

## Overview

**HUSSAINI ADAMU FEDERAL POLYTECHNIC,  
P.M.B. 5004, KAZAURE, JIGAWA STATE**

**INVITATION FOR PREQUALIFICATION FOR THE EXECUTION OF 2016 – 2018 TETFUND ICT SUPPORT HUSSAINI  
ADAMU FEDERAL POLYTECHNIC, KAZAURE, JIGAWA STATE INTERVENTION**

### **INTRODUCTION**

The Federal Government through the Tertiary Education Trust Fund (TETFUND) has allocated funds to the Hussaini Adamu Federal Polytechnic Kazaure for the Execution of 2016 – 2018 ICT Support projects.

Accordingly, the Polytechnic hereby invites interested, competent, eligible Contractors/Suppliers to submit their Pre-qualification documents for the following projects, under the Year 2016-2018 Merged TETFUND ICT Support Intervention Projects.

### **SCOPE OF WORK**

Lot 1                      The Polytechnic Website Upgrade    TETF/POLY/ KAZAURE/ICTS/2016-2018/01-06

Lot 2                      Staff Training on ICT and Computer    TETF/POLY/ KAZAURE/ICTS/2016-2018/07-10

### **ELIGIBILITY REQUIREMENTS**

Prospective bidders must possess the under listed requirements to be eligible to participate:

- (a)                      Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- (b)                      Evidence of Company Income's Tax Clearance Certificate for the last three (3) years valid till 31 December, 2018
- (c)                      Evidence of current Pension Compliance Certificate valid till 31 December, 2019

- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31 December, 2019;
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSTTF) Compliance Certificate valid till 31 December, 2019;
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31 January, 2020 or valid Certificate issued by BPP.
- (g) Sworn Affidavit disclosing whether or not any officer of the relevant committees of HAFED POLY or the Bureau of Public Procurement 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) Company's Audited Accounts for the last three (3) years- 2016, 2017, 2018;
- (i) Evidence of valid Registration with International Computer Driving License (ICDL) as Accredited Test Centre (ATC )
- (j) 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;
- (k) Company Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professiona (qualifications;
- (l) 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 Photographs of the projects;
- (m) For Joint Venture/Partnership. Memorandum of Understanding (MoU) should be provided (Tax Clearance Certificate, Pension Compliance certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner)
- (n) Valid Registration with National Information Technology Development Agency (NITDA) and Computer Professional (Registration Council) of Nigeria (CPN);

- (o) For Training: evidence of accreditation by Centre for Management Development (CMD);
- (p) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

#### **(4.0) SUBMISSION OF EOI DOCUMENTS**

(4.1) Prospective bidders are to submit pre-qualification documents for each of the Lot desired; two (2) hard copies each of the technical bids packaged in sealed envelopes and clearly marked as "Technical Bid"; and addressed to the Rector, Hussaini Adamu Federal Polytechnic, Kazaure, Jigawa State and clearly marked with the name of the project and the Lot number.

(4.2) Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box at the Procurement Department not later than **11:00am on Wednesday 16 October, 2019**

#### **(5.0) OPENING OF EOI DOCUMENTS**

(5.1) The EOIs will be opened immediately after the deadline for submission at **11:00am on Wednesday 16 October, 2019** at the Polytechnic's Council Chamber in the presence of bidders or their representatives.

(5.2) Please, ensure that you sign the Bid Submission Register in the office of the Head of Procurement Department as the Hussaini Adamu Federal Polytechnic will not be held liable for misplaced or wrongly submitted bids. For further enquiries,

Please contact the Procurement department on **08023674397** or e-mail **hafedpolyprocurement@gmail.com**

#### **(6.0) GENERAL INFORMATION**

- (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 un-opened;
- (c) Bidders should not bid for more than two (2) Lots;

- (d) All costs will be borne by the bidders;
- (e) Only shortlisted firms will be contacted at a later date for collection of tender documents;
- (f) The Hussaini Adamu Federal Polytechnic Kazaure is not bound to pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

**Signed:**

**Rector**

**Hussaini Adamu Federal Polytechnic, Kazaure**