

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

**INVITATION FOR PREQUALIFICATION FOR YEARS 2015/ 2016/ 2017/ 2018 MERGED  
TETFUND LIBRARY DEVELOPMENT INTERVENTION FEDERAL POLYTECHNIC, OKO,  
AGUATA, ANAMBRA STATE.**

**(1.0) INTRODUCTION**

In compliance with the public Act 2007, the Federal Polytechnic Oko, Anambra State hereby invites interested, competent and reputable companies with relevant experience and good track record of performance to submit prequalification / financial bids for Years 2015 – 2018 Merged Library Development Intervention listed below:

LOT	PROJECT
1	Procurement of Assorted Books
2	Procurement of Assorted Books, Assorted Journals and Reference Materials
3	Procurement of Library Equipments

**(3) ELIGIBILITY REQUIREMENTS**

To be eligible, prospective bidders 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 the Corporate Affairs commission (CAC) including Forms CAC2 and CAC7;
- (ii) Evidence of Company's current Tax Clearance Certificate for the three (3) years-2016, 2017 and 2018, expiring on 31<sup>st</sup> December, 2019;
- (iii) Evidence of current Pension Compliance Certificate valid till 31<sup>st</sup> December, 2019;
- (iv) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2019;
- (v) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> December, 2019;
- (vi) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 30/06/2019 or valid certificate issued by BPP;
- (vii) A sworn Affidavit by a director certifying that;
  - The director(s) of the company seeking pre-qualification have never been convicted by any law court.
  - The company is not bankrupt.
  - Disclosing whether or not any officers of the relevant committees of the Federal Polytechnic Oko or the Bureau of Public Procurement is a former or present Director, shareholders or has any pecuniary interest in the Company and to confirm that all information presented in its bid are true and correct in all particulars;

- (viii) Company's Audited Accounts for the last three (3) years (2016, 2017 and 2018), certified by a professional Accounting/Audit firm.
- (ix) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including letters of awards, valuation/job completion certificate showing timely completion of the projects and photograph of the projects.
- (x) Evidence of Letter of Authorization from the Original Equipment Manufacturer or their accredited dealer in line with Federal Government Policy on procurement of equipment from OEM must be provided;
- (xi) 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.
- (xii) 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) COLLECTION OF TENDER DOCUMENTS**

Interested Companies are to collect the Bidding documents from the office of the Director Procurement, Federal Polytechnic Oko, Anambra State upon presentation of evidence of payment of a non-refundable Tender Fee of N10,000.00 (Ten Thousand Naira) per Lot, paid into the Federal Polytechnic Oko's Remita account in any reputable Commercial bank in Nigeria.

#### **(5) SUBMISSION OF TENDER DOCUMENTS**

Prospective contractors are to submit their completed Technical and Financial bids packaged in separate sealed envelopes clearly marked "TECHNICAL BID" and "FINANCIAL BID" respectively and thereafter, put the two separate sealed envelopes, sealed and marked "TECHNICAL AND FINANCIAL BIDS" stating the specific LOT No (s) on the top left hand corner of the outer envelope and addressed to: the Registrar, Federal Polytechnic Oko, P.M.B 021 Aguata, Anambra state. The reversed side of the sealed envelope should have the Name, Address, GSM No and Email address of the bidder. All bids are to be inserted into the Tenders box kept in the office of the Director of Procurement at the main campus of the Federal Polytechnic Oko, Anambra State **not later than 12:00 noon on Wednesday 5 June, 2019.**

#### **(6) OPENING OF BID DOCUMENTS**

The Technical Bids will be opened during a public opening ceremony immediately after the deadline for submission at **12:00 noon on Wednesday, 5 June, 2019**, at the multi-purpose hall. Federal Polytechnic Oko, Anambra State.

Only shortlisted bidders in the Technical evaluation shall be invited for the Financial Bids opening on a later date while the unsuccessful bidders will have their financial Bids returned unopened.

**(7) GENERAL INFORMATION**

(a) Submission of bid documents to the Federal Polytechnic Oko, Anambra State is neither a commitment nor an obligation to engage any contractor or his agent and non-submission of any of the above documents render the submission non-responsive.

(b) This advertisement for invitation to Tender 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 Polytechnics 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) Bidders who have worked for the Polytechnic and have any poor performance, abandonment, terminations and prolonged contracts executions period need not apply.

(f) The Federal Polytechnic Oko is not bound to shortlist 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.

(g) Non-compliance to the instruction above will lead to automatic disqualification.

**SIGNED:**

**MANAGEMENT**