

(OFFICE OF THE VICE CHANCELLOR)

P.M.B 2346, SOKOTO

**INVITATION FOR TECHNICAL AND FINANCIAL BIDS FOR THE YEAR 2015-2016
(MERGED) TERTIARY EDUCATION TRUST FUND INTERVENTION IN LIBRARY
DEVELOPMENT IN USMANU DANFODIYO UNIVERSITY, SOKOTO**

(1.0) INTRODUCTION

The Usmanu Danfodiyo University, Sokoto hereby invites interested, competent and reputable companies to submit their technical and financial bids for the under listed projects to be executed under its year 2015-2016 (Merged) Tertiary Education Trust Fund Intervention in Library Development.

(2.0) DESCRIPTION/SCOPE OF THE PROJECTS

(Lot 1A) Supply of Textbooks on Arts and Humanities, Postgraduate Books and English Dictionaries

(Lot 1B) Supply of Textbooks on Agriculture, Engineering and Science

(Lot 1C) Supply of Medical and Veterinary Science Textbooks

(Lot 1D) Supply of Arabic and Islamic Studies Textbooks

(Lot II) Providing Subscription to Ebsco Host (e-books and Journals) and Law Pavilion (Update)

(Lot III) Providing Subscription to Research4Life (Hinari, Agora and Oare)

(Lot IV) Providing Subscription to Elsevier Science Direct

(Lot V) Providing Subscription to Turnitin Antiplagiarism Software

(Lot VI) Supply and Installation of Computers and other ICT Equipment

(Lot VII) Supply and Installation of Library Chairs/Tables

(3.0) CONTRACTING STRATEGY

The Usmanu Danfodiyo University, Sokoto, in Compliance with the Public Procurement Act, 2007 and Bureau of Public Procurement (BPP) guidelines, will carry out tender / bid evaluation of companies who respond to this advert based on the following requirements:

(4.0) ELIGIBILITY REQUIREMENTS

(4.1) MANDATORY REQUIREMENTS

Bidders shall attach the following in their submissions:

- (i) Evidence of Registration with Corporate Affairs Commission (CAC) as a limited liability company by inclusion Certificate of incorporation and Form CAC02 and CAC07.
- (ii) Evidence of Company's Current Tax Clearance Certificate (TCC) for the past three years (3) (2015, 2016 and 2017) **valid till 31 December, 2018**
- (iii) Evidence of Current Certificate of Compliance by National Pension Commission (PENCOM) amended PenCom Reform Act 2014 **valid till 31 December, 2018**
- (iv) Evidence of Current Certificate of Compliance by Industrial Training Fund in line with the Provision of ITF Act, 2005 **valid till 31/12/2018**
- (v) Evidence of Current Certificate of the Nigeria Social Insurance Trust Fund (NSITF) **valid till 31 December, 2018**
- (vi) Evidence of Registration on the National Data Base for service Provider by inclusion of Interim Registration Report (IRR) indicating the expiring date 1 /1 /2019 or valid certificate issued by BPP.
- (vii) Company Audited Report for the past three (3) years (2015, 2016 and 2017);
- (viii) Bidders are required to submit current sworn affidavits:
 - (a) Indicating that the company do not have any director who has been convicted in any country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of acts relating to any matter;
 - (b) Indicating that no officer of the University or the Bureau is a former or present director, shareholder or has any pecuniary interest in the company;

- (c) Confirming that all information presented in its bid are true and correct in all particulars;
and
- (d) Confirming that the bidder is not in receivership or is the subject of any type of insolvency proceedings;
- (ix) Evidence of Company annual return to CAC for the past three (3) years; (2015, 2016 and 2017)
- (x) For Lot II: Interested bidders shall attach evidence of agentship / representation of Ebsco Host in Nigeria
- (xi) For Lot III: Interested bidders shall attach evidence of agentship / representation of Research4life (Hinari, Agora and Oare)
- (xii) For Lot IV: Interested bidders shall attach evidence of agentship / representation of Elsevier in Nigeria
- (xiii) For Lot V: Interested bidders shall attach evidence of agentship / representation of Tunitin in Nigeria

(4.2) OTHER REQUIREMENTS (TO BE SCORED)

Bids that fulfil all of the requirements listed in 4.1 above shall further be subjected to Technical Evaluation based on the under-listed requirements and only bids that were adjudged to be technically competent and meet the minimum qualifying score (to be decided by Technical Evaluation Subcommittee) will be qualified for participation at the financial tender stage.

- (i) Summary of at least five (5) projects of similar nature and complexity comparable to the project under consideration, executed as a prime contractor within the past five years (2013, 2014, 2015, 2016 and 2017) including their award letters and completion certificates;
- (ii) Verifiable evidence of license as a major distributor / supplier of relevant Publishers;
- (iii) Comprehensive company profile with complete CVs of key professionals including photocopies of relevant academic and professional qualifications, contact phone numbers; and
- (iv) Average Turnover of the three years (in the Audited Account Report) shall be of minimum 100% of the bid sum.

(5.0) INSTRUCTION TO BIDDERS

- (i) All bidders must submit their application using their letter headed paper bearing the names, nationalities, RC No. and Telephone Nos. of the Directors of the Company at the bottom of the page;
- (ii) Bidder shall arrange all documents in the order as listed in the advert;
- (iii) Interested bidder shall not bid for more than two(2) lots;
- (iv) Project (s) without award letters) shall not be considered;
- (v) Bidders who have worked for the University and have history or record of poor performance, abandonment, termination and/or prolonged contract execution period need not to apply;
- (vi) Submission must be made only in English language (section 16(10); and
- (vii) Noncompliance to any of the instructions shall attract disqualification;

(6.0) NOTE:

Certificate may be referred to the respective issuing authority for verification and authentication;

(7.0) COLLECTION OF FINANCIAL BIDDING DOCUMENTS:

Interested and competent bidders are required to collect the financial bidding document from the address below upon the presentation of evidence of payment of ten thousand naira only (N 10,000:00) per lot into the University TSA account bearing the name of Usmanu Danfodiyo University, Sokoto in the REMITA platform.

Director, Procurement,

(Office of the Vice Chancellor)

Usmanu Danfodiyo University, Sokoto,

P.M. B. 2346, Sokoto.

(8.0) SUBMISSION, CLOSING DATE AND TIME:

Prospective bidders should enclose the “Technical Bid – Lot No” in a separate envelope and the “Financial Bid – Lot No” in another separate envelope with name and address of the bidding

entity clearly stated on the reverse side of each envelope. The two (2) separate envelopes shall be enclosed in the third larger envelope and clearly marked "Invitation to Tender – Lot No". Telephone number and mailing address of the bidding entity should be clearly stated on the reverse side of the outer envelope. The envelope should be addressed and submitted to the address below **on or before 12:00noon of Tuesday 2 October, 2018**. The bid documents should be submitted / deposited in the tender box provided at the office of the Director, Procurement, between 10am and 4pm daily. Late submission shall not be accepted.

Director, Procurement,

(Office) of the Vice Chancellor)

Usmanu Danfodiyo University, Sokoto,

P.M.B. 2346, Sokoto.

(9.0) OPENING OF BIDDING DOCUMENTS

The Technical bids will be opened immediately after the closing date and time for the submission of this bid, i.e. **Tuesday 2 October, 2018 at 12: Noon** at the Senate Chamber, Ahmadu Bello House (Vice Chancellor's Office Complex), Usmanu Danfodiyo University, Sokoto. Respective bidders and general public are invited to attend. The list of the prequalified bidders shall be pasted on the notice boards at the following places:

- (v) City Campus (Office Block of the Dean, Faculty of Veterinary Medicine);
- (v) Main Campus – AbdullahiFodiyo Library and Physical Planning and Dev. Department notice boards, and;
- (v) Website of the University <http://www.udusok.edu.ng>

This announcement is published for information purposes only and does not constitute an offer by the Usmanu Danfodiyo University, Sokoto to transact with any party for the project, nor does it constitute a commitment or obligation on the part of the University to procure concession services.

The University will not be responsible for any costs or expenses incurred by any interested party (ies) in connection with any response to this invitation and or the preparation or submission in response to an inquiry.

The University is not bound to shortlist any bidder and reserves the right to annul the selection process at any time without incurring any liabilities and assigning any reason thereof.

SIGNED:

DIRECTOR, PROCUREMENT

FOR: VICE CHANCELLOR

USMANU DANFODIYO UNIVERSITY, SOKOTO