audited Account for the last three (3) years (i.e. 2014, 2015 and 2016).

(l.) A sworn affidavit certifying that:

(i.) All the required documents submitted are both GENUINE and UP-TO-DATE

(ii.) None of the Directors of the Company has ever been convicted by any Court of Law

(iii.) None of the Directors of the Company is a staff of the Federal Polytechnic, Offa

(iv.) The Company is not bankrupt or a party to liquidation proceedings in any Court of Law
Kindly note that items (a) – (h) in the above criteria are MANDATORY and failure to produce any will lead to automatic disqualification of the Company.

E. SUBMISSION OF THE EOI

The completed pre-qualification documents must be submitted in two (2) copies marked ORIGINAL and COPY separately and packaged in sealed envelope, paginated and properly bound stating the type of Consultancy which must be written on the top left corner of the

envelope; e.g. "Consultant: LOT A – Proposed Construction of Food Technology Departmental Building". A consultant shall be legible to express interest in not more than a Lot.

The envelope containing the Pre-qualification documents should be addressed to:

**PROCUREMENT OFFICER,
THE FEDERAL POLYTECHNIC,
P.M.B 420,
OFFA, KWARA STATE.**

F. CLOSING DATE

The closing date for the submission of the Expression of Interest (EOI) is **on or before 12:00 noon on Tuesday, May 30th 2017.**

G. OPENING DATE

The opening of Pre-qualification documents shall take place immediately at the close of submission at 12:00 noon on Tuesday, May 30th, 2017 in the presence of bidders, the interested general public and Non-Government Organization (NGOs) at the Boardroom of the Polytechnic, Main Campus.

H. DISCLAIMERS

This announcement is published for information purpose only and does not constitute an offer by the Polytechnic to transact with any party for the project, nor does it constitute a commitment or an obligation on the part of the Polytechnic, to procure concession services.

The Polytechnic will not be responsible for any cost or expenses incurred by any interested party (ies) in connection with any response to this invitation and/or the preparation or submission in response to an injury.

The Polytechnic is not bound to shortlist any bidder and reserves the right to annul the selection process at any time without incurring any liabilities and assigning any reason thereof.

Signed

**ALH. ABDULHAMID O. RAJI
REGISTRAR**