

## INVITATION TO TENDER UNIVERSITY OF LAGOS, NIGERIA

The University of Lagos a Federal Tertiary Institution established by the University of Lagos Act, 1967 (as amended) CAP U9 Laws of the Federal Republic of Nigeria, 2004 and having its main campus at Akoka, Yaba, Lagos, Nigeria is desirous of embarking on the under-listed projects. The source of fund shall be TETFUND. Interested and reputable bidders are hereby invited to participate in the tender exercise for the projects as described hereunder:

Lot	Projects	Scope	Contract No	Non-Refundable Prequalification Fee
1	Procurement of Various Assorted Books	The scope shall include supply of various Assorted Textbooks	UL/TETF/PU/20	N20,000.00
2	Procurement of General Reference Books	The scope shall include supply of Reference Titles	UL/TETF/PU/21	N20,000.00
3	Procurement of Library Furniture	The scope shall include supply of Library chairs, reading carrels and double sided book shelves	UL/TETF/PU/22	N20,000.00
4	Procurement of ICT Equipment	The scope shall include supply of desktop computers and UPS	UL/TETF/PU/23	N20,000.00
5	Procurement of Book Drive	ATIZThe scope shall be supply of ATIZ Book drive	UL/TETF/PU/24	N20,000.00
6	Procurement of Dental Chair	The scope shall include but not limited to dental unit, light spittoon, deliver) unit, x-ray viewer, stool and scaler	UL/IGR/PU/25	N20,000.00

### ELIGIBILITY REQUIREMENTS

Bidders are mandated to submit the documents listed hereunder as same shall comprise the Technical documents:

- (a) Certificate of Incorporation with the Corporate Affairs Commission (CAC), Memorandum and Article of Association of the company along with Particulars of Directors (Form C07) and up to date Annual Returns with CAC.

(b) Tax Clearance Certificate for the last three (3) years (2015, 2016 and 2017) valid for 2018

(c) Company Audited Accounts for the last three (3) years (2015, 2016 and 2017) duly signed and stamped by a professional accounting / audit firm and signed by the Client.

(d) Pension Clearance Certificate valid for 2018 issued by the National Pension Commission (PENCOM).

(e) Industrial Training Fund (I.T.F.) Certificate of Compliance valid for 2018.

(f) Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid for 2018.

(g) Evidence of registration on the National data base of Contractors, Consultants and Service Providers by inclusion of Interim Registration Report valid for 2018 issued by the Bureau of Public Procurement (BPP).

(h) A Sworn Affidavit certifying as follows:

The company is not in receivership, subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings.

The company does not have any director who has been convicted by any court in Nigeria and any other country for criminal offences in relation to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter.

That no officer of the University of Lagos or BPP is a former or present director or shareholder of the company or has any pecuniary interest in the bidder.

That all information presented in the documents are true and correct in all particulars.

(i) (For Lots 1 &2) Evidence of work experience as the main contractor executing or having executed a minimum of three (3) Contracts for Supply of Educational books two of which must have been in the last five (5) years. Copy of award letters with completion certificates where applicable are to be enclosed.

(j) (For Lot 3) Evidence of work experience as the main contractor executing or having executed a minimum of three (3) Contracts for Supply and Installation of Furniture two of which must have been in the last five (5) years Copy of award letters with completion certificates where applicable are to be enclosed

(k) (For Lot 4) Evidence of work experience as the main contractor executing or having executed a minimum of three (3) Contracts for Supply and Installation of Computers, two of which must have been in the last five (5) years. Copy of award letters with completion certificate where applicable are to be enclosed. Inclusive of evidence of being a partner/agent of Original Equipment Manufacturer (OEM).

(l) (For Lot 5) Evidence of work experience in the Supply and Installation of ATIZ book drive. Copy of award letters with completion certificates where applicable are to be enclosed.

(m) (For Lot 6) Evidence of work experience as contractor executing or having executed a minimum of two (2) Contracts for Supply and Installation of Dental chairs which must have been in the last five (5) years. Copy of award letters with completion certificates where applicable are to be enclosed.

(n) Evidence of registration on the National database of Contractors, Consultants and Service Providers by inclusion of Interim Registration Report valid for 2018 issued by the Bureau of Public Procurement. (BPP).

(o) Evidence of payment of non-refundable tender fee through UNILAG REMITA Platform.

### **COLLECTION OF TENDER DOCUMENTS**

Upon presentation of evidence of payment of non-refundable tender fee through UNILAG REMITA Platform, Tender documents shall be made available to interested bidders from the office of:

**The Ag. Head, Procurement Unit**

**Room 806,**

**8th Floor, Senate House,**

**University of Lagos,**

**Akoka, Yaba, Lagos.**

### **SUBMISSION OF TENDER DOCUMENTS**

Please note that Bidders are mandated to submit Technical and Standard Bidding Documents separately as stated below:

## **(A) TECHNICAL DOCUMENTS**

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

(ii) The original Technical documents should be enclosed in one (1) envelope and copy version in another envelope, clearly marking the envelopes as "ORIGINAL- TECHNICAL DOCUMENTS FOR (Title of Project) "and "COPY- TECHNICAL DOCUMENTS FOR (Title of Project)

## **(B) STANDARD BIDDING DOCUMENTS**

The original Standard Bidding documents should be enclosed in one (1) envelope and copy version in another envelope, clearly marking the envelopes as "ORIGINAL- STANDARD BIDDING DOCUMENT FOR (Title of Project) "and "COPY STANDARD BIDDING DOCUMENT FOR (Title of Project)

( C) The sealed Technical document envelope and the sealed Standard bidding document envelope should be enclosed in one (1) single outer envelope. The inner and outer envelopes shall bear the name, address of the tenderer; title of the project and contract number.

(D) The deadline for submission of bids for Lots 1.2 & 3 shall not be later than **10 a.m. on Tuesday, 24th July, 2018.**

(E) The deadline for submission of bids for Lots 4, 5 & 6: shall not be later than **12 noon on Tuesday, 24th July, 2018.**

All bids should be submitted to:

**The Registrar,**

**5<sup>th</sup> Floor, Council Affairs Office,**

**Room 524,**

**University of Lagos,**

**Akoka, Yaba, Lagos**

The Technical documents shall be opened immediately following the deadlines for the submission of bids at the University Council Chamber in the presence of all bidders and interested members of the public.

For clarification on the advertisement: please send an email to [procurementunit@unilag.edu.ng](mailto:procurementunit@unilag.edu.ng)

### **IMPORTANT INFORMATION**

- (a) Failure to comply with the above requirements shall automatically result in disqualification.
- (b) The University Management reserves the right to verify the authenticity of any claim made in the Tender documents submitted by bidders.
- (c) The University Management reserves the right to annul the selection process at any time without incurring any liabilities and attributing any reason thereof.
- (d) The University shall not be responsible for any cost incurred by the bidders in connection with response to this advertisement.
- (e) Participation in this process and any related process neither creates any commitment nor establishes any legal relationship with the University of Lagos. It is merely a precondition for further consideration of the Tender.

**Dr. (Mrs.) Taiwo F. Ipave,**

**Registrar & Secretary to Council**