

University of Jos, Nigeria

Office of the Registrar

**Invitation for Prequalification of Contractors/Suppliers under Years 2011-2014 (Merged)
Tetfund Intervention in Library Development**

1.0 Preamble

In compliance with the provisions of the Public Procurement Act 2007, the University of Jos, Nigeria wishes to prequalify competent contractors/suppliers for:

**Years 2011-2014 (Merged) Tertiary Education Trust Fund Intervention in Library
Development**

2.0 Prequalification Requirements for Contractors/Suppliers

The following are the pre-qualification requirements that should be provided by interested contractors/ suppliers:

- (a) Evidence of company registration with Corporate Affairs Commission (CAC)
- (b) Company Audited Accounts for the last Three (3) years (i.e. 2012, 2013 & 2014),
- (c) Evidence of Tax Clearance Certificate for the last Three (3) years (i.e. 2012, 2013, & 2014).
- (d) Provision of Tax Identification Number (TIN No.)
- (e) Pension Clearance Certificate from PENCOM in line with Pension Reform Act 2014 and evidence of remittance for all company staff.
- (f) Certificate of compliance with the provisions of section 6(1), (3) of the amended Industrial Training Fund (ITF) Act No. 19 of 2011 (Evidence of up-to-date payment of ITF employers contribution).
- (g) VAT registration and evidence of post VAT remittances.
- (h) Evidence of similar and verifiable projects executed and completion certificate(s) or interim valuation certificate (and not just award letter(s) within the last five (5) years.
- (i) Evidence of registration of key professional staff with professional bodies as at 2014.
- (j) Sworn Affidavit that none of its directors has been convicted in any country for financial matters,
- (k) Sworn Affidavit indicating that all documents submitted are genuine and verifiable.

- (l) Evidence of Financial Capability and banking support and Statement of Account for the last 12 months.
- (m) Annual Turnover (must be the same in both TCC and Audited Reports),
- (n) Comprehensive Company Profile and Organizational Structure.

3.0 Scope of Work

- (i) Procurement of various assorted books titles and e-books/journals
- (ii) Procurement of computers, electronic bill boards, projectors, computer accessories/software and other office equipment
- (iii) Procurement of security gate and scanners
- (iv) Procurement of Library bookshelves and bindery equipment

4.0 Please Note

Notwithstanding the submission of the pre-qualification information, the University of Jos is neither committed nor obliged to include any company on any bid list.

- (i) Only prequalified companies shall be invited to competitively tender for the Financial Bids.
- (ii) Original documents on any aspect of a Contractor's submission may be requested for sighting during and/or after the opening session.
- (iii) "University of Jos reserves the right to verify any claim by the companies. Companies shall therefore include necessary authority and guarantee for such verification; the absence of which will automatically result in the disqualification of such a Contractor/Supplier.
- (iv) Invitation to Prequalification" shall not be construed as commitment on the part of University of Jos, nor shall it entitle any company to make claims whatsoever or seek any indemnity from University of Jos.
- (v) The University of Jos is neither committed nor obliged to shortlist any Contractor/Supplier.
- (vi) The University Jos reserves the right to reject any or all bidding packages.

5.0 Submission of Prequalification Documents

Submission of prequalification documents (with evidence of payment of 50,000.00 as Processing Fee obtained from Bursary, University of Jos) should be made to the address below not later

than **12noon, Monday, 30th May, 2016** and should be spiral bound and include only One (1) copy of prequalification documents, in a sealed envelope and marked at the right hand corner **“PRE-QUALIFICATION FOR (STATE THE PROJECT) addressed to The Head of Procurement, Procurement Unit, University of Jos, Jos – Nigeria** and dropped in the **Tenders Box in Room 94, Administrative Block, Bauchi Road Campus, Jos.**

6.0 Opening of Prequalification Documents

The submitted documents shall be opened the **same day (12noon, Monday, 30th May, 2016)** in the presence of bidders or their representatives who choose to attend at the University Senate Chambers at **12noon at the Main Campus, Bauchi Road, Jos.**

Signed

Jilli-Dandam D. Esq.

Registrar