

**BAYERO UNIVERSITY, KANO**

**GWARZO ROAD, PMB 3011, KANO – NIGERIA**

**[www.buk.edu.ng](http://www.buk.edu.ng)**

**INVITATION TO TENDER FOR PROJECTS TO BE CARRIED OUT BY BAYERO UNIVERSITY, KANO**

**(1) INTRODUCTION AND SCOPE OF WORK**

The Bayero University, Kano intends to utilise Its 2014 – 2017 (Merged) Tertiary Education Trust Fund (TETFund) Intervention in Library Development to procure large volumes of textbooks/journals and. also, to improve its e-library contents.

In compliance with the Public Procurement Act, 2007 and the Bureau of Public Procurement’s guidelines, the University invites Interested, competent and reputable contractors/companies to tender for the procurement of ‘goods’ and ‘works’ as described below:

**(2) SCOPE OF WORKS/SUPPLY**

**LOT NO PROJECT DESCRIPTION**

Lot 1 Supply of Books and Journals for programmes in Engineering, and Earth/Environmental Sciences.

Lot 2 Supply of Books and Journals for programmes in Education and Humanities.

Lot 3 Supply of Books and Journals for programmes in Life Sciences and Social/Management Sciences.

Lot 4 Supply of Ebscohost e-Content

Lot 5 Supply and installation of Computers and Accessories to the University Library.

Lot 6 Supply and installation of various types of Library Furniture.

**(3) ELIGIBILITY REQUIREMENTS**

Interested bidders are required to submit the following documents:

- (a) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Form CAC2 and CAC7;
- (b) Evidence of Company Income's Tax Clearance Certificate for the last three (3) years valid till 31<sup>st</sup> December 2019, with minimum average turnover of N50 million;
- (c) Evidence of current Pension Compliance Certificate valid till 31<sup>st</sup> December, 2019;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2019;
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> December, 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 31/1/2020 or valid Certificate issued by BPP.
- (g) Sworn Affidavit disclosing whether or not any officer of the relevant committees of Bayero University, Kano 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;
- (h) Company's Audited Accounts for the last three (3) years – 2016, 2017 & 2018;
- (i) Proof of Membership of the Nigerian Booksellers Association and/or Nigerian Publishers Association for potential bidders on Lots 1 to 3; Membership of Computer Professional Registration Council of Nigeria (CPRCN) for participation on Lots 4 and 5; in addition to Proof of Representation of EB5CO for Lot 4 only;
- (j) Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- (k) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- (l) Verifiable documentary evidence of at least three (3) similar jobs executed In the last five (5) years Including Letters of Awards, Valuation Certificates. Job- Completion certificates and Photographs of the projects;
- (m) List of Plants/Equipment with proof of Ownership/Lease (where applicable);

- (n) 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 & Sworn Affidavit are compulsory for each JV partner);
- (o) Letter of Consent to allow for verification of all documents submitted;
- (p) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letterhead Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

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

Interested companies are to collect the Standard Bidding Document (SBD) from the office of the Director, Procurement New Campus, Bayero University, Kano on evidence of payment of a non-refundable tender fee of N10,000.00 per lot. paid into the Bayero University, Kano's Remita account.

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

Prospective bidders are to submit bid for each of the Lot desired, 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' as appropriate. Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to The Vice-Chancellor, Bayero University, PMB 3011, Kano – Nigeria and clearly marked with the name of the project and the Lot number. Furthermore, the reverse side of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box at the Procurement Unit, Bayero University, Kano **not later than 12:00 noon of 24 February, 2020.**

#### **(6) OPENING OF TECHNICAL BIDS**

Only the technical bids will be opened immediately after the deadline for submission at **12:00 noon of 24 February, 2020** in the Procurement Unit's Boardroom, Faculty of Law Complex, New campus, Bayero University, Kano in the presence of bidders or their representatives, while the financial bids will be kept un-opened. Please, ensure that you sign the Bid Submission Register in the Procurement Unit's Boardroom, as the Bayero University, Kano will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Director, Procurement Unit, Bayero University, Kano on [dir.proc@buk.edu.ng](mailto:dir.proc@buk.edu.ng)

#### **(7) GENERAL INFORMATION**

- (a) Bids must be in English Language and signed by an official authorised by the bidden;
- (b) Profiles should be paginated and proper table of contents be provided to ease location of documents. Each page of the Profile must be signed by appropriate representative of the Bidder;
- (c) Bids submitted after the deadline for submission would be returned un-opened;
- (d) A bidder should not bid for more than two (2) lots;
- (e) All costs will be borne by the bidders;
- (f) Only the pre-qualified bidders will be contacted at a later date for financial bid opening, while financial bids of unsuccessful bidders will be returned un-opened;
- (g) The Bayero University, Kano 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:**

**DIRECTOR,  
BAYERO UNIVERSITY, KANO.**

**PROCUREMENT**

**UNIT,**