

Overview

IGNATIUS AJURU UNIVERSITY OF EDUCATION PORT HARCOURT, RIVERS STATE

INVITATION FOR EXPRESSION OF INTEREST FOR YEAR 2017 TERTIARY EDUCATION TRUST FUND INTERVENTION IN ICT PROJECT IGNATIUS AJURU UNIVERSITY OF EDUCATION PORT HARCOURT, RIVERS STATE

(1) INTRODUCTION

The Management of Ignatius Ajuru University of Education, Port Harcourt, Rivers State wishes to invite reputable and competent contractors/firms to

apply for pre-qualification (Technical) and tendering (Financial bid) for years 2017 Tertiary Education Trust Fund Intervention in ICT Project in the following areas.

(2) SCOPE OF WORK

LOT 1:

- (a) User Requirement Engineering for the institution's Website
- (b) User interface Design and Templates in confirmation with TETfund guidelines including all Features and Website structure.
- (c) Implementation of wordPress Content Management System (CMS) for Website Content management and asset (Images, videos etc.) uploads
- (d) Migration of previous website content to the new WordPress platform implementation of the Institution's Website.
- (e) Acceptance Testing: Acceptance testing of the restructured Website in the presence of all stakeholder in the institution.
- (f) 12 Month Hosting of the institution Website
- (g) Training or Staff on Website Design and Digital Content Creation and Management.

(h) Computer Training (Base Modules): Training of 20 Admin. (Non-Academics) Staff of the Institution on Computer Essentials Word Processing. Spreadsheets and Online Essentials for 5 Days.

(i) Computer Training (Intermediate Modules); Training of 20 Academic Staff of the Institution, using Databases, Online Collaboration, IT Security, Project Planning, Digital Marketing and ICT in Education for 5 Days.

(3) ELIGIBILITY REQUIREMENTS:

(a) Evidence of certificate of incorporation (or Business Name) with the Corporate Affairs Commission (CAC) including Forms CAC 2 & 7.

(b) Evidence of company Income Tax Clearance Certificate for the last three (3) years (2017, 2018 & 2019) valid till 31st December, 2020.

(c) Evidence of current Pension compliance Certificate valid till 31st December, 2020.

(d) Verifiable evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2020

(e) Verifiable evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2020.

(f) Evidence of registration on the National Database of Federal Contractors, Consultants, and service providers by submission of Interim Registration Report (IRR) expiring on 30th June, 2020 or valid Certificate issued by BPP.

(g) Sworn affidavit:

- disclosing whether or not any officer of the relevant committees of the Ignatius Ajuru University of Education or the Bureau of Public Procurement (BPP) is a former or present director or shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in this Old are true and correct in all
- That none of the Directors of the firm has been convicted of any criminal offence related to fraud, financial impropriety, falsification or act of similar nature.

(h) Verifiable company's Audited Account for the last three (3) years (2017, 2018, 2019).

(i) Evidence of financial capability to execute the project by submission of reference letter from a reputable Commercial bank indicating willingness to provide facility for the execution of the project when needed.

- (j) Company's profile with the curriculum vitae of Key staff to be deployed for the project, including copies of their academic/professional qualifications.
- (k) Verifiable documentary evidence of at least three (3) similar Jobs executed, in the last five (5) years including letters of awards, valuation certificates, job completion certificates and photocopies of the projects.
- (l) Evidence of qualification as a Qualified and Certified ICDL Expert/Trainer- copy of credential to be submitted.
- (m) Evidence of accreditation issued by Centre for Management Development (CMD);
- (n) Evidence of registration with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);
- (o) All documents for submission must be transmitted with a covering/ forwarding letter under the Company's /firm's letterhead paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), contact address, telephone number (preferably GSM), and email address, The letterhead paper must bear the names and nationalities of the directors of the company at the bottom of the paper, duly signed by the authorized officer or the firm.

(5) SUBMISSION OF EOI DOCUMENTS

The EOI documents are to be in sealed envelopes clearly marked EOI ICT at the top left corner and addressed to the Vice-Chancellor and submitted to the office of the Director of Physical Planning, Ignatius Ajuru University of Education. Port Harcourt, Rivers state not later than **12noon on Monday, 23 March, 2020.**

(6) OPENING OF EOI DOCUMENTS

The EOI documents shall be opened immediately after the deadline for submission at **12:00 noon on Monday, 23 March, 2020** at Ignatius Ajuru University of Education, Port Harcourt, Rivers State.

(7) PLEASE NOTE THAT:

- (i) EOI must be in English Language and signed by an official authorised by the bidder;
- (ii) Eoi submitted after the deadline for submission would be returned un-opened;
- (iii) All costs will be borne by the bidders;
- (iv) Only shortlisted firms 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 29 of the Public Procurement Act 2007

K.H. KUE-IKORO (MRS.)

REGISTRAR/SECRETARY TO COUNCIL