

## Overview

**FEDERAL POLYTECHNIC, OKO**

**P M B 021, AGUATA, ANAMBRA STATE**

**INVITATION FOR PREQUALIFICATION FOR YEAR 2019 TETFUND ZONAL INTERVENTION FEDERAL POLYTECHNIC, OKO**

### **(1.0) INTRODUCTION**

The Federal Polytechnic Oko, in compliance with the requirement of the Public Procurement Act 2007, invites interested, competent Consultants with proven experience and good track record of performance to submit pre-qualification documents for Year 2019 TETFund ZONAL Intervention listed below:

### **(2.0) SCOPE OF SERVICES**

Lot 1: Supply and Installation of Equipment for the Department of Agricultural Technology

Lot 2: Supply and Installation of Equipment for Structural Workshop Department

### **(3.0) ELIGIBILITY REQUIREMENTS**

To be eligible, potential companies are required to submit all the under listed verifiable documents and must be arranged in the following order and numbered:

- (i) Evidence of Certificate of Incorporation issued by Corporate Affairs commission (CAC) including form CAC 1.1 or CAC 2 and CAC 7;
- (ii) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years-2017, 2018 and 2019, expiring on 31 December, 2020;
- (iii) Evidence of Current Pension Compliance Certificate valid till 31 December, 2020;
- (iv) Evidence of Current Industrial Training Fund (ITF) Compliance Certificate valid till 31 December, 2020;
- (v) Evidence of Current Nigeria Social Insurance Trust Fund (NSITF) compliance valid till 31 December, 2020;
- (vi) Evidence of Registration on the National Database of Federal Contractors, Consultants and service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2020 or valid certificate issued by BPP;
- (vii) A Sworn Affidavit:
  - (a) disclosing whether or not any officer of the relevant committees of the Federal Polytechnic, Oko 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;
  - (b) that no Director of the Company has been convicted of financial fraud in any Country;
  - (c) that the company is not bankrupt, in receivership or under liquidation, or involved in any litigation which can potentially affect the company's ability to effectively discharge their responsibility if engaged;
- (viii) Company's Audited Accounts for the last three (3) years (2017, 2018 and 2019);
- (ix) Evidence of financial capability to execute the project by submission of reference letters from a reputable commercial bank in Nigeria indicating willingness to provide credit facility for the execution of the project when needed.

(x) 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 certificate showering timely completion of the projects and photograph of the projects.

(xi) Evidence of Letter of Authorization as representatives of the Original Equipment Manufacturer;

(xii) Company's Profile with the Curriculum Vitae (CV) of Key staff to be deployed for the project including copies of their Academic/ Professional Qualifications (in case of construction: COREN, QSRBN, ARCON, CORBON, etc)

(xiii) All Documents for Submission must be transmitted with a Covering / Forwarding Letter under the Company/ Firms 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 authorized officer of the firm.

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

Interested Firms are to submit one bound copy of pre-qualification documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to:

**THE RECTOR,**

**FEDERAL POLYTECHNIC OKO, P.M.B 021 AGUATA, ANAMBRA STATE**

The pre-qualification document must be clearly marked with (the name of the Project and the Lot No). Furthermore, the reversed side of the sealed envelope should bear the Name, Address, GSM No and Email address of the bidder. The bids are to be inserted into the Tenders box kept in the office of the Director TETFund at the main campus of the Federal Polytechnic Oko, Anambra State not later than **12:00 noon on Monday, November 16, 2020**. Please ensure that you sign the Bid Submission Register as the Federal Polytechnic Oko will not be held liable for misplaced or wrongly submitted bids.

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

The pre-qualification documents will be opened immediately after the deadline for submission at **12:00 noon on Monday November 16, 2020** at the Multipurpose Hall, Federal Polytechnic Oko, Anambra State.

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

- (a) Submission of documents to the Federal Polytechnic Oko, Anambra State is neither a commitment nor an obligation to award contract to any contractor or his agent.
- (b) This advertisement for pre-qualification should not be construed as a commitment on the part of the Federal Polytechnic Oko, Anambra State nor shall it entitle any contractor to make any claims whatsoever or seek indemnity from the Federal Polytechnic Oko Anambra state.
- (c) The Polytechnic may verify any or all claims made by the applicants and shall disqualify any company whose claims are found to be false in addition to other sanctions that may be deemed necessary.
- (d) All submission pages must be dully initialed by the company.
- (e) All costs will be borne by the bidders.
- (f) Bidders who have worked for the Polytechnic and have any poor performance, abandonment, terminations and prolonged contracts executions period need not apply.
- (g) The Federal Polytechnic Oko is not bound to pre-qualify any bidder and reserves the right to annul the procurement process at any time in line with Section 28 of the Public Procurement Act, 2007, without incurring any liabilities.
- (h) Bidders are excused from the bid opening, which will be attended by officials of private sector professional organisation and CSOs in the areas of anti-corruption/transparency. The event will be fully captured on video and can be provided to bidders on request;
- (i) Bidders can submit through Post (Courier Services)

- (j) Only pre-qualified bidders will be contacted at a later date for collection of tender documents;
- (k) Due diligence would be followed as all documents submitted would be verified. Past executed works, contractors' offices may be visited for verification. Any discrepancies found would summarily disqualify the firm.
- (l) Non-compliance to the instructions above will lead to automatic disqualification.

**SIGNED**

**MANAGEMENT**