

## Overview

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

**INVITATION FOR PREQUALIFICATION FOR THE EXECUTION OF 2017 – 2019 TETFUND LIBRARY DEVELOPMENT INTERVENTION PROJECTS. HUSSAINI ADAMU FEDERAL POLYTECHNIC, KAZAURE, JIGAWA STATE**

### **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 2017- 2019 Library Development Intervention projects

Accordingly, the Polytechnic hereby invites interested, competent, eligible contractors/suppliers to submit their Pre-qualification documents for the following projects, under the Year 2017-2019 Merged TETFUND Library Development Intervention.

### **SCOPE OF WORK**

- Lot 1 Procurement of Assorted Books and Reference Materials – TETF/POLY/KAZAURE/ LI B/2017-2019/01
- Lot 2 Procurement and Installation of Library Furniture – TETF/POLY/KAZAURE/LIB/2017- 2019/02
- Lot 3 Procurement and Installation of Library Equipment – TETF/POLY/KAZAURE/ LIB/2017-2019/03-06

### **ELIGIBILITY REQUIREMENTS**

Prospective bidders must possess toe 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 Incomes Tax Clearance Certificate for the last three (3) years valid till 31 December, 2019

- (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 (NSITF) 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 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;
  - (j) Company 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 Photographs of the Projects.
  - (l) 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)
- (m) 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 PREQUALIFICATION 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 envelope and clearly marked as "Technical Bid; and addressed to the Rector, Hussaini Adamu Federal Polytechnic, Kazaure, Jigawa State and clearly marked with toe 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 **1:30pm on Wednesday, 16 October, 2019**

**(5.0) OPENING OF TECHNICAL BIDS**

(5.1) The technical bids will be opened immediately after the deadline for submission at **1:30pm on Wednesday, 16 October, 2019** at the Polytechnic's Council Chamber in the presence of bidders or their representatives.

Please, ensure that you sign toe 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 **08024268513** or e-mail [hafedpolyprocurement@gmail.com](mailto:hafedpolyprocurement@gmail.com)

**(6.0) GENERAL INFORMATION**

(a) Bids must be in English Language and signed by an official authorised by toe 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 All costs will be borne by the bidders;

(d) Only shortlisted firms will be contacted at a later date for collection of tender documents;

(e) 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**

