

Federal Polytechnic, Oko

Invitation for Pre-Qualification Exercise Year 2014 Tetfund Intervention in Library Development

(A) Preamble

This is to invite interested and reputable contractors to indicate interest in the pre-qualification exercise for the under-listed projects under the year 2014 Tertiary Education Trust Fund (TETFUND) intervention in library development

Scope of Work

Lot 1: Procurement of Assorted Books

Lot 2: E- Books Subscription

Lot 3: Library Automation and Online Subscription

Lot 4: Automated Library Setup and Implementation

Lot 5: Networking Infrastructure for 100 Desktop Computers

Eligibility Requirements for Bidding

Prospective bidders should provide the under-listed documents which are considered as key requirements along with their Technical submissions:

- (1) Photocopies of Certificate of Incorporation with Corporate Affairs Commission (CAC).
- (2) Company Audited Accounts for the past three years (2012.2013&2014).
- (3) Current Tax Clearance Certificate.
- (4) Company profile with details of key staff and equipment's.
- (5) Evidence of Financial capacity from, a reputable Bank.
- (6) Evidence of previous similar assignments with relevant evidence of successful completion.
- (7) Evidence of Compliance with ITF provisions and remittance.
- (8) Evidence of compliance with pension fund PENCUM
- (9) Annual Turnover of Company.

(D) Submission of Bid Documents

All prospective bidders must comply with the following conditions:

- (1) Bid documents containing full specifications etc. Are to be obtained from the **Office of Director, Physical Planning Unit (2nd Floor), Administrative Block 2 Of Federal Polytechnic Oko** on the payment of a non-refundable fee of 20,000.00 (Twenty Thousand Naira) in Bank Draft in favour of Federal Polytechnic, Oko
- (2) Two bound copies each of Technical and Financial Bids marked as Original or Copy are to be separately sealed in different envelopes indicating the project Name and both (Financial and Technical Bids) are to be placed in a well addressed and labeled single outer envelope for submission, (any bid in loose sheets will be rejected).
- (3) All copies of bids must be sequentially numbered and duly signed.
- (4) All documents not submitted by the close of submission will not be received after close of submissions. No excuse for late submission will be entertained.
- (5) All submission should be made between 9am -3pm, Mondays – Fridays at the Office of Director, Physical Planning of the Institution (2nd Floor Administrative Block 2).
- (6) All enquires on technical issues must be addressed to the above address

(E) Close and Opening of Bids

All submission of technical and financial bid will be closed by **11.30am on Thursday 28th April, 2016**. Opening of bids will be conducted the same day at **12.00 noon at the board room of the Rector's Office Federal Polytechnic Oko**.

Signed:

Management