

## Overview

### **DELTA STATE POLYTECHNIC**

### **OTELE, DELTA STATE**

### **INVITATION TO TENDER FOR YEAR 2019 TETFUND ZONAL INTERVENTION PROJECT DELTA STATE POLYTECHNIC**

#### **(1.0) INTRODUCTION**

The Delta State Polytechnic, Otele, Delta State is a beneficiary of Year 2019 TETFund Zonal Intervention project. The Polytechnic hereby invites reputable and qualified companies to submit bids for the Supply and Installation of 110Nr All-In-One Desktop Computer for Mass Communication and Office Technology (OTM) Department with various Accessories.

#### **(2.0) SCOPE OF WORK 2019 TETFUND ZONAL INTERVENTION PROJECT**

Lot 1	Supply and Installation of 110Nr All-In-One Desktop Computer for Mass communication and Office Technology (OTM) Department with various accessories.
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#### **(3.0) ELIGIBILITY REQUIREMENTS**

(a) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;

(b) Evidence of Company Income's Tax Clearance Certificate for the last three (3) year valid till 31 December, 2020;

- (c) Evidence of current Pension Compliance Certificate valid till 31 December, 2020;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid 31 December, 2020;
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31 December, 2020
- (f) Evidence of Registration on the National Database of Federal Contractors Consultants and Service Providers by submission of Interim Registration Reports (IRR) expiring on 31/12/2020 or valid Certificate issued by BPP.
- (g) Sworn Affidavit disclosing whether or not any officer of the relevant committees Delta State Polytechnic, Otele, Delta State or the Bureau of Public Procurement is former or present Director, shareholder or has any 'pecuniary interest in the bid and to confirm that all information presented in its bid are true and correct in all particulars;
- (h) Letter of Authorisation from Original Equipment Manufacturers (OEMs);
- (i) Evidence of registration/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);
- (j) Company's Audited Accounts for the last three (3) years – 2017, 2018, 2019;
- (k) Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank in Nigeria; indicating willingness to proof credit facility for the execution of the project when needed;
- (l) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- (m) 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;

(n) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should provide (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each J V partner)

(o) 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 (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. Please Note that: Late submissions will not be considered under any circumstance

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

Interested bidders are requested to obtain the Standard Bidding Document (SBD) from the office of the Registrar, The Delta State Polytechnic, Otele, Delta State payment of a non-refundable tender fee of N10,000:00 at the bursary department.

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

Prospective bidders are to submit bid for the above lot in two (2) hard copies each of the Technical and Financial Bids with softcopy of Financial bid only, in MS Excel format packaged in separate and sealed envelopes and clearly marked as Technical bid or Financial Bid. A bank draft of N10,000.00 (Ten thousand naira) only drawn in the name of Delta State Polytechnic, Otele, Delta State should be enclosed in the Financial bid document, therein, the two sealed envelopes should be put together in a bigger sealed envelope and addressed to the office of the Registrar, Delta Step Polytechnic, Otele, Delta State and clearly with marked **YEAR 2019 ZONAL INTERVENTION PROJECT** accordingly. Furthermore, the reversed of each seal envelope should bear the name and the address of the bidder and submitted at the Office of the Registrar, not later than **12:00 noon, Monday, 12 October, 2020**.

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

Only the Technical bid will be opened immediately after the deadline for submission at **12:00 noon on Monday, 12 October, 2020** in the conference of the Polytechnic for bid opening exercise. For further enquiries please contact the TETFund Desk officer through email [diagalawrence@gmail.com](mailto:diagalawrence@gmail.com)

**(7.0) GENERAL INFORMATION**

- (a) Bids submitted after the deadline for submission would be returned un-opened;
- (b) Bidders are excused from the bid opening, which will be attended by officials of private sector professional organisation and CSOs in the areas of anti- corruption/transparency. The event will be fully captured on video and can be provided to bidders on request;
- (c) Standard Bidding Documents can also be collected in Soft copies and Bidders can submit through Post (Courier Services)
- (d) Only pre-qualified bidders at technical evaluation will be invited at a later date financial bids opening, while the financial bids of un-successful bidders will returned un-opened;
- (e) The Polytechnic 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**

**LAWRENCE U. MUDIAGA REGISTRAR**