

**University of Abuja
(Office of the Registrar),
P.M.B. 117, ABUJA – NIGERIA**

Invitation for Pre-Qualification and Tender for Supply of ICT Equipment

1.0 Introduction

The University of Abuja invites interested, competent and reputable suppliers for technical and financial bidding for the supply and installation of computers and associated devices.

2.0 PRE-QUALIFICATION REQUIREMENT

All interested contractors are to submit the following Pre-qualification Documents;

(A) STATUTORY REQUIREMENTS

- (i) Evidence of registration with the Corporate Affairs Commission (CAC).
- (ii) Tax clearance certificate for the last three years (2013, 2014, and 2015).
- (iii) Evidence of Industrial Training Fund (ITF) Compliance Certificate.
- (iv) Evidence of PENCOM Compliance Certificate in accordance with the Pension Reform Act, 2004.
- (v) Evidence of Interim Registration Report (IRR) as evidence of Registration on the Bureau for Public Procurement's (BPP) Database of Contractors and Service Providers.
- (vi) Copy of Certified audited company accounts for the immediate past three years duly stamped by auditors.
- (vii) Evidence of Nigerian Social Insurance Trust Fund (NSTTF) Compliance Certificate in line with Section 16(6)(d) of the Public Procurement Act, 2007

(B) EVALUATION REQUIREMENT

- (i) Evidence of registration as an Accredited Dealer or Representative of Original Equipment Manufacturer of computer hardware.
- (ii) Evidence of previous and similar jobs done within the last five (5) years indicating type, cost, location and showing copies of award letters and completion certificates.
- (iii) A sworn affidavit certifying that the documents submitted for the Pre-qualification exercise are not only genuine but correct, none of the company Director(s) have been convicted by any law court, the company is not bankrupt, and none of the officers of the University of Abuja or Bureau for Public Procurement (BPP) is a former or present Director of the company.

(iv) The documents should follow the order listed above for ease of reference.

3.0 PRE-QUALIFICATION AND BID FEES

(i) All interested Contractors are to pay a non-refundable Tender/Prequalification fee of Ten thousand Naira (N10,000) only via REMTTA Electronic Payment Platform in favour of the University of Abuja in any Bank.

(ii) Bid documents are to be obtained from the Procurement Unit, Room C127, Senate Building, University of Abuja, Abuja upon presentation of evidence of the payment of the above fees.

4.0 SUBMISSION/OPENING OF BIDS

(i) Prequalification documents are to be placed in a sealed envelope and marked at the top left corner **“Prequalification Documents for Supply of ICT equipment”**

(ii) Bid documents are to be placed in a separate sealed envelope and marked **at the top left corner “Financial Bid Documents for Supply of ICT equipment”**.

(iii) Both Prequalification and completed Bid Documents are to be placed in a larger envelope and appropriately labeled **at the top left corner “Bid Documents for Supply of ICT equipment”** and addressed to;

The Vice Chancellor

University of Abuja

Abuja

The envelopes should be dropped in the Tender Box located at the reception hall of the Senate Building, Main Campus, Airport Road, Abuja **on or before 12 noon on Monday 26th September 2016**. No late submission shall be entertained.

(i) Opening of the documents shall take place immediately at **12 noon on Monday 26thSeptember, 2016** at the **Reception Hall University Senate Building, Main Campus, Airport Road, Abuja**

(ii) All Bidding Contractors and members of the general public are invited to attend the opening of the documents.

5.0 IMPORTANT NOTES

(i) Only the Bids who fulfill the Pre-qualification criteria shall be considered further.

(ii) The University reserves the right to reject any or all Bid packages

(iii) The University or its agents reserve the right to verify any submission or claims by the companies and shall therefore by their response to this invitation, grant the University necessary authority and guarantee for such verification.

(iv) Submission of the Bids is not an offer and should not be considered as commitment on the part of the University of Abuja nor entitles firms/companies to make any claim(s) whatsoever and or seek any indemnity from the University.

Signed

Rifkatu Hoshen Swanta (Mrs)

Registrar