

University of Jos, Nigeria

Office of the Registrar

Invitation for Expression of Interest for Consultancy Services

The University of Jos, a renowned Educational Institution situated within the North Central Zone of Nigeria wishes to invite qualified and experienced Consulting Firms of Estate Surveyors and Valuers for Expression of Interest (EOI) for the valuation of the University Assets.

Scope of Service

The Scope of Service shall be the Valuation of all University of Jos Assets (Fixed and Movable) for the determination of their Current and Insurance Values, Coding and Preparation of Fixed Asset and Register.

Interested Consultancy firms must meet the following mandatory requirements:

- Evidence of incorporation and registration with Corporate Affairs Commission (CAC) inclusive of Articles and Memorandum of Association.
- Firm's tax clearance certificate for the preceding Three (3) years i.e. 2011-2013.
- Firm's Audited Accounts for the last Three (3) years including annual turnover i.e. 2011 – 2013.
- Evidence of compliance with ITF Amendment Act 2011.
- Evidence of registration of the firm with the relevant professional bodies with current practicing license.

Submission of Expression of Interest (EOI)

In addition to the above requirements, the documents should include:

- a) Evidence of Registration with Financial Reporting Council of Nigeria.
- b) Evidence of compliance with the Pension Reform Act, 2004.
- c) Profile of the firm/consortium including ownership/ partnership structure.
- d) List of similar verifiable and successfully completed or on-going projects. Enclose copies of letters of award, interim payment certificates and practical completion

certificates, in the last five (5) years (i.e. 2009 to date only) together with the telephone numbers and names of contact persons.

- e) Evidence of core business and years in business.
- f) Administrative and Financial Strengths
- g) List of key managerial, technical and administrative staff of the company. This should include names, qualifications, Curriculum Vitae and copies of certificates and professional certificates of registration.
- h) Having fulfilled its entire obligation to pay taxes, Company Income Tax, Education Tax, ITF Tax, Pensions, and Social Security Contributions as contained in Section 16, Sub-section 6 (d) of the Public Procurement Act 2007.
- i) Proof of alliances/partnerships (if applicable)
- j) VAT registration with evidence of remittances in the last Three (3) years.
- k) A sworn affidavit indicating that all documents submitted are genuine, verifiable and that, no officer of the University has a pecuniary interest or is a former, present Director or Shareholder in the company.
- l) Evidence of community social responsibility (if any).

Submission of Expression of Interest Documents

The Expression of Interest must be submitted in Two (2) hard copies in a sealed envelope clearly marked "Expression of Interest for the Provision of Consultancy Service for the Valuation of University of Jos Assets".

The Expression of Interest should be addressed to:

**The Registrar
University of Jos
PMB,2014
Jos, Nigeria**

It should be submitted in the Registrar's Office, Room 94, Bauchi Road Campus not later than 11.00 am, on Wednesday, September 16, 2014.

The documents shall be opened on that same day in the Senate Chambers, Bauchi Road Campus, University of Jos. All applicants are invited to attend the meeting for the opening of the documents. Interested Consultants are requested to bring along the originals of the documents for sighting during the opening of the bids.

Please note that the University of Jos reserves the right to reject any or all the Expression of Interest documents and is not bound to give reasons to any unsuccessful applicant(s). Only pre-qualified Firms/Companies will be notified to bid for the job.

Signed:

Jilii-Dandam D. Esq.

Registrar