

**FEDERAL COLLEGE OF EDUCATION OBUDU  
P.M.B. 1038, OBUDU CROSS RIVER STATE  
INVITATION TO TENDER/EXPRESSION OF INTEREST FOR YEAR 2016/2017 AND  
2018 (TETFUND) ICT SUPPORT PROJECTS AND INSURANCE OF KEY COLLEGE  
PROJECTS**

**(1) INTRODUCTION**

(1.1) The Federal College of Education, Obudu, Intends to carry out the under-listed projects with year 2016/2017 and 2018 (TETFUND) ICT support and insurance of key college projects.

(1.2) Interested and competent Consultants/contractors/Suppliers with relevant experience are invited to submit Tender for the following mentioned below projects:

**(2) SCOPE OF SERVICE**

**S/N**

**Description**

(A) Website Development/upgrade of the institutions to ensure Visibility and responsiveness

(B) Staff Training of ICT Staff on the platform and content Management and Administration of the restructured institutions website:

Computer Training of both Academic and Non-Academic

1

Staff of the Institution on Computer Essentials, Word

Processing, Spreadsheets and Database, online Collaboration

IT Security, Project Planning, Digital Marketing and ICT in Education

Advanced word Processing, advanced spreadsheets.

2

Insurance of key college Projects

**(3) ELIGIBILITY REQUIREMENTS**

(a) Evidence Certificate of incorporation with the Affairs commission (CAC) including form CAC2 and CAC7 or Business Name.

- (b) Evidence of Company Income's Tax Clearance certificate (or personal Income Tax Clearance Certificate of all the partners) for the last three (3) years valid till 31 December, 2019.
- (c) Evidence of current pension compliance certificate valid till 31 December, 2019:
- (d) Company's Audited Accounts for the last three (3) years 2016, 2017 and 2018
- (e) Evidence of current industrial Training Fund (ITF) Compliance certificate valid till 31 December 2019:
- (f) Evidence of current Nigeria Social Insurance Trust fund (NSITF) Compliance Certificate valid 31 December, 2019
- (g) Evidence of Registration on the National Database of Federal Contractor, Consultant and Service Providers by submission of interim Registration report (IRR) expiring on 31/01/2020 or valid certificate issued by (BPP)
- (h) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Federal College of Education, Obudu or the Bureau of Public Procurement (BPP) is 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
- (i) Evidence of Financial capability to execute the project including reference Letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed.
- (j) Company Profile with the Curriculum vitae (CV) of key staff to be deployed for the project, including copies of their Academic/Professional qualifications, Registration with relevant bodies.
- (k) Verifiable documentary evidence of at least (3) similar jobs in the last (5) years including letters of Awards valuation Certificates, Job Completion Certificates and photograph of the projects
- (l) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC), Tax Clearance certificate, pension Compliance Certificate, ITF Compliance Certificate NSITF Compliance Certificate, IRR and Sworn affidavit are compulsory for each JV Partners)
- (m) Evidence of Accreditation by computer professionals of Nigeria, NITDA and Centre for Management Development, the computer Training to be facilitated by a qualified and certified ICDL Expert/Trainer
- (n) For Insurance Companies the following are equally mandatory

- (i) The updated/current practice operational documents of the insurance brokers and underwriters
- (ii) Profile of the insurance Brokers and underwriters
- (iii) The evidence of registration of the insurance brokers with Nigerian Council of registered insurance Brokers (NCRIB)
- (iv) The insurance Brokers and Underwriters must be on the updated list of national insurance Commission (NAICOM)
- (v) The evidence of survey margin and treaty to including current approve account NAICOM
- (o) All documents for submission must be transmitted with a covering/forwarding letter under the Company/Firms Letter Headed paper bearing amongst others, the registration number (RC) as issued by the Corporate Affair Commission (CAC), Contact Address, Telephone Number (preferable Gsm No), and Email Address. The letter headed paper must bear the Names and Nationalities of the Directors of the Company of the Bottom of the page, duly signed by the authorized officer of the firm authorized officer of the firm

#### **(4) COLLECTION OF TENDER DOCUMENTS (LOT 2)**

Interested companies are to collect the standard bidding document (SBD) from the College on evidence of payment of a non-refundable tender fee N10,00.00 per lot paid in to the FCE Obudu's Remita account in any reputable commercial bank in Nigeria

#### **(5) SUBMISSION OF TENDER DOCUMENTS (LOT 2)**

Prospective bidders are to submit Tender documents, two (2) hard copies each of the Technical/Financial bids packaged in sealed envelopes and clearly marked as "Tender for ICT" or "Tender for insurance" and addressed to the Provost, Federal College of Education, Obudu.

Furthermore, the reverse of sealed envelope should have the name and address of the bidder and drop in the designated Tender Box at the Procurement Department, Federal College of Education, Obudu **Not later than 12:00 noon on Monday, 24 February, 2020.**

#### **(6) SUBMISSION OF EOI DOCUMENTS (LOT 1)**

Interested firm are to submit two (2) bound of expression of interest (EOI) documents separated by dividers and arranged as indicated above. The documents should be submitted in sealed envelope and addressed to the Provost, Federal College of Education, Obudu and Clearly Marked with the name of the Project and the Lot Number). Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box at the Procurement Department, Federal College of Education Obudu **not later than 12:00 noon on Monday, 27, January, 2020**

### **(7.0) OPENING OF EOI AND TECHNICAL BIDS**

The EOI and the Technical bids will be opened immediately after the deadline for submission **at 12:00 noon on Monday, 27 January, 2020 and 12:00 noon on Monday 24 February, 2020** in the Academic Board Room, Administration Building in the presence of Bidders or the representatives. Please ensure that you sign the Bid Submission register in the Procurement Department of the College as the Federal College of Education, Obudu will not be held for misplaced or wrongly submitted bids. For further enquiries, please Contact the Secretary of Tenders Board.

### **(8.0) GENERAL INFORMATION**

- (a) Bid must be in English Language and Signed by an official by the Bidder.
- (b) No one Bidder should bid for both ICT and INSURANCE as such will be disqualified
- (c) Bids submitted after the deadline for submission would be returned un-opened
- (d) The costs will be borne by the bidders.
- (e) Bidders for insurance project are advised to contact the directory of works and Service of the College to identify the Projects to be insured.
- (f) Lot 1: Only pre-qualified bidders at technical evaluation will be invited at later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened:
- (g) Lot 2: Only shortlisted firms will be contacted at a later for collection of request for Proposals
- (h) The Federal College of Education, Obudu is not bound to pre-qualified 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 2017.

**PROVOST**

**FEDERAL COLLEGE OF EDUCATION, OBUDU**