

**PLATEAU STATE UNIVERSITY, BOKKOS**

**PROCUREMENT UNIT**

**INVITATION FOR PRE-QUALIFICATION FOR CAPITAL PROJECT UNDER 2017 BUDGET**

**(1.0) INTRODUCTION**

The Plateau State University is desirous of awarding the contract for her proposed Administrative Block for the year 2017 Appropriation. It therefore invites interested and reputable Contractors to submit Tenders for Pre-qualification.

**(1.1) DESCRIPTION AND SCOPE OF WORKS**

LOT 1: Construction Of University Administrative Building

LOT 2: Furnishing Of University Administrative Building

**(2.0) PRE-QUALIFICATION CRITERIA**

**MANDATORY REQUIREMENTS;**

- (1) Evidence of Registration/Incorporation by the Corporate Affairs Commission (CAC).
- (2) Company's tax clearance certificate for the preceding three (3) years i.e. 2014, 2015 and 2016.
- (3) Current Evidence of payment of Industrial Training Fund (ITF) Employers' Contribution.
- (4) Certificate of compliance with Pension Reform Act 2014.
- (5) Company's audited accounts for the last three (3) years i.e. 2014, 2015, 2016, including annual turnover.
- (6) Evidence of registration with Bureau for Public Procurement.

**OTHER REQUIREMENTS:**

- (i) Evidence of financial capability to execute the projects, Bank reference and a commitment to provide facility for the execution of the contract, if awarded.
- (ii) Original Bank Statement for the past Twelve Months.
- (iii) List of similar verifiable and successfully completed or on-going projects. Please enclose copies of letters of award, interim payment certificates and practical completion certificates if any.

- (iv) Reference letters from at least three (3) previous clients of similar projects, satisfactorily completed.
- (v) VAT registration with evidence of remittances for three (3) years (i.e. 2014, 2015 and 2016)
- (vi) List of key managerial, technical and administrative staff of the company. This should include names, qualifications, curriculum vitae and copies of certificates and professional certificates of registration.
- (vii) List of equipment owned or to be hired by the company for the execution of the project (showing evidence of ownership).
- (viii) A Sworn Affidavit indicating that all documents submitted are genuine, verifiable and that, no officer of the University has a pecuniary interest or is a former or present Director or Shareholder in the Company.
- (ix) Evidence of community social responsibility (if any).

Please come along with original copies of all submitted documents for sighting on the day of opening of the pre-qualification documents. All claims are subject to verification. Please note that any false claims shall be ground for disqualification.

### **(3.0) COLLECTION OF PRE-QUALIFICATION DOCUMENTS**

Pre-qualification documents are to be collected in the Procurement Unit, Plateau State University, Bokokos from **11:00am on Thursday 30th March, 2017**, after the payment of a non-refundable processing fee of Fifty Thousand Naira (N50,000.00) only per Lot, by following the following steps:

- (1) Contractors must have their Taxpayer Identification Number (State TIN) from the Plateau State Internal Revenue Service (PSIRS) or any of its branches. Note: Contractors that already have their state TIN can proceed to stage 2
- (2) Go to the Plateau State Internal Revenue Service or any of its branches and generate a bill with "Reference Number" which would be used to make payment at the bank in favour of Plateau State University, Bokokos.

**Note:** While generating the E-Bills/Reference number at the Plateau State Internal Revenue Service, Contractor must clearly state the purpose of payment e.g. indicating which lot.

(3) Contractors should take the bill/reference number generated to the Bank to make Payment.

(4) At the Bank, the platform to make payment is called the "E-bill platform" after making the payment they would be given an evidence of payment at the bank which would be brought back to the University.

(5) At the University, the Bursary generates a receipt for the contractors after confirmation of payment and documentation is finally done at the Accounts Unit of the Bursary

### **Payment Options**

(a) Go to any Bank and Present your Reference Number and indicate that you are making payment through E-billing platform

(b) Go to your online banking platform, search for E-biller and make your payment using the E-bill/reference number generated at the Plateau State Internal Revenue Service.

Kindly present the receipt of payment to the Procurement Unit of the University for the collection of pre-qualification documents which must be completed and submitted **on or before 11:00am Tuesday 18<sup>th</sup> April, 2017.**

### **(4.0) SUBMISSION OF PRE-QUALIFICATION DOCUMENTS:**

Pre-qualification documents should be bound, packaged and enveloped; indicating the name of company, Lot, telephone number and address of the company which should be clearly written on the reverse side of the envelope. All documents are to be addressed to: The Head of Procurement unit, Plateau State University, Bokkos and submitted in the Tender box provided in the Procurement Office, **not later than 11:00am on or before Tuesday 18<sup>th</sup> April, 2017.**

### **(5.0) OPENING OF PRE-QUALIFICATION DOCUMENTS:**

The pre-qualification documents will be opened **on Tuesday 18<sup>th</sup> April, 2017 at 12:00pm** in the Senate Chamber, Plateau State University, Bokkos. Representatives of companies are invited to attend the meeting for the opening of the pre-qualification documents as stated above.

### **PLEASE NOTE THAT:**

(1) Submission of pre-qualification documents to the Plateau State University, Bokkos is neither a commitment nor an obligation to award contract to any contractor or his agent.

(2) The Plateau State University, Boko reserves the right to reject any or all documents submitted at any time prior to pre-qualification or acceptance if the above stated procedure is not followed.

(3) The Plateau State University, Boko reserves the right to cancel the procurement proceedings at any stage in the public interest without incurring any liability to any firm.

(4) Arrange your pre-qualification documents for submission as it appears on the advert.

(5) Failure to comply with any of the above mentioned instructions may lead to outright disqualification.

**ALAGBE RICHARD**

**Procurement Officer**