

# INVITATION FOR PREQUALIFICATION OF CONTRACTORS THE FEDERAL UNIVERSITY OF PETROLEUM RESOURCES

EFFURUN, DELTA STATE

## INVITATION FOR PREQUALIFICATION OF CONTRACTORS

### (A) INTRODUCTION:

The Federal University of Petroleum Resources, Effurun (FUPRE), Delta State, has been graciously allocated funds by the TETFund Board of Trustees under the 2016 TETFund Zonal Intervention, viz:

(B) PROJECT DESCRIPTION: Accordingly, the University hereby invites interested and competent bidders with relevant expertise for Prequalification to apply for the following Procurement as described hereunder:

LOT NO	DESCRIPTION OF" PROJECT
Lot 1	Construction and Furnishing Lecture Halls
Lot 2	Procurement and Installation of Engineering Laboratory Equipment
Lot 3	Procurement and Installation of Specialised Oil and Gas Engineering Teaching Equipment

### (C) REQUIREMENTS FOR SUBMISSION OF PREQUALIFICATION DOCUMENTS:

Interested and qualified firms are required to submit the following documents for verification and assessment:

- (1) Copy of the Certificate of Incorporation with Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- (2) Company's Tax Clearance Certificate for the last three years (2015, 2016, 2017), valid till 31<sup>st</sup> December, 2018;
- (3) Current Pension Compliance Certificate valid till 31<sup>st</sup> December, 2018;
- (4) Current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2018;
- (5) Current National Social Insurance Trust Fund (NSITF) Compliance Certificate expiring on 31<sup>st</sup> December, 2018;

(6) Evidence of Registration on the National Database of Federal Contractors. Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 30/06/2018 or valid Certificate issued by BPP;

(7) Evidence of Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Federal University of Petroleum Resources. Effurun 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;

(8) Company's Audited Financial Statements for the last three(3) years 2015, 2016 and 2017;

(9) Verifiable documentary evidence of at least three (3) similar jobs in the last five (5) years including Letters of Awards. Interim Payment Certificates and Practical Completion Certificates;

(10) List of Plants/Equipment with proof of Ownership/Lease;

(11) Curriculum Vitae of Key Staff to be deployed for the project and copies of their professional qualifications;

(12) Evidence of financial capability by submission of Reference Letter from reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;

(13) 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.

**(D) SUBMISSION:**

Prequalification Documents must be submitted in three (3) copies in a sealed envelope clearly marked to indicate the respective project and lot no. at the top right corner and addressed to: The Registrar, Federal University of Petroleum Resources, PMB 1221, Effurun, Delta State. The Documents should be hand delivered and deposited in the Tender Box located in the

Procurement Unit, Vice Chancellor's Office. Federal University of Petroleum Resources. Effurun, Delta State.

**(E) CLOSING DATE/SUBMISSION DEADLINE:**

All submissions must be received at the above Office **not later than 12:00 noon on Monday, 21<sup>st</sup> May, 2018**. The submissions will be opened immediately after the deadline for submission at 12:00 noon on Monday, 21<sup>st</sup> May, 2018, at the University Senate Chambers.

**IMPORTANT NOTICE:**

- (a) The invitation is open only to reputable firms with clearly verifiable management and technical capacity and competency for the implementation of the respective lots.
- (b) Nothing in the advert shall be construed to be a commitment on the part of University.
- (c) Only shortlisted firms will be invited to collect the Standard Bidding Documents and submit Financial Tender as and when due.
- (d) Failure to comply with the instructions and provide any required document(s) may automatically result in disqualification.
- (e) Bidders may request clarifications in writing up to 10 days before the submission deadline.
- (f) Please check the University Website and/or Procurement Unit Notice Board for further information on specific procurement notices in the Projects to be executed in 2018;
- (g) No bidder should bid for more than two (2) Lots.

Signed:

E.M. Ichendu, **FNIM. FCAI**

**Registrar & Secretary to Council**