

## **UNIVERSITY OF PORT HARCOURT CHOBA, NIGERIA**

### **INVITATION FOR PRE-QUALIFICATION AND TENDER FOR YEARS 2012-2015 (MERGED) TERTIARY EDUCATION TRUST FUND TETFUND INTERVENTION PROJECTS IN LIBRARY DEVELOPMENT**

#### **(A) INTRODUCTION**

The University of Port Harcourt is desirous of executing its Years 2012-2015 (Merged) Tertiary Education Trust Fund (TETFUND) Intervention Projects in Library Development and hereby invites COMPETENT CONTRACTORS/SUPPLIERS FOR PRE-QUALIFICATION AND TENDER for the execution of the under-listed projects in the University of Port Harcourt. The details are:

- (1) Lot 1 – Procurement of books.
- (2) Lot 2 – Procurement of additional books.
- (3) Lot 3 – Procurement of Library Furniture.
- (4) Lot 4 – Procurement of information and Communication Technology (ICT) Infrastructure and Equipment.

#### **(B) PRE-QUALIFICATIONS REQUIREMENTS**

Prospective Contractors/Suppliers shall be required to possess the following documents to pre-qualify:

- (1) Evidence of Registration with the Corporate Affairs Commission (CAC) by inclusion of photocopies of Certified True Copies of Memorandum and Articles of Association;
- (2) Evidence of Company Tax Clearance Certificate for the last three (3) years (2014, 2015 and 2016);
- (3) Evidence of Pension Compliance Certificate (2016);
- (4) Evidence of Compliance with Industrial Training Fund (ITF) Act No. 19 of 2011 (Compliance Certificate 2016):

(5) Current Interim Registration Report (IRR) or Certificate as Evidence of Registration on the National Data Base of Contractors, Consultants and Service Providers maintained by the Bureau of Public Procurement. (BPP 2016);

(6) Detailed Company Profile, including list of key professionals and their Curriculum Vitae (CV); Registration of the key professionals with their relevant Professional bodies is also required;

(7) Bank Account Statement for the last Twelve (12) Months;

(8) Three (3) Years Audited Accounts (2014, 2015 and 2016) whose Turn-overs must be same values as in Tax Clearance Certificate:

(9) Evidence of experience in, at least, three (3) jobs of similar nature and complexity executed within the last three (3) years with verifiable Letters of Awards and Certificates of Job Completion;

(10) A sworn Affidavit that no Partner/Director has been convicted in a Court of Law in any country for criminal offences relating to fraudulent or corrupt Practices or Criminal Misrepresentation or Falsification of Facts relating to any matter and that all required documents shall be genuine and up to date;

(11) A sworn Affidavit disclosing whether or not any officer of the University of Port Harcourt or the Bureau is a former or present Director, Shareholder or has any pecuniary interest in the bidding and to confirm that all information presented in its Bid are true and correct in all material particulars;

(12) Evidence of Financial Capability from a reputable bank;

(13) Acceptable Quality Control Assurance/Quality Control Manual.

(14) All Pre-Qualification documents MUST be arranged in a chronological order as listed in paragraphs B1 to B13 above: failure to do so shall lead to disqualification.

### **( C ) COLLECTION OF BIDDING DOCUMENTS**

Bid documents containing full specifications will be available for collection at the Office of the Vice-Chancellor (Procurement Unit), University Park, University of Port Harcourt on presentation of the original copy of a Teller for N20,000.00 (Twenty Thousand Naira) – non-refundable tender fee for each lot.

BANK DETAILS:

ACCOUNT NAME: BANK:

ACCOUNT NUMBER: ETRANZACT SETTLEMENT ACCOUNT UNIPORT

FIRST BANK OF NIGERIA PLC: 2029881417

**(D) SUBMISSION OF BID DOCUMENTS**

Pre-qualification documents/Technical bids and Financial bids should be enclosed in SEPARATE ENVELOPES, EACH SEALED WITH WAX and marked "PRE-QUALIFICATION DOCUMENTS/TECHNICAL BID AND FINANCIAL BID RESPECTIVELY; FOR YEARS 2012-2015 (MERGED) TETFUND INTERVENTION PROJECTS IN LIBRARY DEVELOPMENT" with the LOT NUMBERS boldly written and must be submitted or dropped in the Tender Box in the Office of the Vice-Chancellor (Procurement Unit). University Park, University of Port Harcourt, Choba – Port Harcourt, Rivers State, within six (6) weeks from the date of this publication.

**(E) CLOSING AND OPENING OF BIDS**

All documents should be submitted on or before 10.00am on Wednesday. **13<sup>th</sup> December, 2017** to the:

**Head Procurement Unit,**

**Office of the Vice-Chancellor,**

**University of Port Harcourt,**

**Choba- Port Harcourt,**

**Rivers State,**

**Nigeria.**

**(F) NOTE:** Submission will be closed at 10.00am on Wednesday, **13<sup>th</sup> December, 2017**.

**(G)** All Technical Bids will be opened by 11.00am on Wednesday, **13<sup>th</sup> December, 2017** at the Senate Chambers, (Senate Building), University of Port Harcourt, East-West Road, Choba-Port Harcourt, Rivers State, Nigeria.

**(H) DISCLAIMER AND CONCLUSION**

Any Submission that does not conform to or failure, to comply with the above requirements (Pre-qualification Requirements listed in paragraphs B1 to B14 above) would automatically disqualify a Contractor; while Documents submitted after the closing date shall not be entertained. The University of Port Harcourt reserves the right to verify the authenticity of the claims made in the Documents submitted.

The University of Port Harcourt will not be responsible for any cost or expenses incurred by any interested party in connection with any response to this invitation.

Only the financial Bids of successfully pre-qualified contractors shall be opened for consideration/evaluation/further necessary action.

Contractors who did not diligently execute nor conduct themselves properly on any previous contract(s) will be disqualified.

This advert also serves as an invitation to interested Civil Society Organisations.

**Signed:**

**DORCAS D. OTTO (MRS.)**

**Registrar**

[registrar@uniport.edu.ng](mailto:registrar@uniport.edu.ng)