

BENUE STATE UNIVERSITY

P.M.B. 102119, MAKURDI

(OFFICE OF THE REGISTRAR)

TENDER NO: 18 – U06

INVITATION FOR THE PRE-QUALIFICATION/TENDER OF BROKERS FOR 2018 GROUP LIFE INSURANCE BENUE STATE UNIVERSITY

(1.0) INTRODUCTION

The Benue State University, Makurdi desires to provide Group Life coverage for her staff.

(2.0) PRE-QUALIFICATION REQUIREMENTS

Interested and competent brokers with experience in executing services of similar nature are requested to submit pre-qualification documents, neatly bound, paginated and arranged in the following order for consideration:

- (i) Evidence of registration and incorporation of company with Corporate Affairs Commission (CAC)
- (ii) Company Income Tax Certificate for the last three years (CTC) Company
- (iii) Audited Accounts for the last three years (CAA)
- (iv) List of key staff with evidence of proficiency and experience.
- (v) Evidence of financial capacity and bank support.
- (vi) Evidence of current registration with the appropriate National Regulator
- (vii) Verifiable list of similar services as successfully completed in the last 3 (three) years with names of client, evidence of award and completion certificates.
- (viii) VAT Registration.

- (ix) Evidence of current PENCOR Compliance Certificate.
- (x) Evidence of current Bureau of Public Procurement certification (BPP).
- (xi) Current Registration with the University as a broker.
- (xii) Evidence of compliance with the provision of section 16 (c) of Industrial Training Fund (ITF) Act on 1% Contribution of any employer having 5 or more employees in his establishment. (Registration and Remittances).
- (xiii) A sworn affidavit indicating the authenticity and verifiability of all submissions.
- (xiv) A sworn affidavit indicating that none of the directors of the company had been convicted for any criminal offence either at home or abroad

(3.0) FINANCIAL BID REQUIREMENT

Interested bidders are to collect tender documents from the Procurement Unit of the Benue State University at a non-refundable tender fee of fifty thousand naira only (N50,000.00) payable to Benue State University in bank draft. A copy of payment receipt must be attached to the financial tender document.

(4.0) SUBMISSION OF TENDER DOCUMENTS

- (a) Two copies of all Prequalification Tender documents to be submitted must be in a sealed envelope and marked at the top-right hand corner of the envelope Pre-qualification for Group Life Insurance
- (b) One copy of Financial Tender document (priced bill of quantities) to be submitted must be in a sealed envelope and marked at the top-right corner of the envelope Financial Tender for Group Life Insurance

All envelopes for both the Prequalification Tender documents and Financial Tender documents should be placed in a bigger envelope and addressed to:

THE REGISTRAR

BENUE STATE UNIVERSITY

MAKURDI

The tender document must be dropped into the Tender box in the Registrar of Benue State University's Office before the date fixed for opening of tenders.

(5.0) NOTE

- (a) The bids will be opened on Tuesday, **July 31st, 2018** at 12:00 noon in the Senate Chamber of Benue State University in the presence of bidders/representatives.
- (b) Late submission will be rejected.
- (c) That this advertisement is not a commitment on the part of the Benue State University nor shall it entitle any person to make any claim whatsoever and or seek any indemnity from the University by virtue of such person having responded to the advertisement.
- (d) That after the pre-qualification exercise, only tenders from pre-qualified Brokers for contracts and jobs will be used and the University shall not enter into any correspondence with unsuccessful applicants.

MRS. CATHERINE T. BUR

ACTING REGISTRAR AND SECRETARY TO COUNCIL