

## UNIVERSITY OF LAGOS, NIGERIA INVITATION TO TENDER

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 here under:

S/N	Projects	Contract No.	Non-Refundable Pre-qualification Fee.
LOT 1.	Supply and Installation of Furniture and Fixtures to the Faculty of Engineering Extension Building.	UL/TETF/PU/17	N 20,000.00
LOT 2.	Supply and Installation of Furniture and Fixtures to the Clinical Skills Laboratory Building.	UL/TETF/PU/18	N 20,000.00
LOT 3.	Supply and installation of Furniture and Fixtures to the Faculty of Social Sciences Lecture Theatre.	UL/TETF/PU/19	N 20,000.00
LOT 4.	Supply and Installation of Furniture and Fixtures to the Fire Station Buildings.	UL/TETF/PU/20	N 20,000.00
LOT 5.	Supply and Installation of Equipment to the Faculty of Engineering Extension Building.	UL/TETF/PU/21	N 20,000.00
LOT 6.	Supply and Installation of Equipment to the Clinical Skills Laboratory Building.	UL/TETF/PU/22	N 20,000.00
LOT 7.	Supply and Installation of Equipment to the Faculty of Social Sciences Lecture Theatre.	UL/TETF/PU/23	N 20,000.00
LOT 8.	Supply and Installation of Equipment to the Fire Station Buildings.	UL/TETF/PU/24	N 20,000.00

### 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 (2014, 2015 and 2016) valid for 2017.

- (c) Company Audited Accounts for the last three (3) years (2014, 2015 and 2016) duly signed and stamped by a professional accounting / audit firm and signed by the Client.
- (d) Pension Clearance Certificate valid for 2017 issued by the National Pension Commission (PENCOM).
- (e) Industrial Training Fund (I.T.F.) Certificate of Compliance valid for 2017.
- (f) Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid for 2017.
- (g) A Sworn Affidavit certifying as follows:
  - (i) 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.
  - (ii) 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.
  - (iii) 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.
  - (iv) That all information presented in the documents are true and correct in all particulars.
- (h) Detailed Company's Health Safety and Environment policy.
  - (i) 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, last interim certificate of valuation for ongoing projects, completion certificate and final maintenance certificates where applicable are to be enclosed. (For Lot 1, 2, 3 & 4).
  - (j) Evidence of work experience as the main contractor executing or having executed a minimum of three (3) Contracts for Supply and Installation of Equipment, two of which must have been in the last five (5) years. Copy of award letters, last interim certificate of valuation for ongoing projects, completion certificate and final maintenance certificates where applicable are to be enclosed. (For Lot 5, 6, 7 & 8).

(k) Evidence of registration on the National data base of Contractors, Consultants and Service Providers by inclusion of Interim Registration Report valid for 2017 issued by the Bureau of Public Procurement. (BPP).

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

**In respect of Lot 1-**

Bidders shall have an average annual turnover of not less than N 113,200,000.00 (One Hundred and Thirteen Million, Two Hundred Thousand Naira Only)

**In respect of Lot 2-**

Bidders shall have an average annual turnover of not less than N 51,000,000.00 (Fifty-One Million Naira Only)

**In respect of Lot 3-**

Bidders shall have an average annual turnover of not less than N 140,000,000.00 (One Hundred and Forty Million Naira Only)

**In respect of Lot 4-**

Bidders shall have an average annual turnover of not less than N 23,000,000.00 (Twenty Three Million Naira Only)

**In respect of Lot 5-**

Bidders shall have an average annual turnover of not less than N189,000,000.00 (One Hundred and Eighty Nine Million Naira Only)

**In respect of Lot 6-**

Bidders shall have an average annual turnover of not less than N 74,000,000.00 (Seventy Four Million Naira Only)

**In respect of Lot 7-**

Bidders shall have an average annual turnover of not less than N 23,500,000.00 (Twenty Three Million Five Hundred Thousand Naira Only).

### **In respect of Lot 8-**

Bidders shall have an average annual turnover of not less than N120,000,000.00 (One Hundred and Twenty Million Naira Only).

**Please note that bidders are not permitted to bid for more than two (2) In Lot 1-4 (i.e Supply and installation of Furniture and Fixture); and not more than two (2) in Lot 5-8 (i.e Supply and installation of Equipment). Any Bidder that violates this rule shall be disqualified.**

### **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 Financial Documents separately as stated below:

#### **A. TECHNICAL DOCUMENTS**

- (i) The title of the project should be boldly indicated on the Technical document.
- (ii) 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.
- (iii) The two (2) sets of the Technical documents (i.e. The original and the copy version) documents should be packaged in an envelope, clearly labeled with the bidder's name and the name of the project boldly marked on the envelopes as:

TECHNICAL DOCUMENTS FOR.....(Title of Project)

**B. FINANCIAL DOCUMENTS**

The two(2) sets of Standard Bidding documents , an original and a copy version

should be packaged in an envelope, clearly labeled with the bidder's name and the name of the project boldly marked on the envelope as FINANCIAL DOCUMENTS FOR.....(Title of the project).

**C.** The sealed Technical document envelope and the sealed Financial document envelope shall be enclosed together in a third envelope and boldly marked with the name of the bidder, project name and contract number, to be submitted to:

**The Registrar,**

**5th Floor, Council Affairs Office,**

**Room 524,**

**University of Lagos,**

**Akoka, Yaba, Lagos.**

The deadline for submission of bids for Lot 1, 2, 3 and 4 (i.e. Supply and Installation of Furniture and Fixtures projects shall not be later than **11a.m. on Tuesday, 12th December, 2017.**

The deadline for submission of bids for Lot 5, 6, 7 and 8 (i.e. Supply and Installation of Equipment projects shall not be later than **1:00 p.m. on Tuesday 12th December, 2017.**

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.

**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. Ipaye, FNIM**

**Registrar & Secretary to Council**