

Overview

UNIVERSITY OF NIGERIA, NSUKKA, ENUGU STATE

INVITATION FOR EXPRESSION OF INTEREST FOR TETFUND YEAR 2016,2017 AND 2018 (MERGED) ALLOCATION FOR INTERVENTION IN ICT SUPPORT PROJECTS AT UNIVERSITY OF NIGERIA, NSUKKA

(1) INTRODUCTION

University of Nigeria, Nsukka, Enugu State hereby invites interested, competent and reliable contractors in ICT Projects to participate for prequalification and making proposals (Technical/Financial) in respect of the under listed projects. The funds for the projects shall be drawn from TETFund Year 2016, 2017 and 2018 (merged) allocations for intervention in ICT support projects.

(2) THE PROJECTS

S/N.	DESCRIPTION	TETFUND CODE	LOT NO.
1	Consultation on Website Strategy & Research, User requirement gathering; Development of Site Map, Prototyping and Design-set/ Assets creation (icons button etc.)	TETF/UNI/NSUKKA	LOTA
	Design Development including; Responsive /ICTS/2016-18/01 Design/development, Word Press Content Management Integration		
	Production Management & Implementation including; Content Migration, SEO (on page optimization) and Social Media		

Integration, Production/Implementation including; Beta testing of Website, resolve issues and Launch Website, Training & Testing Consultation.

INTERNATIONAL COMPUTER DRIVING LICENSE (ICDL) TRAINING (TEACHING AND NON-TEACHING STAFF)

Staff Training; Training of 10 ICT Staff for 5 working days on Websites updates, Management and user privileges.

Computer Training (Base Modules); Training of 50 members of Staff of the Institution on Computer Essentials, Word Processing, Spreadsheets and Online Essentials for 5 Days

LOT B

TETF/UNI/NSUKKA/ICT/2016-18/02

Computer Training (Intermediate Modules); Training of 50 members of Staff of the Institution on Presentation, Using Databases, Online Collaboration, IT Security, Project Planning, Digital Marketing and ICT in Education for 5 Days.

ICTS/2016-18/02

Computer Training (Advanced Modules); Training of 50 members of Staff of the Institution on Advanced Word

Processing, Advanced Spread sheets, Advanced Database,
Advanced Presentation for 5 Days

(3) ELIGIBILITY REQUIREMENTS

Prospective bidders are required to submit the following documents:

- (i) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- (ii) Evidence of Company's Tax Clearance Certificate for the last three years (2016, 2017 & 2018) valid till 31st December, 2019;
- (iii) Evidence of Pension Compliance Certificate valid till 31st December, 2019;
- (iv) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2019.
- (v) Evidence of Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2019;
- (vi) Evidence of Registration with 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 the Bureau of Public Procurement (BPP);
- (vii) Sworn Affidavit disclosing whether or not any officer of the relevant committee of University of Nigeria, Nsukka or Bureau of Public Procurement is a former or present director, shareholder or has any pecuniary interest in the Bidder and confirm that all information presented in its bid are true and correct in all particular
- (viii) Evidence of Company's Audited Accounts for the last three years (2016, 2017 & 2018) showing annual turnover that tallies with those in Tax Clearance Certificate;
- (ix) 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;
- (x) Evidence of Firm's registration with National Information Technology Development Agency (NITDA) and Computer Professionals Registration Council of Nigeria.
- (xi) For Training: Evidence of Firm's accreditation issued by Centre for Management Development (CMD);

(xii) Evidence of verifiable documentary evidence of at least three (3) similar jobs executed in last five (5) years including Letters of Awards, Valuation/Job Completion Certificates.

(xiii) Company's Profile and the Curriculum Vitae (CV)/copies of Certificates of at least three (3) key staff to be deployed for the project

(xiv) For Joint Venture/Partnership, 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)

(xv) All documents for submission must be transmitted with covering/forwarding letter under the company/firm's letterhead paper bearing amongst others, the registration number (RC) as issued by the Corporate Affairs Commissions (CAC), Contact Address, Telephone numbers (preferable GSM NO) and e-mail addresses. The letter head paper must bear the names and nationalities of the Directors of the Company at the bottom of the page duly signed by the authorized officer of the firm.

(4) 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 Registrar and Secretary to Council, University of Nigeria, Nsukka 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 and drop in the designated Tender Box at Room 226, Registrar's Office at Nsukka Campus of the University not later **than 12:00 noon on Monday, 21 October, 2019.**

(5) OPENING OF EOI DOCUMENTS

The Eoi documents will be opened immediately after the deadline for submission at **12:00 noon on Monday, 21 October, 2019** at the NUGA Secretariat, Nsukka Campus in the presence of bidders or their representatives. Please, ensure that you sign the EOI Submission Register at the Registrar's Office after submission as the University will not be held liable for misplaced or wrongly submitted EOIs.

(6) GENERAL INFORMATION

(i) Consent to allow for verification of all the documents submitted including CAC, TCC, PENCOM, ITF, NSITF and company's financial standing with Bankers.

(ii) EOIs submitted after the deadline for submission would be returned un-opened,

(iii) All costs incurred in the course of the response to this invitation and requests for information shall be borne by the responding firm/company;

(iv) Only shortlisted bidders will be contacted at a later date for collection of Request for Proposals;

(v) The University 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:

DR CHRIS IGBOKWE

REGISTRAR, UNN