

**ONDO STATE UNIVERSITY OF SCIENCE AND TECHNOLOGY (OSUSTECH)**

**OKITIPUPA**

**INVITATION FOR TECHNICAL AND FINANCIAL/EXPRESSION OF INTEREST FROM CONTRACTORS FOR THE IMPLEMENTATION OF REVITALISATION OF PUBLIC UNIVERSITIES (NEEDS ASSESSMENT) (OSUSTECH)**

**(1) INTRODUCTION**

The Ondo State University of Science and Technology, Okitipupa hereby invites interested, competent and reputable contractors, suppliers with relevant experience and good track records to make submissions for pre-qualification and tender for the following:

**(2) SCOPE OF SUPPLY/SERVICE**

| <b>CATEGORY</b> | <b>PROJECT TITLE</b>  | <b>LOCATION</b> |
|-----------------|---|-----------------|
| Lot 1           | Supply of Equipment to University Research Laboratories                   | Okitipupa       |
| Lot 2           | Supply of Equipment to Faculty of Agriculture, Food and Natural Resources | Okitipupa       |
| Lot 3           | Supply of Equipment to Faculty of Engineering and Engineering Technology  | Okitipupa       |
| Lot 4           | Supply of Equipment to Information Communication Technology (ICT)         | Okitipupa       |

**(3) ELIGIBILITY REQUIREMENTS**

Interested companies are requested to submit the following documents/information with verifiable evidences for assessment/consideration:

- (i) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including forms CAC2 and CAC7.
- (ii) Company's profile and organizational structure including names and curriculum vitae of Key Technical and Professional staff with evidence of registration with relevant professional bodies.
- (iii) Evidence of company income's tax Clearance Certificate for the last three (3) years valid till 31<sup>st</sup> December 2019.
- (iv) Evidence of current Pension Compliance Certificate valid till 31 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 Industrial Training Fund (ITF) compliance Certificate valid till 31<sup>st</sup> December 2019.
- (vii) Evidence of financial capability by submission of Bank reference letter from a reputable commercial bank indicating willingness to provide credit facility for the project when needed.
- (viii) Company Audited accounts for the last three (03) years (2017, 2018 and 2019) duly signed and stamped by a professional accounting audit firm and the clients.
- (ix) Evidence of registration on the National database of Federal contractors, consultants and service providers by inclusion of interim registration report (IRR) expiring on 31/01/2020 or valid certificate issued by the Bureau of Public Procurement (BPP).
- (x) Current Sworn Affidavit Certifying that:
  - (a) The company is not in receivership, insolvent or bankrupt.
  - (b) None of the directors has been convicted in any court of law or any criminal offence.

(c) No officer of the Ondo State university of Science and Technology Okitipupa or the Bureau of Public Procurement is a former or present director, shareholder or has any peculiar interest in the company and that all information presented in the document are true and correct in all particular.

(xi) 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).

(xii) Letter of consent to allow for verification of all the documents submitted including CAC, Tax Clearance Certificate, Pencom, Industrial Training Fund (ITF), NSITF, BPP Interim Registration Report (IRR) and company's financial standing with the Banks.

(xiii) 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**

The tender documents are to be collected from the office of Head of Procurement Department on payment of a non-refundable tender Fee of N10, 000.00 into the OSUSTECH Revenue Account. The Institution receipt and photocopy should be attached to the Tender Documents.

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

The title of the job should be written at the top left-hand corner of the envelope and should bear the name of the tendering contractor.

Prospective bidders shall enclose the Technical Bid in a separate envelope and the Financial Bid in another separate envelope and the two (02) separate envelopes shall be enclosed in one sealed outer envelope clearly marked INVITATION TO TENDER Lot No in Eight Nos,) Sets which should bear the identity of the bidder. It should be addressed to:

**The Vice Chancellor**

**Ondo State University of Science and Technology,  
Okitipupa.**

The completed and sealed tender documents should be deposited in the Tenders Box in the office of the Vice Chancellor Ondo State University of Science and Technology Okitipupa not later than **12:00 noon on Monday 24 February, 2020**. Expression of Interest (Lot 5) submission closes on **12:00 noon Monday 27 January, 2020**.

**OPENING OF EOI AND TECHNICAL BIDS**

Expression of Interest (Lot 5) will be opened at **12:00 noon Monday 27 January, 2020** at the Council Chamber Ondo State University of Science and Technology Okitipupa. Bidders/Company representatives and interested Members of the public including relevant professional bodies and civil society are hereby invited.

The submitted Technical bids will be opened immediately on **Monday 24 February, 2020 at 12:00 noon** at the Council Chamber Ondo State University of Science and Technology Okitipupa. Bidders/company representatives and interested members of the public including relevant professional bodies and Civil Society are hereby invited to witness the opening of the Technical bids. The date of opening of financial bids will be communicated to pre-qualified bidders.

Please, ensure that you sign the Bid Submission Register in the office of Vice Chancellor as the Ondo State University of Science and Technology Okitipupa will not be held liable for misplaced or wrongly submitted bids.

ENQUIRIES: – All enquiries on the advertisement are to be directed to

The Head Procurement

Ondo State University of Science and Technology,

Okitipupa

**(7) Please Note that:**

- (i) Bids must be in English language signed by an official authorised by the bidder and courier delivery will not be considered.
- (ii) The Ondo State University of Science and Technology Okitipupa will only recognize and correspond with only authorized officers of the tendering companies and NOT through individuals or agents acting on their behalf.
- (iii) Supplies: Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
- (iv) Training: Only shortlisted firms will be contacted at a later date for collection of Request for Proposals;

(v) This advertisement for invitation shall neither be construed as a commitment on the part of the Ondo State University of Science and Technology Okitipupa, or shall it entitle any contractor to make any claim whatsoever and/or seek any indemnity from the Ondo State University of Science and Technology Okitipupa.

(vi) Ondo State University of Science and Technology Okitipupa also reserves the right to invoke the provision of section 28 of public procurement Act (PPA) without incurring any liabilities to the bidders.

(vii) Bidders shall not bid more than two (2) Lots

(viii) All cost be borne by the bidders.

**SIGNED**

**HEAD OF PROCUREMENT**

**FOR: VICE CHANCELLOR**