

National Universities Commission (NUC)

Invitation for Prequalification and Financial Bid

Provision of Office Furniture and PABX System for the NUC Secretariat

1.0 Introduction

The National Universities Commission (NUC) hereby invites bids for pre-qualification and tender from suitably qualified, competent, reputable and interested companies with the requisite experience in the provision of Office Furniture and Telecommunications Equipment (PABX).

2.0 Project Description/Scope of Work

Lot I – Procurement of Furniture for Directors offices.

Lot II – Procurement of Furniture for Deputy Directors and other Management Staff.

Lot III – Procurement of Furniture for Middle Management Officers.

Lot IV – Procurement of Furniture for Trainee Officers.

Lot V – Procurement of Furniture for Secretaries.

Lot VI – Supply, Installation, Training and Maintenance of a Standard PABX System.

3.0 Pre-qualification Requirements/Eligibility Criteria

- Evidence of registration with CAC by inclusion of Certificate of Incorporation and Article of Association
- Colour photocopies of current Tax Clearance Certificate for the last 3 years, expiring in December, 2015 and VAT Registration Certificate.
- Detailed Company Profile including details of key officers and relevant experiences (Technical and Managerial), and indicating names and qualifications of principal staff, contact addresses and phone numbers.
- Verifiable List of Similar Project(s) handled, indicating clients, Value of Job, Letters of Award, and Evidence of Successful Completion.
- Evidence of successful technical support.
- Evidence of compliance with the Pension Reform Act, 2004 by inclusion of compliance Letter from National Pension Commission
- Evidence of financial capability and Banking support to execute the contract without delay if awarded.

- Sworn affidavits that all documents submitted are correct, genuine and verifiable.
- Evidence of compliance with the Industrial Training Amendment Act by inclusion of compliance letter from I.T.F.
- Company's Audited Accounts for the last 3 years.

4.0 Collection of Bid Documents

Interested bidders are expected to obtain the Bid Document for the projects from the office of the Head of Procurement of NUC upon the payment of a non-refundable Tender fee of N25,000.00 (Twenty Five Thousand Naira, only), in NUC Secretariat Account No. 0020166861013 through the CBN Remita Platform. A photocopy of the evidence of payment-is to be presented for collection of the bid documents.

5.0 Submission of Pre-qualification and Bid Documents

Pre-qualification **and Tender** documents should be **in** separate sealed envelopes clearly marked "*Prequalification Documents*" and "*Financial Tenders*", respectively and sealed in one common outer envelope stating **the** company's name **on the reverse** side of the envelope and the Lot No. being applied for. *The main envelope should be addressed to the Executive Secretary, NUC and dropped in the Bid Box after signing the Register at the RECEPTION AREA OF THE NUC OFFICE EXTENSION AT THE NUC SECRETARIAT, BETWEEN THE HOURS OF 10.00AM AND 3:00 PM. DAILY, (MONDAY TO FRIDAY).*

6.0 Closing/Opening of Tender Documents

Closing date for the submission is Friday, 20th November, 2015 by 12: noon.

Opening of Technical Submissions shall follow immediately at the NUC Board Room, 5th Floor, NUC Building, Maitama, Abuja.

Prospective Bidders or their representatives are invited to the opening, please

7.0 Important Notice

Please Note That:-

- (i) Only the financial Bids of the pre-qualified Companies shall be opened for application of the full tendering procedures.
- (ii) The NUC reserves the right to reject any or all submissions that do not meet up with the requirements as specified and no refund shall be made.

- (iii) Any deviation from the instruction on submission of documents shall lead to disqualification.
- (iv) The National Universities Commission is neither committed nor obliged to reply any firm not found suitable to participate in the bidding process.
- (v) The Commission is NOT obliged to award the contract to the lowest priced bidder.
- (vi) Companies shall not apply for prequalification for more than 2 lots.

Signed
The Executive Secretary
National Universities Commission
26, Aguiyi Ironsi Street
Maitama District Abuja – Nigeria

Attention: Deputy Director (Procurement)