

Overview

**MICHAEL OKPARA UNIVERSITY OF AGRICULTURE, UMUDIKE
OFFICE OF THE REGISTRAR INTERNAL /EXTERNAL ADVERTISEMENT
INVITATION FOR SUBMISSION OF EXPRESSION OF INTEREST (EOI)/PREQUALIFICATION
AND TENDER DOCUMENTS FOR YEARS 2016/2017/2018 (MERGED TERTIARY
EDUCATION INTERVENTION ON ICT SUPPORT AND FEDERAL GOVERNMENT 2019
CAPITAL PROJECTS RESPECTIVELY**

(1) INTRODUCTION

Michael Okpara University of Agriculture, Umudike (MOUUAU) intends to execute projects for year 2016/2017/2018 (Merged) Tertiary Education Intervention in ICT Support and Federal Government 2019 Capital Projects. Consequently and in accordance with provisions of Public Procurement Act, 2007, Michael Okpara University of Agriculture, Umudike (MOUUAU) invites reputable service providers/contractors to tender for the implementation of the under-listed projects under year 2016/2017/2018 (Merged) Tertiary Education Intervention in ICT Support and Federal Government 2019 Capital Projects:

(2) SCOPE OF SERVICE/WORKS

S/N	DESCRIPTION OF PROJECTS
Lot 1	Website Upgrade.
Lot 2	Computer Training (Base Modules); Training of 55No. of staff of the Institution on Computer Spreadsheets and Outline Essentials for 5 Days.
Lot 3	Computer Training (Intermediate Modules); Training of 47Nos. of staff of the Institution on P Online Collaboration, IT Security, Project Planning, Digital Marketing and ICT in Education f
Lot 4	Computer Training (Advanced Modules); Training of 47Nos. of Staff of the Institution on advanced Presentation for 5 Days.
Lot 5	Proposed Construction of Perimeter Fencing

(3) ELIGIBILITY REQUIREMENTS

(a) Evidence of Registration with Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7.

- (b) Evidence of Tax Clearance Certificate for the last three years valid till 31st December, 2019 with minimum average annual turnover of N5 million.
- (c) Evidence of current Pension Compliance Certificate valid till 31st December, 2019;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2019.
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) valid till 31st December, 2019.
- (f) Evidence of Corporate Registration with Computer Professionals (Registration Council of Nigeria (CPN), National Information Technology Development Agency (NITDA) (where applicable).
- (g) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/01/2020 or valid Certificate issued by BPP.
- (h) Sworn Affidavit disclosing whether or not any officer of the relevant Committees of Michael Okpara University of Agriculture, Umudike or the Bureau of Public Procurement is 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.
- (i) Company's Audited Account for the last three (3) years – 2016, 2017 & 2018;
- (j) 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 project when needed.
- (k) Company's Profile with Curriculum Vitae of key staff to be deployed for the project, including copies of their academic/professional qualifications.
- (l) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Award, Valuation/Job Completion Certificates and photographs of the project.
- (m) The list of Plants/Equipment with Proof of Ownership/Lease (where applicable).
- (n) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner).
- (o) All documents for submission must be transmitted with a covering/ forwarding letter under the company/firms letter head bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs

Commission (CAC), Contact Address, Telephone Number (Preferable GSM No.) and e-mail address. The letter head 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) COLLECTION OF TENDER DOCUMENTS (LOT 5)

Financial Bid Documents can be collected at the office of the Director Physical Planning, Michael Okpara University of Agriculture, Umudike during working days (10am – 3pm) on presentation of evidence of payment of non-refundable tender fee of N10,000.00 per Lot, made payable to MOUUA Remita account in any reputable commercial bank in Nigeria.

(5) SUBMISSION OF TENDER DOCUMENTS (LOT 5)

(5.1) Prospective bidders are to submit bid for each of the Lot desired, two (2) hard copies each of the technical and financial bids with softcopy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as “Technical Bid” or “Financial Bid”

(5.2) Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to the Vice-Chancellor, Michael Okpara University of Umudike during working days (10am – 3pm) on presentation of evidence of payment of non-refundable tender fee of N10,000.00 per Lot, made payable to MOUUA Remita account in any reputable commercial bank in Nigeria. Agriculture, Umudike and clearly marked with (the name of the project and the Lot number).

(5.3) 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 Office of the Registrar **not later than 12:00 noon on Monday, 18 November, 2019.**

(6) SUBMISSION OF EOI DOCUMENTS

(6.1) Interested firms are to submit two (2) bound of Expression of Interest (Eoi) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to the Vice-Chancellor, Michael Okpara University of Agriculture, Umudike and clearly marked with (the name of the project and the Lot number).

(6.2) 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 Office of the Registrar **not later than 12:00 noon on Monday, 21 October, 2019.**

(7) OPENING OF EOI & TECHNICAL BIDS

(7.1) The EOI and technical bids will be opened immediately after the deadlines for submission at **12:00 noon on Monday, 21 October, 2019 and 12:00 noon on Monday, 18 November, 2019** in the Vice-Chancellor’s conference room in the presence of bidders or their representatives, while the Financial bids will be kept un-opened.

(7.2) Please, ensure that you sign the Bid Submission Register as the University will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the University’s Procurement Officer.

(8) NOTE PLEASE:

- (i) Interested bidders may obtain further information from the Procurement Officer MOUAAU.
- (ii) Failure to satisfactorily fulfil these conditions as requested above shall result to invalidation of such bid.
- (iii) MOUAAU shall reserve the rights to verify the authenticity of claims made by the bidder and reject any submission based on unverifiable information.
- (iv) Late submission shall be returned un-opened.
- (v) Services: Only shortlisted bidders at EOI's evaluation will be contacted at a later date for collection of Request for Proposals;
- (vi) Lot 5: Only pre-qualified bidders at technical evaluation will be contacted at a later date for financial bids opening, while financial bids of un-successful bidders will be returned un-opened;
- (vii) This advertisement is published for information purpose only and shall not be considered as a commitment or obligation on the part of the Institution to award contract.
- (viii) The institution is not bound to shortlist any bidder and reserve the right to annul the bidding process without incurring any liability and/or assign any reason thereof.
- (ix) MOUAAU will not be responsible for any cost incurred by any interested party in connection with any response to an inquiry not shall it entitle any party submitting documents to claim any indemnity from the Institution.
- (x) No bidder should tender for more than two (2) Lots.

JACINTA N. OGWO-AGU (MRS.)

REGISTRAR