

Plateau State University, Bokokos

Office of the Registrar

Invitation for Pre-Qualification for Capital Project under the Year 2016 Budget

The Plateau State University, Bokokos, desires to undertake the construction of an **ADMINISTRATIVE BUILDING** which will serve as the Administrative hub and Centre for Senate activities in the University. Consequently, interested and reputable construction companies with relevant experience are invited for pre-qualification. Interested Contractors who must be registered with the University are requested to submit pre-qualification documents which **MUST** be arranged in the following order.

Mandatory Requirements:

- (1) Evidence of Registration/Incorporation by the Corporate Affairs Commission (CAC).
- (2) Company's tax clearance certificate for the preceding three (3) years i.e. 2012, 2013 and 2014.
- (3) Company's audited accounts for the last three (3) years i.e. 2012, 2013 and 2014, including annual turnover.
- (4) Evidence of payment of Industrial Training Fund (ITF) Employers' Contribution.
- (5) Evidence of compliance with Pension Reform Act 2014.

Other Requirements:

- (i) Evidence of financial capability to execute the projects, Bank reference and a commitment to provide facility for the execution of the contract, if won.
- (ii) List of **similar verifiable** and successfully completed or on-going projects. Please enclose copies of letters of award, interim payment certificates and practical completion certificates.
- (iii) Evidence of payment of Taxes, Company Income Tax, Education Tax, Pensions, and Social Security Contribution as contained in Section 16, Subsection 6 (d) of the Public Procurement Act, 2007.
- (iv) 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.
- (v) VAT registration with evidence of remittances for three (3) years (i.e. 2012, 2013 and 2014).
- (vi) List of equipment owned or to be hired by the company for the execution of the project (showing evidence of ownership).

(vii) 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 or present Director or Shareholder in the Company.

(viii) Evidence of community social responsibility (if any).

Please come along with original copies of all submitted documents for sighting on the day of opening of the pre-qualification documents. All claims are subject to verification. Please note that any false claims shall be ground for disqualification.

Collection of Pre-Qualification Documents:

Pre-qualification documents are to be collected in the **Office of the Registrar, Plateau State University, Bokokos from 11:00am on Monday 25th April, 2016**, after the payment of a non-refundable processing fee of Fifty Thousand Naira (N50,000.00) only, through any of the following channels:

Channels

How To Make Payment

- Log into your bank's internet banking site
- Click "Remita Payment"
- Select "Plateau State Government"
- Enter the MDA (i.e. Plateau State University, Bokokos) to pay
- Click on "Contractor's Registration/Renewal Fees"
- Click on "Proceed to payment" to generate your RRR invoice
- Select any preferred electronic payment channels (Cards, Internet Banking, Mobile Wallet, POS etc) to complete your payment

Internet Banking

- Access the e-collection platform via www.remita.net
- Go to "Pay State Government and Agencies" and
- Click on the "Plateau State Government"
- Enter the MDA (i.e. Plateau State University, Bokokos) to pay

Remita Collection Platform

- Click on "Contractor's Registration/Renewal Fees"

- Click on “Proceed to payment” to generate your RRR Invoice
- Select any preferred electronic payment channels (Cards, Internet Banking, Mobile Wallet, POS etc) to complete your payment, OR Proceed to any bank with your RRR Invoice to make your payment

Kindly obtain a receipt at the Bursary Department of the University after making the above payment and proceed to the Office of the Registrar for the collection of pre-qualification documents which must be completed and submitted **on or before Tuesday 7th June, 2016.**

Submission of Pre-Qualification Documents:

Pre-qualification documents should be bound, packaged and enveloped; indicating the name, telephone number and address of the company which should be clearly written on the reverse side of the envelope. All documents are to be addressed to: **The Registrar, Plateau State University, Bokkos and submitted in the Tender box provided in the Registrar’s Office, not later than 10:30am on or before Tuesday 7th June, 2016.**

Opening of Pre-Qualification Documents:

The pre-qualification documents will be **opened on Tuesday 7th June, 2016 at 11:00am in the Senate Chamber, Plateau State University, Bokkos.** Representatives of companies are invited to attend the meeting for the opening of the pre-qualification documents as stated above.

Please Note That:

- (1) A submission of pre-qualification documents to the Plateau State University, Bokkos is neither a commitment nor an obligation to award contract to any contractor or his agent
- (2) The Plateau State University, Bokkos reserves the right to reject any or all documents submitted at any time prior to tendering or acceptance.
- (3) The Plateau State University, Bokkos reserves the right to cancel the procurement proceedings at any stage in the public interest without incurring any liability to any firm.
- (4) Arrange your pre-qualification documents for submission as it appears on the advert.
- (5) Failure to comply with any of the above mentioned instructions may lead to outright disqualification.

Yakubu F. Ayuba

Ag. Registrar

