

Overview

THE FEDERAL UNIVERSITY OF PETROLEUM RESOURCES,

P. M. B. 1221, EFFURUN, DELTA STATE, NIGERIA

INVITATION FOR PREQUALIFICATION OF CONTRACTORS FOR 2019 TETFUND INTERVENTION FOR RESEARCH AND DEVELOPMENT CENTRE OF EXCELLENCE THE FEDERAL UNIVERSITY OF PETROLEUM RESOURCES, EFFURUN.

(A) INTRODUCTION:

In compliance with the provisions of the Public Procurement Act 2007, the Federal University of Petroleum Resources, Effurun (FUPRE), Delta State, intends to execute the under-listed projects under the 2019 TETFund intervention for Research and Development Centre of Excellence and wishes to invite interested and competent Contractors for the procurement of:

Lot No.	Project Description
Lot 1	Procurement of Utility/Field Vehicle
Lot 2	Procurement of Office Furniture and Equipment

(B) ELIGIBILITY REQUIREMENTS

Competent and interested companies who have the requisite experience and desire to execute the projects are required to submit the following verifiable documents:

- (i) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC 1.1 or CAC 2 and 7;
- (ii) Evidence of current Company's Income Tax Clearance Certificate for the past three years – 2017, 2018, and 2019 expiring on 31st December, 2020;
- (iii) Evidence of current Pension Compliance Certificate valid till 31st December, 2020;

(iv) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2020;

(v) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate expiring on 31st 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 30/06/2020 or valid Certificate issued by BPP;

(vii) A Sworn Affidavit:

that the company is not in receivership, insolvent or bankrupt;

that none of the Directors has been convicted in any court for any criminal offence, including fraud and any financial impropriety; and

that no officer of the relevant committee of the Federal University of Petroleum Resources or the Bureau of Public Procurement is a former or present Director or Shareholder or has pecuniary interest in the bidder; and confirming that all information presented in its bid are true and correct in all particulars;

(viii) 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;

(ix) 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;

(x) For Lot 1: all prospective bidders must be on the National Automotive Design and Development Council's approved list of locally manufactured vehicles or possess letter of Authorization/Dealership Agreement as evidence of Original Equipment Manufacturer (OEM)'s representative.

(xi) 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 authorized officer of the firm.

(C) COLLECTION OF TENDER DOCUMENTS

Interested bidders are requested to obtain the Standard Bidding Document from the Procurement Unit (Office of the Vice Chancellor), on work days and hours only (8:00am – 3:00pm), upon payment of a non-refundable tender fee of N10,000.00 only per Lot into the University's Remita Account in any reputable Commercial Bank in Nigeria.

(D) SUBMISSION OF TENDER DOCUMENTS

Technical and financial bid document should be enclosed in two separate sealed envelopes, clearly labelled as appropriate and both enclosed in bigger and clearly labeled envelope and submitted to the Procurement Unit, Office of the Vice Chancellor, Federal University of Petroleum Resources, Effurun, on or before **12:00 noon on Monday, 6 July, 2020**. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder.

(E) OPENING OF TECHNICAL BIDS

Only the Technical Bid Opening will be opened immediately after the deadline for submission at **12:00 noon on Monday, 6 July, 2020** in the presence of bidders or their representatives, while the financial bids will be kept unopened. Please ensure that you sign the Bid Submission Register, as the University will not be held liable for misplaced or wrongly submitted bids.

(F) CAVEAT

(i) LATE SUBMISSION OF BIDS SHALL BE RETURNED UN-OPENED

(ii) Only technically prequalified bidders will be contacted at a later date for financial bids opening while the financial bids of unsuccessful bidders would be returned un-opened;

(iii) Original documents on any aspect of a Company's submission may be requested for sighting during and/or after the opening session;

(iv) The Federal University of Petroleum Resources reserves the right to verify any claim by the companies. Companies shall therefore include necessary authority and guarantee for such verification; the absence of which will automatically result in the disqualification of such contractor/supplier.

(vi) FUPRE 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:

S.A ANIYIKAYE

A.G REGISTRAR