

**Abia State Polytechnic**  
**(Office of the Registrar)**

**Invitation for Pre-Qualification and Financial Bidding**

**(A) Introduction**

Following the Approval in Principle received from the Tertiary Education Trust Fund (TETFUND) for the execution of the 2014-2015 (Merged) Intervention Projects, the Abia state Polytechnic, Aba wishes to invite reputable and competent contractors/suppliers/procurement firms to apply for pre-qualification and tendering of the under-listed projects:

**SCOPE OF WORK**

<i>EQUIPMENT</i>				
<i>S/NO</i>	<i>DESCRIPTION</i>	<i>TETFCODE</i>	<i>LOT</i>	<i>QUANTITY</i>
<i>1</i>	Procurement of Assorted Books	TFTF/POLY/ABA/LIB/14-15/01	1	2,804
<i>2</i>	Procurement of (1) <i>HP Laserjet Pro</i> 1102W Printer,	TETF/POLY/ABA/14-15/02	2	66
	HP Pavilion Desktop Computer,			10
	Blue gate UPS 650VA			10
	Computer Tables			7
	<i>Chairs</i>			10
	LG 2000Watts Stabilizers			10

	PDX	5000	Watts		
	Stabilizer				6
	Sharp	AR	5620		
	Photocopiers				4
	Swivel Chairs,				5
3	Procurement of Bindery Equipment	TETF/POLY/ABA/LIB/14-15/03		3	10
4	Procurement of Printing Equipment	TETF/POLY/ABA/LIB/14-15/04		4	

**(B) ELIGIBILITY CRITERIA**

**Prequalification information will be evaluated based on the following criteria:**

**Company Profile, which should include the following;**

- Evidence of incorporation by CAC.
- Evidence of Company registration with Abia State Polytechnic, Aba.
- Evidence of Registration with the state Ministry of works – not lower than Category E.
- Company’s Tax Clearance for the last three (3) years.
- VAT registration and Evidence of past VAT remittance.
- Evidence of financial capability and banking support backed by letter of attestation from bank.
- Verifiable evidence of Jobs done. (Attach Letters of Award and Certificate of Completion)
- Evidence of ITF remittance.

**(C) COLLECTION OF BID DOCUMENTS**

Interested bidders are expected to obtain Technical and Financial bid documents from the Office of the Director, Physical Planning, Abia State Polytechnic, Aba on payment of a non-refundable fee of N40,000.00 (forty thousand naira only) in the bank.

**(D) SUBMISSION OF BID DOCUMENTS.**

The completed prequalification bid supporting documents (10 copies), and the financial bid (2 copies) shall be placed in two different sealed envelopes, marked, prequalification for procurement of the “**Library Equipment of Abia Poly**” and “**Financial Bid for Procurement of Library Equipment for Abia Poly**” respectively. The two envelopes should be placed in a third sealed envelope marked, “**Bid for Abia Poly Library Equipment**” and addressed to the undersigned with the name of the supplier written on the back of the envelope marked.

(E) Only pre-qualified suppliers will be allowed to tender for the projects.

**(F) CLOSING DATE**

Application for bid documents received after **10<sup>th</sup> August, 2016** shall not be considered.

**(G) DISCLAIMER**

(i) Notwithstanding the submission of pre-qualification and financial bids, the Abia State Polytechnic neither commits nor obligated itself to include any company in any bid list or award any form of contract to any company or agent.

(ii) The polytechnic reserves the right to annul the tendering process at any time without incurring liabilities from participating bidders and assigning any reason thereto.

**SIGNED**

**Dr. (Mrs) Constance O. Evuline**  
**Registrar/ Secretary to Council**