

UNIVERSITY OF LAGOS

AKOKA, NIGERIA

INVITATION TO TENDERS

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 and hereby invites interested and reputable bidders to indicate interest in the tender exercise for projects as described hereunder:

S/N	Projects	Contract No.	Scope	Source Funds	of Non-refundable Prequalification
1	LOT 1 -Supply and Installation of Equipment in the Arts and Craft Centre.	UL/TETF/17/PU/06	Supply of Digital system and Potter's Wheel	TETFUND	N10,000.00
2	LOT 2 – Supply and Installation of Ventilation and Public Address system in the Entrepreneurship Centre	UL/TETF/17/PU/07	Supply of split Unit Air – Conditioners, Projectors, Motorized Ceiling Recessed Electric Projection Interactive Screen Board, Lectern	TETFUND	N10,000.00
3	LOT 3 – Procurement and Installation of	UL/TETF/17/PU/08	Supply of Foldable seat with desk,	TETFUND	N10,000.00

Furniture in the
Entrepreneurship
Centre

Executive
office desk,
Guest office
chair.

ELIGIBILITY REQUIREMENTS

- (a) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC), including Article and Memorandum of Association of the company and up to date Annual Returns with CAC.
- (b) A Sworn Affidavit certifying as follows:
- The company is not in receivership, insolvency or bankruptcy.
 - 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.
 - That no officer of the University of Lagos or BPP is a former or present director or shareholder of the company.
 - That all information presented in the documents are true and correct in all particulars
- (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) Evidence of Tax Clearance Certificate for the last three (3) years (2014, 2015 and 2016).
- (e) Pension Clearance Certificate valid for 2017 issued by the National Pension Commission (PENCOM).
- (f) Industrial Training Fund (I.T.F.) Certificate valid for 2017 in compliance with Section 6 of the Industrial Training Fund Amendment Act, 2011.
- (g) Bidders shall have an average annual turnover of not less than Twenty Million Naira (N20,000,000.00).
- (h) List of key personnel stating their role, designation qualification and years of experience.
- (i) Company's Health Safety and Environment policy.

(j) Satisfactory bank reference from a reputable bank stating the Company's creditworthiness and ability to be granted financial support for the project execution if the need arises.

(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 pre-qualification fee at the Cash Office of University of Lagos with a certified bank cheque. Other requirements for each of the projects are listed as follows:

In respect of LOT 1 –

Evidence of registration as representative of Original Equipment Manufacturer (OEM) of Digital Kiln Equipment.

In respect of LOT 2 –

One (1) COREN Registered Mechanical Engineer with practicing license valid for 2017 and experience in Installation of Cooling system. One (1) Registered Electrical/ Electronic Technologist with experience in Sound system installation.

In respect of LOT 3 –

Evidence of functional wood work /furniture workshop.

Evidence of experience as the main contractor executing or having executed a minimum of three (3) contract for the Supply and Installation of Office Furniture in the last five (5) years. Copy of award letters, last interim certificate of valuation for ongoing projects, completion certificates and final maintenance certificates where applicable are to be enclosed.

COLLECTION OF TENDER DOCUMENTS

Tender documents shall be made available to interested bidders on presentation of the receipt issued at UNTLAG Cash Office in respect of the Tender 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

(a) The Tender documents should be arranged in the order listed above and three (3) sets should be submitted, an original and two (2) copy version in A4 sized paper, spiral bound, numbered serially and duly signed by your Company authorized signatories.

(b) The three (3) sets of the under-listed Tender documents should be packaged in separate envelopes, clearly labeled with the bidder's name and the name of the project boldly marked on all envelopes as:

PRE-QUALIFICATION DOCUMENTS FOR..... (Title of Project)

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

The Prequalification document envelope and Financial document envelope for each project shall be enclosed and sealed in a third envelope and boldly marked with the name of the bidder, project name and contract number, to be submitted **not later than 11 a.m. on Tuesday, 23rd May, 2017 to:**

The Registrar,

5th Floor, Council Affairs Office,

Room 524, University of Lagos,

Akoka, Yaba, Lagos.

The Prequalification documents shall be opened immediately following the **deadline 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 the disqualification of a bidder.
- (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.

SIGNED

Dr. (Mrs.) Taiwo F. Ipaye, Fnim

Registrar & Secretary to Council