

Overview

NASARAWA STATE UNIVERSITY

KEFFI, NASARAWA STATE

INVITATION FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR TETFUND 2017/2018/2019 (MERGED) ANNUAL INTERVENTION, NASARAWA STATE UNIVERSITY

(A) PREAMBLE

Nasarawa State University Keffi is desirous of engaging the services of Consultants for its TETFund 2017/2018/2019 (Merged) Annual Intervention. Interested Consulting firms with relevant cognate experience and good track record of performance are hereby invited to respond to the invitation by submitting Expression of Interest documents in the following fields:

Lot 1

Architecture

Lot 2

Engineering:· Structural

· Mechanical

· Electrical

Lot 3

Quantity Surveying

(B) REQUIREMENTS

Prospective Consultants are required to submit a comprehensive Expression of Interest documents that highlights the firm's competence in carrying out the consultancy services. The documents should include and (must) be arranged in the following order and page numbered.

ELIGIBILITY REQUIREMENTS

- (i) Certificate of Incorporation with Corporate Affairs Commission (CAC) with copies of Forms C02 and C07 or Business Name
- (ii) Evidence of Current Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners in case of non-liability company) for the last three (3) years (2016, 2017 and 2018) valid till December, 2019.
- (iii) Company's Audited Account for the last three (3) years (2016, 2017 and 2018) Certified by a Chartered Accountant/Auditor.
- (iv) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2019.
- (v) Certificate of compliance with the Pension Reform Act 2004 issued by the Pension Commission (PENCOM) valid till 31st December, 2019.
- (vi) Certificate of compliance with the Employee's Compensation Act/evidence of remittances to the Nigerian Social Insurance Trust Fund (NSITF) valid till 31st December, 2019.
- (vii) Evidence of Registration on the National Database of Contractors, Consultants and Service Providers by inclusion of Interim Registration Report (IRR) issued by the Bureau of Public Procurement (BPP) valid till 31st January, 2020.
- (viii) Evidence of Registration of Firm with appropriate Professional bodies and current Practice License of the Firm, Principal Partners and key personnel staff.
- (ix) Comprehensive company profile giving details of Technical and Administrative staff with evidence of their qualifications.
- (x) List of at least three (3) projects supervised within the last five (5) years, including letters of commission, cost and evidence of completion, providing names, addresses and telephone numbers of contact persons from the clients.
- (xi) A Sworn Affidavit by a Director certifying that:
 - (i) The document submitted are genuine and correct
 - (ii) None of the Director(s) of the company had ever been convicted by the Court of Law
 - (iii) The company is presently not in receivership, or subject of any form of insolvency or bankruptcy or winding up petition or proceedings;

(iv) None of the officers of the relevant committees of the Nasarawa State University, Keffi or Bureau of Public Procurement (BPP) is a present or former Director of the company and to confirm that all information presented in its bid are true and correct in all particulars

(xii) Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria; indicating willingness to provide credit facility for the execution of the project when needed.

(xiii) For Joint Venture/Partnership/Consortium, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner);

(xiv) Evidence that all document for submission were transmitted with a covering/forwarding letter on the firm's letterhead paper, bearing among other things the registration number (RC) as issued by CAC, contact address, telephone number and email address. Name of Directors and Nationality of the Directors.

(C) SUBMISSION OF EOI DOCUMENTS

The EOI documents bounded in wax-sealed envelope with the relevant field the firm is specialized in, clearly written at the top right hand corner and addressed to: The Registrar, Nasarawa State University Keffi, Nasarawa State **not later than 12:00 noon on Monday, 7 October, 2019.**

(D) OPENING OF EOI DOCUMENTS

(a) The EOI documents are to be opened on the deadline for this advert on the **12:00 noon on Monday, 7 October, 2019** at the Senate Chamber, Nasarawa State University, Keffi.

(b) All prospective Consultants are invited to the Public Opening and are also advised to bring along relevant original documents for sighting.

PLEASE NOTE:

(i) Submission of EOI documents to Nasarawa State University Keffi is neither a commitment nor an obligation to engage any Consultant or his agent.

(ii) Advertisement for invitation for Expression of Interest should not be construed as a commitment on the part of Nasarawa State University, Keffi, nor shall it entitle any Consultant to make any claims whatsoever or seek any indemnity from Nasarawa State University, Keffi.

(iii) Due diligence would be followed as all documents submitted would be verified. Past executed services, Consultants' offices may be visited for verification. Any discrepancies found would summarily disqualify the Consultant.

Signed:
Registrar