

The Centre for Distance Learning, Obafemi Awolowo University, Ile-Ife is desirous of awarding contract for the under-listed projects for Year 2014 (2013 Internally Generated Revenue)

**Project 1: Landscaping of the Centre for Distance Learning, Moro Campus and  
Project 2: Construction of the Centre's Clinic in Moro**

It therefore invites bids for pre-qualification and tender for Projects 1 and 2 above.

**Tender Pre-Qualification Requirements**

Prospective Bidders are required to submit their pre-qualification bids containing the under listed information in clearly marked envelopes to the office of the Director on or before Monday, 18<sup>th</sup> August, 2014.

The pre-qualification documents must contain the following:

- (a) Company's Tax Clearance for the last three (3) years.
- (b) Evidence of Company Registration with Corporate Affairs Commission.
- (c) Verifiable list of similar and other jobs successfully executed with their locations, together with letters of Awards and certificates of job completion.
- (d) Verifiable list of plants/machinery with years of manufacture and locations of the equipment to be used in the project. Please state whether the items of equipment are on lease, hired or owned by the company with evidence of purchase where applicable.
- (e) Let of key staff who will execute the project with their curricula vitae and relevant positions.
- (f) Company's financial details and audited accounts for the last three (3) years.
- (h) Value Added Tax Certificate (VAT Certificate).
- (h) Evidence of Issued Compliance Certificate by PENCOM in accordance with the provision of Pension Reform Act and in line with Section 16, (6) d of the Public Procurement Act, 2007.

- (i) Evidence of compliance with the provisions of the Industrial Training Fund Amendment Act 2011 in respect of contribution to the fund where applicable.
- (j) An affidavit disclosing whether or not any officer of the relevant committees of the Obafemi Awolowo University or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidding company, and confirming that all the information presented in the bid are true and correct in all particulars.

### **Tender Procedure**

Bidders are required to submit along with the bids, thirty thousand Naira (#30,000.00) Bank Draft in favour of Centre for Distance Learning for each of the Project Lots.

The Bills of Engineering Measurement and Evaluation and other Tender documents are obtainable from the office of the Director, Centre for Distance Learning, Moro between 8.30 am and 4.00 pm daily upon the presentation of evidence of payment.

### **Submission of Tender**

Interested bidders are expected to indicate clearly the Project for which they are bidding. They should put the technical bid in separate sealed envelope and the financial bid in another sealed envelope, with each envelope distinctly labeled with the Project number, while the two envelopes are put in a bigger sealed envelope, also with the Project number indicated, in line with three envelopes system of tendering.

The envelope should be clearly marked "2014 Internally Generated Revenue" It should be forwarded to the Administrative Secretary, Centre for Distance Learning, Obafemi Awolowo University, Ile-Ife, not later than 12.00 noon on the closing date, being Monday, 18<sup>th</sup> August, 2014 Please come with the original evidence of payment on the pre-qualification document opening day

The opening of Tender takes place on Tuesday, 26<sup>th</sup> August, 2014 at 10.00 am in Seminar Room, Centre for Distance Learning, Moro.

Please, note that only the pre-qualified bid documents will be opened on the bids opening day and only pre-qualified bidders will be invited for financial bids opening, while unsuccessful bidders will have their financial bids returned unopened note:

- The Centre reserves the right to reject any or all pre-qualification packages
- The Centre will deal only with authorized officers of the tendering companies and not through individuals or agents acting on their behalf

**Signed:**

**Management**