

**The Nigeria French Language Village (Inter-University Centre for French Studies)
P.M.B. 1011 Ajara – Badagry, Lagos State, Nigeria Telephone; 08128208218, 08128208231
Invitation for Pre-Qualification of Consultants**

1.0 PREAMBLE

The Nigeria French Language Village, Ajara-Badagry, an Inter-University Centre for French Studies hereby invites interested, reputable, experienced and highly qualified Consultants (Architects, Structural Engineers, Quantity Surveyors, Water Engineers, and Mechanical/Electrical Engineers) to apply for pre-qualification as consultants in the Institution.

2.0 SCOPE OF WORKS

The scope of services would include preparation of comprehensive reports, drawings and bills for tendering as well as supervision of projects to completion.

3.0 PRE-QUALIFICATION

REQUIREMENTS/EVALUATION CRITERIA

Interested Consultants are required to provide the following information:

- (i) Evidence of incorporation with the Corporate Affairs Commission.
- (ii) Company profile and organizational Structure including names and the resumes of key personnel.
- (iii) Evidence of tax clearance certificates for the last 3 consecutive years.
- (iv) Evidence of registration of the key staff with their respective professional bodies.
- (v) Verifiable evidence of previous/similar projects carried out in the recent past with their locations and clients.
- (vi) Evidence of financial strength of the company.
- (vii) Current Pension Commission (PENCOM) Compliance Certificate.
- (viii) Industrial Training Fund (ITF) Certificate.
- (ix) NSITF Certificate.
- (x) Financial Reporting Council (FRC) Certificate.
- (xi) Audited Financial Statements for the last three (3) years.

(xii) Registration with Bureau of Public Procurement (BPD).

4.0 SUBMISSION

All pre-qualification documents must be spirally bound and enclosed in sealed envelopes marked on the top left-hand corner **“Confidential notice of intent to pre-qualify as Consultant”** and forwarded to the Director/CEO Nigeria French Language Village, Ajara-Badagry, to reach him not later than 12 noon on Monday, 27th June, 2016.

Please note that all expenses incurred in preparing pre-qualification response shall be borne by the applicant Consultant.

Signed

MR. MAURICE UKO

Registrar & Secretary to Council