

Overview

INVITATION FOR EXPRESSION OF INTEREST FOR THE YEAR 2016/2017/2018 (MERGED) TERTIARY EDUCATION TRUST FUND INTERVENTION IN ICT SUPPORT RAMAT POLYTECHNIC, MAIDUGURI

(1.0) INTRODUCTION

Ramat Polytechnic, Maiduguri, intends to procure Upgrade and Migration and Adoption of ICT Faculties and Staff Training and Development under the Year 2016/2017/2018 Tertiary Education Trust Fund Intervention in ICT Support.

Interested, experienced and Competent Contractors, Consultants and Service Providers are invited to submit Bids for the execution of the following projects:

(2.0) SCOPE OF WORK/SUPPLY

Lot 1: Website Upgrade, Design, Migration, Hosting for One Year, Commissioning and ICT Staff Training

Lot 2: Computer Training (Base Module), Computer Training (Intermediate Module) and Computer Training (Advanced Module)

(3.0) ELIGIBILITY REQUIREMENTS

(a) Evidence of Certificate Incorporation with the Corporate Affairs Commission (CAC) including Form CAC2 and CAC7; or Business Name where applicable;

(b) Evidence of company Income's Tax Clearance Certificate (or Personal Income Taxes of the Partners where applicable) for the last three (3) years valid till 31 December, 2019;

(c) Evidence of current Pension Compliance Certificate valid till 31 December, 2019;

(d) Evidence of Current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31 December, 2019;

(e) Evidence of current Industrial Training Fund (ITF) Compliance Certificate, valid till 31st December, 2019;

(f) Evidence of Registration on National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/01/2020 or valid Certificate "issued by (BPP);

(g) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Ramat Polytechnic, Maiduguri or Bureau of Public Procurement (BPP) 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.

(h) 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.

(i) Company's Audited Accounts for the last three (3) years; 2016, 2017 & 2018;

(j) Company's Profile with the Curriculum Vitae (CV) of key staff to be deployed for the project, including copies of their Academic/Professional qualifications: Qualified and Certified ICDL Expert/Trainer in case of Staff Training and Development);

(k) Verifiable documentary evidence of at least three (3) similar projects executed.

(l) 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 Partners);

(m) Evidence of Firm's Accreditation by Computer Professionals Registration Council of Nigeria (CPN), National Information Technology Development Agency NITDA and Centre for Management Development (CMD);

(n) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Headed Paper bearing amongst others, the Registration number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (Preferably GSM No.) and Email Address. The Letter headed 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.

(4.0) SUBMISSION OF TECHNICAL AND FINANCIAL BID 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 Rector, Ramat Polytechnic, Maiduguri 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 not later than **12:00 noon on Monday, 7 October, 2019**. Late submission will be returned un-opened.

(5.0) OPENING OF EOI DOCUMENTS

The EOI documents will be opened immediately after the deadline for submission at **12:00 noon on Monday, 7 October, 2019** in the Committee Room of the Polytechnic. Please, ensure that you sign the Bid Submission Register as the Polytechnic will not be

held liable for misplaced or wrongly submitted bids. All interested members of the public especially intending contractors are hereby invited.

(6.0) PLEASE NOTE

- (a) Bids must be in English Language and signed by an official authorised by the bidder;
- (b) Bids submitted after the deadline for submission would be returned unopened;
- (c) All costs will be borne by the bidders;
- (d) Submission of EOI documents to Ramat Polytechnic, Maiduguri, Borno State is neither a commitment nor an obligation to award contract to any Contractor or his agent;
- (e) Advertisement for Expression of Interest should not be construed as a commitment on the part of Ramat Polytechnic, Maiduguri, Borno State, or shall it entitle any Contractor to make any claims whatsoever or seek any indemnity from Ramat Polytechnic, Maiduguri, Borno State;
- (f) Only shortlisted bidders will be contacted at a later date for collection of Request for Proposals;
- (g) Due diligence would be followed as all documents submitted would be verified. Past executed works, contractors' offices, may be visited for verification. Any discrepancies found would summarily disqualify the Firm.
- (h) For further enquiries, please contact the Head, Procurement on E-mail mberisheik@ramatpoly.edu.ng

SIGNED

REGISTRAR