

FEDERAL REPUBLIC OF NIGERIA

FEDERAL MINISTRY OF EDUCATION

FEDERAL SECRETARIAT COMPLEX, PHASE III

FEDERAL GOVERNMENT GIRLS' COLLEGE, ONITSHA,

INVITATION FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR THE COLLEGE'S CAPITAL PROJECTS. FEDERAL GOVERNMENT GIRLS' COLLEGE, ONITSHA,

1.0 The Federal Government Girls' College, Onitsha, Anambra State seeks to engage the services of consultants for the design, costing and supervision of its capital projects Interested consulting firms with relevant cognate experience and good track record of performance are hereby invited to submit pre-qualification documents.

2.0 SCOPE OF WORK:

- (i) Architectural Services;
- (ii) Quantity Surveying Services;
- (iii) Civil/Structuring Engineering Services, and
- (iv) Electrical/Mechanical Engineering Services.

3.0 ELIGIBILITY REQUIREMENTS

Prospective Bidders must possess the under-listed requirements:

- (i) Certificate of Incorporation with Corporate Affairs Commission (CAC);
- (ii) Company's Current Tax Clearance Certificate for the last three years (2014, 2015, and 2016);
- (iii) Current PENCOM Certificate in compliance with amended PENSIONS Reform Acts 2014;

- (iv) Current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate;
- (v) Current ITF Certificate in Compliance with Industrial Training Fund (ITF) Act, 2005;
- (vi) Registration with National Database of Contractors. Consultants and Suppliers by inclusion of Interim Registration Report (IRR) issued by the Bureau of Public Procurement (BPP);
- (vii) Company's Audited Account for the last three (3) years (2014, 2015 and 2016), signed and stamped with Auditor's stamp;
- (viii) Bank Reference Letter from the firm's bankers);
- (ix) Verifiable evidence of firm's registration with relevant Professional Bodies (ARCON, QSRBN, COREN, etc);
- (x) Detailed company Profile with CV's of personnel and evidence of registration of Principal Partners with relevant Professional Bodies, the professional certificates of partners/C V's must be signed and stamped/sealed with their individual stamps/seals;
- (xi) List and verifiable documentary evidence of at least three (3) similar services on completed projects successfully executed in the last three (3) years including letters of awards and job completion certificates;
- (xii) All documents for submission must be transmitted with a covering/forwarding letter under the company's Letter Head paper bearing amongst others, the Registration Number (RC), as issued by the Corporate Affairs Commission (CAC), Contact Telephone numbers, valid e-mail address and official Company's address;
- (xiii) The Letter Head paper must bear the Names, Nationalities and the Telephone Numbers of Directors of the company at the bottom of the page;
- (xiv) Current sworn Affidavit disclosing:
 - (a) That the company is not in receivable, insolvent or bankrupt,
 - (b) That the company does not have any Director who has ever been convicted in any court in Nigeria or any other country for criminal offenses in relation to fraud or financial impropriety,

(c) Whether or not any officer of the Federal Ministry of Education or Federal Government Girls' College Onitsha is a former or present Director, shareholder or has a pecuniary interest in the bidder and;

(d) That all documents submitted are true and correct in all particulars.

4.0 SUBMISSION OF BID DOCUMENTS

(i) Interested and competent bidders are requested to submit one (1) hard copy and one soft copy in a CD (company name on CD) clearly labelled "EXPRESSION OF INTEREST (EOI)" document for consultancy services to the address below stating the service(s) interested in.

(ii) Completed envelope labelled" EXPRESSION OF INTEREST" with the preferred service at the top right hand comer with company's name on the reverse side and addressed to:

The Principal

Federal Government Girls' College Onitsha, Anambra State

(iii) The document should be deposited in the Tenders Box at the Principal's office

5.0 CLOSING DATE AND OPENING

Submission of documents closes **12 noon on Monday 16th October, 2017**. Any bid received after me stated date and time shall not be considered. The submitted bids shall be opened immediately on the same day **Monday 16th October, 2017** at the College Staff Hall of Federal Government Girls' College, Onitsha. Bidders/Company representatives and interested member of the public, including relevant professional organisations are hereby invited to witness the opening of Technical bids.

Please Note that:

(i) Certificates may be referred to the respective issuing authorities for verification and authentication,

(iii) Submission that does not meet up with the requirements specified above shall be rejected,

(iii) The evaluation shall be strictly based on the requirements specified above,

(iv) This advertisement is published for information purpose only, and should not be constructed as a commitment or obligation on the part of Federal Government Girls' College Onitsha to award the contract,

(v) The Federal Government Girls' College, Onitsha is not bound to consider any bid and reserves the right to reject all bids at any time or cancel the procurement proceedings in the public interest,

(vi) Due diligence exercise may be conducted to verify the claims made by bidders,

(vii) All submissions must be made only in English Language.

Signed: Principal

Federal Government Girls' College

Onitsha, Anambra State.