

**UNIVERSITY OF ABUJA**

**(OFFICE OF THE VICE CHANCELLOR)**

**P.M.B 117, ABUJA – NIGERIA**

**INVITATION TO PREQUALIFY FOR MINOR WORKS AND SUPPLIES FOR YEAR 2020 UNIVERSITY OF ABUJA**

**(1) INTRODUCTION**

In furtherance of its efforts at fulfilling its mandate on teaching and learning, the University of Abuja provides services to its teeming students and Staff. In order to ensure reliable service, it routinely carries out repairs/works/supplies to ensure the safety, convenience, and well being of its community. The University, therefore, invites interested, reputable and experienced Contractors to submit prequalification documents for consideration for the following minor works and supplies for the year 2020:

**(A) MINOR WORKS PROJECTS**

**LOT NO.**

**NAME OF LOT**

1

Minor Constructions Renovation Works

2

Minor Installation Works (Mechanical/ Electrical/IT & Related Services)

3

Minor Vehicle Repairs

4

Minor Servicing/Repairs of Generators

5

Minor Fabrication Works

6

Minor Fumigation/Waste Evacuation/Cleaning

**(B) MINOR SUPPLY PROJECTS**

<b>LOT NO.</b>	<b>NAME OF LOT</b>
1	Minor Equipment Supplies/Repairs
2	Minor Furniture Works/Supplies/Repairs
3	Minor IT Services
4	Supplies of Fuel, Oil and Lubricants
5	Minor Supplies of Maintenance Materials (Electrical/Plumbing/Masonry/Building etc.)
6	Minor Supplies of Books
7	Minor Supplies of Medical/Laboratory Consumables
8	Other Supplies (Branding, Lanyard, Souvenirs and Related Supplies)

## **(2) ELIGIBILITY REQUIREMENT**

All interested contractors are expected to submit the following pre-qualification documents:

- (i) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Form CAC2 and CAC7 or Business Name.
- (ii) Evidence of Company's Income Tax Clearance Certificated Personal Income Tax Clearance Certificate of all the Partners) for the last three (3) years valid till 31 December 2019.
- (iii) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2019 (where applicable).

- (iv) Evidence of current Pension Compliance Certificate valid till 31st December, 2019 (where applicable).
- (v) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> December, 2019.
- (vi) Evidence of registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31st of January 2020 or valid Certificate issued by the Bureau of Public Procurement (BPP).
- (vii) Copy of Certified Audited company Accounts for the immediate past three (3) years (2016, 2017, and 2018) duly stamped by certified auditors.
- (viii) Evidence of Financial Capability to execute the project by submission of Reference Letter from a reputable commercial Bank.
- (ix) A sworn affidavit disclosing whether or not any officer of the relevant committees of the University of Abuja or the Bureau of Public Procurement is a present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented are true and correct in all particulars.
- (x) A copy of Company Profile with the Curriculum Vitae of Key Staff.
- (xi) A list of Plant/Equipment with proof of Ownership/Lease (where applicable).
- (xii) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including letters of awards/job completion certificates and photographs of the projects.
- (xiv) All documents for submission must be transmitted with a covering/forwarding letter under the company/firm's letter head paper bearing among others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.) and email address. The Letterhead paper must bear the names and nationalities of the Directors of the Company at the bottom of the page. The covering/forwarding letter must be duly signed by the authorized Officer of the Firm.

Please note that the University reserves the right to verify the evidences submitted.

### **(3) SUBMISSION OF PREQUALIFICATION DOCUMENTS**

- (i) Prospective bidders are to submit documents for each of the lots desired in two (2) hard copies in sealed envelopes and clearly marked as “Technical Bid” addressed to **The Vice Chancellor, University of Abuja, Abuja** and marked boldly and clearly at the top left corner “Invitation To Prequalify For Minor Works And Supply For Year **2020**” specifying the lot number and title of the project. The reverse of the envelope should bear the name and address of the bidder.
- (ii) The envelopes are to be deposited in the Tender Box located at the reception hall of the University Senate Building, Main Campus, Airport Road **not later than 12 noon Tuesday 25 February, 2020**. Bidders should ensure that their submission(s) are appropriately logged in the Submission Register at the venue. The University of Abuja will not be held liable for misplaced or wrongly submitted bids.
- (iii) The documents shall be publicly opened immediately after the deadline for submission by **12:00 noon Tuesday 25, February, 2020** in the reception hall of the Senate Building, University Main Campus, Airport Road, Abuja, in the presence of bidders or their representatives. For further enquiries, please contact the Procurement Unit on [procurement@uniabuja.cdu.ng](mailto:procurement@uniabuja.cdu.ng)

#### (4) IMPORTANT NOTES

- (i) Bids must be in English Language and signed by an official authorised by the Bidder.
- (ii) Bidders should note that time is of the essence in the execution of University projects.
- (iii) Bids submitted after the deadline for submission would be returned unopened.
- (iv) Only the Bids that fulfill the Pre-qualification criteria shall be invited for collection of tender documents at a later date.
- (v) Bidders should not bid for more than two (2) lots
- (vi) All costs shall be borne by the bidders.
- (vii) The University is not bound to prequalify any bidder and reserves the right to annul the process at any time without incurring liabilities in accordance with Section 28 of the Public Procurement Act 2007.

**SIGNED:**

**MANAGEMENT**