

UNIVERSITY OF JOS, NIGERIA

OFFICE OF THE REGISTRAR

INVITATION TO BID FOR THE PROCUREMENT OF GOODS & WORKS/EXPRESSION OF INTEREST FOR THE PROVISION OF CONSULTANCY SERVICES

(1.0) PREAMBLE

In compliance with the provisions of the Public Procurement Act 2007, the University of Jos, Nigeria wishes to invite interested and competent Contractors/Consultants for the procurement of the following:

(A) GOODS AND WORKS (NEEDS ASSESSMENT OF NIGERIAN PUBLIC UNIVERSITIES – SPECIAL PRESIDENTIAL INTERVENTION)

Lot 1- Tractors (MF 375/75 HP – 2014 Model) – 2No.

Lot 2- Ambulance (Toyota Hiace, Standard Roof – Petrol) -1 No

Lot 3 – Water Tanker (Mercedes Benz Atego 1517 Water Tank with Water Pump attached – 10,000Litres) -1 No

Lot 4- Fire Engine (Mercedes Benz Atego 1725 with Fire Fighting Super Structures) -1No

Lot 5- Construction and Furnishing of Staff Office Complex

Lot 6- Construction and Furnishing of Staff Office Complex

(B) CONSULTANCY SERVICES (NEEDS ASSESSMENT OF NIGERIAN PUBLIC UNIVERSITIES – SPECIAL PRESIDENTIAL INTERVENTION)

Lot 7 – **Provision of Consultancy Services (Architectural, Structural Engineering, Mechanical and Electrical Engineering, Quantity Surveying) for the Construction and Furnishing of Staff Offices (Lots 5 & 6).**

(C) SERVICES (INTERNALLY GENERATED FUND)

Lot 8 – **University Landed Property and Chattels Valuation**

Lot 9- **Collaboration to Develop Students Information System (SIS)**

To collaborate with the University of Jos ICT Directorate to design and develop a new SIS using dynamic web-based Technologies and frameworks. It should have complete students, staff and academic management system. The University of Jos will have 100% ownership of the application Including intellectual Property Rights (IPR), source codes and copyright.

Lot 10- Collaboration to Develop Registry information System (RIS)

To collaborate with the University of Jos ICT Directorate to design and develop a new RIS using dynamic web-based technologies and frameworks. It should have complete human resources management and payroll systems. The University will have 100% ownership of the application including Intellectual Property Rights (IPR), source codes and copyright.

(2.0) SCOPE OF CONSULTANCY SERVICE UNDER NEEDS ASSESSMENT

- (i) Preparation of preliminary design
- (ii) Advising on cost alternative
- (iii) Production of detailed working drawings
- (iv) Preparation of detailed bills of quantities, article of agreement and checking of tender reports
- (v) Normal site supervision and related Consultancy Services

(3.0) MANDATORY REQUIREMENTS

The following are the mandatory requirements that should be provided by all interested contractors:

- (a) Evidence of company registration with the Corporate Affairs Commission (CAC).
- (b) Company Audited Accounts for the last Three (3) years (i.e. 2013, 2014, & 2015), duly signed and stamped with a professional stamp by a professional accounting/audit firm and signed by the client.
- (c) Evidence of Tax Clearance Certificate for the last Three (3) years (i.e. 2014, 2014, & 2015).
- (d) Certificate of compliance with the provisions of section 6 (1), (3) of the amended Industrial Training Fund (ITF) Act No. 19 of 2011 (Evidence of up-to-date payment of ITF employers contribution), valid for 2017.
- (e) Pension Clearance Certificate valid for 2016 from PENCOS in line with Pension Reform Act 2014 and evidence of remittance for ALL company staff.
- (f) Certificate of Interim Registration Report (IRR) with Bureau of Public Procurement.
- (g) Current Clearance Certificate from Nigeria Social Insurance Trust Fund.
- (h) Current Registration with Financial Reporting Council of Nigeria.

(4.0) OTHER REQUIREMENTS

- (a) Evidence of Financial Capability and banking support and Statement of Account for the last 12 months.
- (b) Evidence of similar and verifiable projects executed and/or completion certificate(s) or interim valuation certificates (and not just award letter(s)) within the last five (5) years.
- (c) Sworn Affidavit that none of its Directors has been convicted in any country for financial matters.
- (d) Sworn Affidavit by the MD/CEO of the company (who will eventually sign contract documents) and as registered with CAC indicating that all documents submitted are genuine and verifiable.
- (e) Annual Turnover (must be the same in both TCC and Audited Reports).

(5.0) PREQUALIFICATION OF CONSULTANTS

Interested and competent consultants wishing to be prequalified are required to submit the following in addition to the mandatory requirements.

- (i) Comprehensive company profile including names and resumes with photocopies of credentials of key staff with genuine reachable addresses and phone numbers.
- (ii) Evidence of current registration of company with the appropriate regulatory professional bodies.
- (iii) Evidence of current registration of the Principal Partner of the firm with the professional bodies.
- (iv) Evidence of previous and magnitude of similar projects undertaken in Nigeria by the firm in the last five years (stating client, cost and pictures on A4 paper).
- (v) Any other information to prove the Consultant's corporate and technical expertise and capability.

(6.0) COLLECTION OF BIDS DOCUMENTS

The bid documents are to be collected in the Office of Head of Procurement Unit, Room 80, Academic Planning Building, Bauchi Road Campus on presentation of evidence of payment of the processing fee.

(7.0) SUBMISSION

Both Technical and Financial bids for GOODS AND WORKS (with evidence of payment of non-refundable sum of **N25,000.00 (Twenty-Five Thousand Naira only) per lot** as Processing Fee obtained from Bursary, University of Jos) should be spiral bound, packaged in an envelope and clearly marked “**TECHNICAL BID FOR ...STATE THE PROJECT AND LOT...**” or “**FINANCIAL BID ...STATE THE PROJECT AND LOT...**” at the top left hand corner of the envelope. **Interested Consultants in B above are expected to submit Expression of Interest Documents only.**

All submissions are to be addressed to the Head, Procurement Unit, University of Jos and dropped in the Tender Box provided in Room 94, Administrative Block, Bauchi Road Campus, Jos not later than 12noon of Tuesday, 25th July, 2017.

(8.0) OPENING OF BID DOCUMENTS

The Technical Bid documents shall be opened the **same day (Tuesday, 25th July, 2017)** in the presence of bidders or their representatives who choose to attend at the University Senate Chambers at **12noon** at the Bauchi Road Campus, Jos.

(9.0) PLEASE NOTE

Notwithstanding the submission of the technical information, the University of Jos is neither committed nor obliged to include any company on any bid list.

- (i) Only technically qualified companies shall be invited to attend the Financial Bids/ Proposals opening.
- (ii) Original documents on any aspect of a Contractor's submission may be requested for sighting during and/or after the opening session.
- (iii) University of Jos reserves the right to verify any claim by the companies. Companies shall therefore include necessary authority and guarantee for such verification; the absence of which will automatically result in the disqualification of such a Contractor/ Supplier.
- (iv) All quotations shall remain valid for three (3) months from the date of the opening and the supplies shall be accompanied by most favourable warranty available.
- (v) The University of Jos reserves the right to reject any or all bidding packages.
- (vi) Your quotations must include 5% VAT.
- (vii) Companies that had earlier submitted prequalification documents and bids for any of the lot(s) above need not to pay but must attached the evidence of earlier payment.

(10.0) GENERAL ENQUIRIES

For enquiries please call **09099596351** or e-mail procurement.unijos@gmail.com

Signed:

Mr Monday M. Danjem

Registrar