

AUCHI POLYTECHNIC

P.M.B 13

AUCHI

INVITATION TO TENDER AUCHI POLYTECHNIC

(1) Auchi Polytechnic, Auchi, Edo state hereby invites suitably qualified and registered contractors for pre-qualification and bids for the following jobs in line with the Public Procurement Act, 2007

SCOPE OF WORKS

- (a) Printing of Answer Booklets
- (b) Furniture
- (b) Guest house/Office Equipments (Air conditioners, Photocopiers and Television Sets)
- (c) Procurement of Vehicles

MANDATORY REQUIREMENTS

- (a) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Form CAC 2 and CAC 7.
- (b) Evidence of Company Income's Tax Clearance Certificate for the last 3 years 2016, 2017 and 2018 valid till 31stDecember, 2019.
- (c) Evidence of current Pension compliance certificate valid till 31st December, 2019
- (d) Evidence of current Industrial Training Fund (ITF) compliance Certificate valid till 31st December. 2019.
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) compliance certificate valid till December 31st 2019.
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 1st June 2019 or valid certificate issued by BPP
- (g) Company's Audited Accounts for the last (3) years, 2016, 2017 and 2018 valid till December 2019.
- (h) Evidence of financial capability to execute the project including Reference Letter from a reputable commercial bank indicating wiliness to provide credit facilities for the execution of the project when needed
- (i) Company profile with the curriculum Vitae of key staff to be deployed for the project including copies of their Academic/Professional qualifications
- (j) Verifiable documentary evidence of at least three (3) similar jobs executed in the least five (5) years including letters of Awards, Valuation Certificates and job Completion Certificates

(k) List of Plants/Equipment with prove of ownership/lease. For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (all the eligibility requirements are compulsory for each JV partner)

(l) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Auchu Polytechnic, Auchu, Edo State or the Bureau of Public Procurement is a farmer or present Director, Shareholder or has any pecuniary interest in the bidder, that the company is not bankrupt, in receivership or under liquidation or involved any litigation which can potentially affect the company's ability to effectively discharge their responsibility if engaged and to confirm that all information presented in its bids are true and correct in all particulars

(m) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (GSM No) and e-mail address. The Letter Head Paper must bear the Names and Nationalities of the Directors of the companies at the bottom of the page duly signed by the authorized officer of the firm.

(n) For motor vehicle procurement, only companies included in the National Automotive Design and Development Council's approval list of local manufacturers of vehicles or their authorized representatives should bid for the procurement.

COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect the Standard bidding Document (SBD) from the office of Head, Procurement Unit, Auchu Polytechnic, Auchu on evidence of payment of a non-refundable fee of N10,000.00 paid into the Auchu Polytechnic Remita account in any commercial Bank.

SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit bid in two (2) hard copies each of the technical and financial bids with softcopy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to (The Rector, Auchu Polytechnic, Main Administrative Building, P.M. B. 13, Auchu, Edo State and clearly marked with (the name of the project) Furthermore, the reverse of each sealed envelope should have the name and address of the bid and drop in the designated tender box in the Office of the Head, Procurement Unit, Auchu Polytechnic, Main Administrative Building, Auchu not later than **12.00 noon Monday, 24 June 2019**

OPENING OF BID

The Technical Bids will be opened immediately after the deadline for submission **12.00 noon Monday 24, June, 2019** at the Auchu Polytechnic Boardroom, Main Administrative Building, Auchu in the presence of bidders or their representatives, why the financial bids will be kept un-opened. Please ensure that you sign the bid submission register in the office of the Head, Procurement Unit, room ground floor, Main Administrative Building, Auchu Polytechnic, Auchu, Edo State, as the Auchu

Polytechnic will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Head, Procurement Unit on email: rector@auchipoly.edu.ng or GSM. 07030586306

PLEASE NOTE

- (a) Bids must be in English language and signed by an official authorized by the bidder.
- (b) Bids submitted after the deadline for submission would be returned un-opened.
- (c) The Polytechnic reserves the right to reject any pre-qualification and tender submission.
- (d) Only contractors with responsive bids shall be considered.
- (e) Successful contractors will be required to present original copies of their pre-qualification documents before award.
- (f) Nothing in this advertisement shall be considered to be a commitment on the part of Auchi Polytechnic, nor shall it entitled responding firms to seek any indemnity from Auchi Polytechnic by virtue of the contractors having responded to this advertisement.

SIGNED

**HEAD, PROCUREMENT UNIT
AUCHI POLYTECHNIC, AUCHI**