

University of Uyo, Uyo
P.M.B. 1017, Uyo, Nigeria

Invitation for Tenders

Notice to Contractors

(1) Introduction;

The Management of the University of Uyo, intends to engage the services of interested, suitably qualified, reliable and competent suppliers/contractors with good track record for re-tendering for Years 2010-2013 (Merged) Tetfund Intervention in Library Development projects at the University of Uyo.

The project which had earlier been advertised was cancelled because none of the bidders met all the statutory requirements. The projects details are as follows:

(a) TETF/UNI/UYO/LIB/10 -13/01

Lot 1 A: Procurement of Assorted Textbooks, Journals and Reference Materials

The scope of supply involves the procurement of Books/Local/AUC INT. Journals/General Reference Sources in Arts and Humanities; Science and Technology.

(b) TETF/UNI/UYO/LIB/10-13/02

Lot 1B: Procurement of Library Subscription

The scope involves the procurement of E-brary, Proquest and Ebsco Host Subscriptions for the Library, Elsevier

(c) TETF/UNI/UYO/LIB/10 -13/03

Lot 1C: Procurement of Library Equipment

The scope of supply involves the procurement, supply, installation, training, and commissioning of assorted Computer Systems (desktops/laptops) complete with all accessories, Scanners, Printers, Photocopiers, Readers, TV sets, Refrigerators, Air conditioners, Inverters, Binding Machines, Crimpers and Paper Cutters.

(d) TETF/UNI/UYO/LIB/10 -13/04

Lot 1D; Procurement of Assorted Library Furniture

The scope of supply involves the procurement, supply, installation, and commissioning of assorted furniture namely Carrels, Chairs, Cabinets, Racks, Tables and Shelves. Detailed specifications are provided in the Tender Document.

(2) Method of Application;

Interested Suppliers/Contractors are to submit a comprehensive Company Profile, paged, with table of contents and coloured labelled separators to include the following requirements and arranged in the order specified in (i-xv). Please note that these requirements will be used as pre-qualification evaluation criteria.

- (i) A signed letter of application for each of the Lots applied for.
- (ii) Certificate of Registration/Incorporation of company with the Corporate Affairs Commission (CAC).
- (iii) Tax Clearance Certificate for the past three years (2015, 2014, and 2013) expiring on December, 2016 with Tax Identification Number (TIN)
- (iv) Evidence of VAT Registration and Remittances
- (v) Evidence of Pensions Fund Registration and Remittances
- (vi) Evidence of Industrial Training Fund (ITF) Registration and Remittances
- (vii) Sworn Affidavit in line with the provisions of Part IV, Section 16, Sub-section 6(f) of the Public Procurement Act 2007, that all documents submitted are true and correct in all particulars and to include among others:
 - (1) That the Director(s) of the prospective contractual Company has/have never been convicted by any Court of Law.
 - (2) That neither the company nor any of the Company's Director is bankrupt
 - (3) That none of the Officers of UNIUYO, TETFUND or BPP is a former or present Director/staff of the Company
 - (4) That the Company is not in receivership
- (viii) A signed letter authorizing the University of Uyo, Uyo to verify from relevant agencies and bodies, claims made on your submissions.
- (ix) Names and functional e-mail addresses phone numbers of Company's key contact persons to be assigned on the project.

(x) Company's Organisational structure; names and signed CV's of staff (Management/Technical/Admin, personnel) with passport photographs endorsed at the back by Chief Executives, (with photocopies of academic, and relevant professional certifications).

(xi) Evidence of 3Nos. verifiable similar jobs successfully executed or on-going in the past ten (10) years. Include the client's letters of award and stating original contract sums of projects, reviewed contract sums, year of commencement/completion, original contract completion period in tabular form for all the 3Nos. jobs; include photocopies of completion certificate(s), interim payment certificates (IPCs) if work is on-going. State causes of delays, if any, among other relevant information.

(xii) List of relevant equipment and tools owned, properly categorized. (Provide evidence of ownership/lease agreement).

(xiii) Evidence of financial capability

(i) Line of credit from bank and current bank statement within the last twelve (12) months.

(ii) Reasonable liquid assets and annual turnover.

(xiv) Company's audited accounts for year 2013, 2014 and 2015.

(xv) Any other relevant information that will be helpful in determining the bidder's Suitability for the works.

Note:

Joint ventures can submit a single application per Lot, but must state the lead partner in the project. The lead partner shall have at least 2Nos. of the 3Nos. verifiable similar jobs submitted. Joint ventures shall include their Memorandum of Understanding properly signed by both parties. Each party shall submit all the requirements on the list as required in the advert.

Bidders may indicate interest in more than one Lot, (but no bidder shall be considered for award in more than 1 No lot). Each project must be submitted in two (2Nos) separate envelopes clearly marked "**Technical Bid for Lot.....**" or "**Financial Bid for Lot.....**", Project Reference Number, and with separate applications for each the Lots as submitted.

Both envelopes for Technical and Financial Bids should be sealed separately and bound together per Lot, but not sealed together as the Financial Bid shall only be opened after a bidder has been pre-qualified.

(3) Method of Payment for Technical and Financial Bid Documents;

Technical and Financial Bid Documents are obtainable from the Directorate of Physical Planning, Office of the Vice Chancellor, Ntieyong Udo Akpan Block, Town Campus Annexe on the presentation of a University of Uyo Bursary receipt of a non-refundable fee of Thirty Thousand Naira (N30,000.00) only, for Lots 1A and 1C, and Ten Thousand Naira (N10,000,00) only, for Lots 1B and Lot 1D.

Those who applied earlier are not required to pay for the new bid documents, but are to show evidence of the earlier payment made to collect fresh bid documents and submit same based on the new advertised requirements and the bid documents.

(4) Submission of Completed Technical and Financial Bid Documents

The two (2) documents should be submitted as follows:

(a) Three (3Nos.) soft bound copies of Technical Bid documents including completed pre-qualification form and a soft copy in CD are required for each Lot.

(b) Two (2Nos) Financial Bid documents (clearly marked 1No Original and 1No duplicate)

Do not use a file jacket or hard copy binding.

Technical and Financial Bid documents shall be submitted in sealed envelopes, clearly labelled at the top left hand corner “Technical or Financial Bid Document for (insert project number, lot and name). ”

This should be addressed to:

The Registrar

University of Uyo

P.M.B 1017

Uyo Akwa Ibom State

Nigeria

Submission shall be made in person at the Office of the Registrar, Central Administration Block (1stfloor), at the Main Campus of the University of Uyo, Nwaniba Road, ensure completion and signing of both the submission form and the register for the two (2) submissions, **Submission closes at 12.00 noon, on April 20, 2016.**

Any submission made thereafter, will be rejected.

The Technical Bid documents will be opened **on Wednesday, 20th April, 2016 at 1p.m. prompt in the PTDF Building Auditorium, Main Campus of the University, Nwaniba Road, Uyo.**

Note:

- (1) Nothing in this advertisement shall be construed to be a commitment on the part of the University of Uyo, Uyo to undertake the project(s) or entitled any bidder to make any claim(s) whatsoever in respect of any expenses incurred in preparing responses.
- (2) Only those pre-qualified will be contacted for the opening of the financial bid documents.
- (3) Full tendering procedures will be applied only to bidders that have been pre-qualified and found capable of executing the projects.
- (4) For further clarification please contact;

**The Acting Director,
Directorate of Physical Planning,
Office of the Vice-Chancellor,
Ntiyong Udo-Akpan Block,
University of Uyo Town Campus Annexe, Uyo.
0808530692, 08027745574 and 08055330031**

Signed:

**Mrs. Edak U. Umondak
Registrar and Secretary to Council**