

MOSHOOD ABIOLA POLYTECHNIC, ABEOKUTA, OGUN STATE

P.M.B 2210, ABEOKUTA, OGUN STATE, NIGERIA

INVITATION TO PRE-QUALIFICATION TO TENDER FOR 2013/2014 (MERGED) TERTIARY EDUCATION TRUST FUND (TETFUND) INTERVENTION IN LIBRARY DEVELOPMENT

(A) INTRODUCTION:

Moshood Abiola Polytechnic, Abeokuta, Ogun State is executing the year 2013/2014 Tertiary Education Trust Fund (TETFUND) merged Intervention in Library Development and hereby invites interested and reputable Contractors and Suppliers with requisite competence and expertise for PRE-QUALIFICATION to TENDER for the execution of the projects in the Polytechnic.

PROJECTS

S/N	PROJECT TITLE	CODE
1.	PROCUREMENT OF SELECTED TEXTBOOKS AND REFERENCE MATERIALS	TETF/POLY/ABEOKUTA/LIB/13 -14/01
2.	JOURNALS	TETF/POLY/ABEOKUTA/LIB/13 -14/02
3.	E-CONTENTS	TETF/POLY/ABEOKUTA/LIB/13 -14/03
4.	300 KVA 3 PHASE 220VAC 50HZ SOUND PROOF WITH DOSAN ENGINE GENERATOR, CHANGE OV & INSTALLATION CABLE AND LOGISTICS	TETF/POLY/ABEOKUTA/LIB/13 -14/04
5.	UPGRADING (SOFTWARE) OFOPAC/KOHA 3.14 TO 16.12, NEW SERVER, TRAINING FOR SYSTEM ADMIN AND LIBRARY STAFF, TECHNICAL SUPPORT FOR 1 (ONE) MONTH ONLINE	TETF/POLY/ABEOKUTA/LIB/13 -14/05
6.	PROCUREMENT OF 2HP LG AIR CONDITIONER AND INSTALLATION IN ALL UNITS OF THE LIBRARY	TETF/POLY/ABEOKUTA/LIB/13 -14/06
7.	PROCUREMENT OF ADDITIONAL BOOKS AND JOURNALS	TETF/POLY/ABEOKUTA/LDB/13 -14/08

(A) PRE- QUALIFICATION REQUIREMENTS

Only Contractors/Suppliers that have proven capability, relevant experience with good track record will be considered for qualification to tender. Interested applicants for any of the above projects are requested to provide the following minimum pre-qualification requirements, the

arrangement of documents should follow the list below and appropriately numbered. Each parcel should have table of content indicating the pages or folios on which these items are to be found.

- (1) Copy of the Company profile with relevant and necessary information.
- (2) Evidence of Technical competence/Experience and Technical qualifications of key personnel with copies of certificates (i.e. Professional Certificates and Curriculum Vitae where applicable).
- (3) Verifiable list of previous similar works successfully carried out within the last three (3) years with names of clients, evidence of award and practical completion certificate.
- (4) Evidence of incorporation/registration with the Corporate Affairs Commission (CAC).
- (5) VAT registration and remittance for the last three (3) years (2014, 2015 & 2016).
- (6) Tax clearance Certificate for the past Three (3) years (2014, 2015 and 2016).
- (7) Evidence of compliance with amended Industrial Fund (ITF Act 2011) as applicable.
- (8) Audited Annual Financial reports of the Company for the last Three (3) years.
- (9) Evidence of Financial capability or credit worthiness / Bank reference and readiness to instruct bank to supply financial information on the company as may be required.
- (10) A Sworn Affidavit indicating that all documents submitted are genuine and verifiable.
- (11) A verifiable Affidavit under the Procurement Act 2007 or relevant state law sworn to at the State/Federal High Court indicating that the Company is not in receivership, none of its Directors has been convicted within or outside Nigeria for any criminal offence, including fraud or financial impropriety and also disclosure of any relationship with any of the Polytechnic Personnel.
- (12) A verifiable evidence of Equipment and Technology capability – evidence of contact with manufacturers (if any).
- (13) Evidence of compliance with the provision of the Pension Reform Act, 2004.
- (14) Any other convincing evidence.

(B) SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

(1) The Pre-qualification documents should be submitted in sealed envelope for the project bearing no identification of the bidder externally, but marked with title of the particular project at the top left hand corner should be hand delivered not later than 30th JUNE, 2017 and addressed to:

**The Registrar,
Moshood Abiola Polytechnic,
Abeokuta.**

(2) The pre-qualification documents should be submitted not later than Friday, **30th June, 2017.**

(D) OPENING OF PRE – QUALIFICATION DOCUMENTS

Pre-qualification envelopes will be opened by 12 noon on Friday, 30th June, 2017.

(E) COLLECTION OF TENDER DOCUMENT

Tender documents will be available for collection at The Registrar Office on presentation of evidence of payment of the processing fee.

Only successfully pre-qualified contractors will be contacted and representatives of companies are hereby invited to witness the opening on the date it will lapse (two weeks from the date of close of pre-qualification)

Successfully Pre qualified contractors/ suppliers (who will be invited to tender) should note that they will be required to register with the Polytechnic as a contractor, in addition to paying a non – refundable sum of Twenty Thousand Naira only (N20,000) for each lot.

PLEASE NOTE:

(1) That the submission of pre-qualification documents does not in any way compel Moshood Abiola Polytechnic, Abeokuta to shortlist any of the contractors/Suppliers for tenders.

(2) That this advertisement for invitation to pre-qualify shall not be construed as a commitment on the part of the Polytechnic, nor shall entitle any contractor/supplier to make claims whatsoever and” or seek any indemnity from the Moshood Abiola Polytechnic.

(3) That due diligence would be followed as all the submitted documents would be verified while past executed projects and contractor’s offices shall be visited, any discrepancies found would automatically disqualify the contractor.

(4) The Polytechnic will not be responsible for any cost or expenses incurred by any interested party in connection with any response to this invitation and/ or submission to an enquiry.

(5) Only pre- qualified applicants will be invited to tender for the projects and no correspondence shall be exchanged with unsuccessful applicants.

SIGNED

E.O. ADELEYE

REGISTRAR