

INVITATION FOR PREQUALIFICATION FOR CONSULTANCY SERVICES ON FINANCIAL CONSTRUCTION PROJECTS FEDERAL COLLEGE OF EDUCATION (TECHNICAL)

P.M.B. 0189 UMUNZE, ANAMBRA STATE

The Federal College of Education (Technical), Umunze, hereby invites reputable and competent Consultancy firms/companies with the capacity and experience for timely delivery of projects for Pre-qualification and tender for the following proposed Consultancy Services, financial and construction Services.

(A) CONSULTANCY SERVICES

- (1) Construction projects
- (2) Procurement/supply projects
- (3) Insurance Services
- (4) Auditing Services

(B) QUALIFYING CRITERIA

Those interested in the process are required to submit comprehensive technical and financial information as follows:

- (A) Evidence of Incorporation/ Registration with Relevant agencies
- (B) Evidence of Current Tax Clearance Certificate for the last three years (2015-2017)
- (C) Company Audited Accounts for the last three years duly stamped by registered Auditors (2015-2017)
- (D) Verifiable evidence of similar jobs successfully executed or being executed within the last three (3) years, indicating type, cost, location and evidence of award/ Letter of commission.
- (E) Evidence of compliance with Pension Reform Act, 2004 by inclusion of clearance Certificate from National Pension Commission (PENCOM)

(F) Verifiable evidence of compliance with Registration with National Social Insurance Trust Fund (NSITF)

(G) Evidence of Registration on Bureau of Public Procurement (BPP) data base of Contractors, Consultants and Service providers by inclusion of current interim Registration Report (IRR)

(H) Evidence of compliance with Industrial Training Fund (ITF) Amendment Act by inclusion of compliance Certificate from ITF.

(I) List of names of key personnel to be involved in the project stating their qualifications, year of cognate experience and professional registration certificate where applicable. Also evidence of current practicing licenses of the firm and her key professional personnel, (Enclose photocopy).

(J) Copy of VAT registration and evidence of past VAT remittances.

(K) Evidence of Financial Capability and Banking support (Bank reference from any reputable commercial Bank)

(L) Photocopy of Bank Statements for the past 12 months.

(M) Original copies of the documents would be requested to be made available for sighting whenever required.

(N) List available software and equipment to be deployed on the job with evidence of ownership

(O) A sworn affidavit confirming that all information presented and attached are true and correct, that the company is not in receivership, insolvent or bankrupt and none of its Directors was ever convicted by any court of law or staff of the Federal College of Education (Technical), Umuze or BPP.

(C) SUBMISSION OF BID DOCUMENT

Two sets of the pre-qualification documents neatly bound and separately sealed in envelopes clearly marked pre-qualification for the Consultancy Services of choice

The firm's name and phone number should be boldly written on the reversed side of the envelope

The envelope should be addressed to the Provost Federal College of Education (Technical) P.M.B 0189, Umuze, And hand delivered into the pre-qualification box in the Procurement Unit of the College at Permanent Site (Campus one) **not later than 12:00 noon 14th May, 2018.**

(D) BID OPENING

Closing date for submission of BID is **on 14th May, 2018** and the opening of BID follows immediately in the College Council Chambers at Campus one.

The following are to be noted:

- (a) Only the prequalification bid documents will be opened on the bid opening day.
- (b) The College reserves the right to reject any or all BID packages
- (c) The college will deal only with authorized officers of the bidding companies and not through individual or agents acting on their behalf.
- (d) Any bidder that submit one set of prequalification documents to be used for prequalification evaluation of more than one project on this advertisement will have his bid(s) rejected.
- (e) The college is not bound to award more than one contract to the same contractor
- (f) This is not an invitation to tender irrespective of the prequalification requirement submitted to the Federal College of Education (Technical), Umuze.
- (g) The college is neither committed nor obliged to include any company on any bid list or to award any contract to any company or associated agents.
- (h) All submissions should be made between 9am – 3:00pm Monday – Friday in Procurement Unit, Federal College of Education (Technical) Umuze, Anambra State(Campus one) **not later than 12:00 noon on 14th May, 2018.**
- (i) This advertisement of invitation to prequalification exercise should not be construed as a commitment on the part of the College, nor shall it entitle companies to make any claims whatsoever and/or seek any indemnity from the Institution.

(j) Submission of BID/Expression of packages is not a commitment on the part of the College to enlist any firm nor shall it be deemed an acceptance of any particular company for a particular project.

Signed:

Mr. Chioke E.S.

Head of Procurement