

AKWA IBOM STATE UNIVERSITY (AKSU)
P.M.B. 1167 UYO, AKWA IBOM STATE, NIGERIA
(OFFICE OF THE REGISTRAR)
MAIN CAMPUS
IKOT AKPADEN, MKRAT ENIN LG.A
INVITATION TO TENDER AKWA IBOM STATE UNIVERSITY (AKSU)

OBIO AKPA CAMPUS
OBIO AKPA, ORUK ANAM L.G.A

(1) INTRODUCTION

Akwa Ibom State University is desirous of embarking on the proposed year 2013- 2016 Merged TeTFund Intervention in Library Development. Interested and reputable Companies are hereby invited to participate in the tender exercise for the projects as described hereunder.

S/N.	PROJECTS	CONTRACT NO.
Lot 1	Procurement of various titles of Books for Faculty of Arts	AKSU/LIB/TETFUND/007
Lot 2	Procurement of various titles of Books for Faculty of Agriculture and Faculty of Education	AKSU/LIB/TETFUND/008
Lot 3	Procurement of various titles of Books for Faculty of Social and Management Sciences	AKSU/LIB/TETFUND/009
Lot 4	Procurement of various titles of Books for Faculty of Engineering	AKSU/LIB/TETFUND/010
Lot 5	Procurement of various titles of Books for Faculty of Natural and Applied Sciences	AKSU/LIB/TETFUND/011
Lot 6	Library Automation	AKSU/LIB/TETFUND/012
Lot 7	Equipment for Creation of Institutional Repository	AKSU/LIB/TETFUND/013

(3) ELIGIBILITY REQUIREMENTS

In compliance with Public Procurement Act 2007, bidders are mandated to submit the document listed hereunder as same shall comprise the technical document

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC 2 and CAC 7;
- (b) Evidence of company Audited Accounts for the last three (3) years (2016, 2017 and 2018) duly signed and stamped by a professional Accounting/ Audit firm and signed by the client
- (c) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years (2016, 2017, 2018) and valid till December 31, 2019;
- (d) Evidence of current Pension Compliance Certificate valid till December 31, 2019;
- (e) Evidence of Industrial Training Fund (I.T.F.) Compliance Certificate valid till December 31, 2019;

(f) Evidence of Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till December 31, 2019;

(g) Evidence of Registration on the National Database of Federal Contractors, Consultants and services provided by inclusion of Interim Registration Report expiring on December, 2019 or valid certificate issued by the Bureau of Public Procurement (BPP)

(h) A sworn Affidavit certifying as follows:

- Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Akwa Ibom State University or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars
- That the Company is not in receivership, insolvency or bankruptcy
- That the Company does not have any Director, who has been convicted by any court in Nigeria or any other country for criminal offences in related to fraud or financial impropriety

(i) Verifiable documentary of at least three (3) similar job executed in the last five (5) years by submission of Copy of award letter, payment certificate, completion certificate and evidence of delivery attached;

(j) Company's profile with the curriculum vitae of key personnel to be deployed for the projects stating their designation, qualification and years of experience. (Copy of Academic/Professional certificates and passport photograph are to be attached)

(k) Satisfactory Bank Reference from a reputable bank stating the company' credit worthiness and ability to be granted financial support for the project execution if the need arises

(l) For Joint Venture/Partnership, Memorandum Of Understanding (MOU) should be provided (all the eligibility requirements are mandatory for all the Joint Venture Partners)

(m) All document for submission must be transmitted with a covering/ forwarding letter under the company/firm's letter headed paper bearing amongst others, the Registration number (RC), Contact address, Telephone number and E-mail address. The letter headed paper must bear the Names and Nationalities of the Directors of the Company duly signed by the authorized officer of the company/firm

(4) COLLECTION OF TENDER DOCUMENT

Interested companies are to collect standard Bidding document (SBD) from the Office of the Director, Physical Planning, Akwa Ibom State University, Main Campus, Mkpato Enin on evidence of payment of a non-refundable tender fee of N10,000.00 (Ten Thousand Naira) only per Lot. Payments are to be made in the Bursary Department of the University in the Main Campus and a receipt obtained for presentation in the Office of the Director, Physical Planning.

(5) SUBMISSION OF TENDER DOCUMENTS

Please, note that bidders are mandated to submit Technical Document and Financial Document separately as stated below:

(a) Technical Document:

(i) Two (2) sets of Technical document should be submitted, original and a copy version in A4 sized paper, spiral bound, numbered serially with document arranged orderly and duly signed by your Company authorized signatories

(ii) The original technical document should be enclosed in one (1) envelope and copy version in another envelope, clearly marking the envelopes as “ORIGINAL-TECHNICAL DOCUMENT FOR..... (Title of Project)” and “COPY TECHNICAL DOCUMENT FOR.....(Title of Project)”

(iii) Please, ensure that you sign the Bid submission Register at the point of submission, as the Akwa Ibom State University will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Registrar, Akwa Ibom State University

(b) Standard Bidding Document (Financial Bid):

The original standard bidding document should be enclosed in one (1) envelope and copy version in another envelope, clearly marking the envelopes as “ORIGINAL- STANDARD BIDDING FOR..... (Title of Project)” and COPY – STANDARD BIDDING FOR..... (Title of Project)”

(c) The sealed Technical document envelope and the sealed financial document envelope shall be enclosed and sealed in one (1) single outer envelope. The inner and outer envelope shall bear the Name, Address of the Tenderer, Title of the Project and Contact Number

(d) The deadline for submission of bids shall **not be later than 12:00 noon on Thursday, 4 July, 2019**

The bids are to be submitted to:

**The Registrar
1st Floor, Administrative Building
Akwa Ibom State University
Main Campus, MkpateEnin
Akwa Ibom State**

(6) OPENING OF BIDS

The Technical document shall be opened immediately following the deadline for the submission of bids at **12:00 noon on Thursday, 4 July, 2019**, in the Senate Chamber of Akwa Ibom State University, Main Campus, Mkpate Enin in the presence of all bidders and interested members of the public

(7) IMPORTANT INFORMATION

(a) Bids must be in English language and signed by an official authorized by the bidder

- (b) 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
- (c) The University shall not be responsible for any loss incurred by the bidders in connection with response to the advertisement
- (d) Participation in this process and any related process neither creates any commitment nor establishes any legal relation with the Akwa Ibom State University. It is merely a precondition for further consideration of the tender
- (e) The Akwa Ibom State University is not bound to pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007

SIGNED:

REGISTRAR AND SECRETARY TO COUNCIL