

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

**Invitation for Tenders**

**Notice to Contractors for the Provision of Cleaning Services**

**(1) Introduction:**

The Management of the University of Uyo, intends to engage the services of interested, suitably qualified, reliable and competent Companies/Contractors with good track record for the Provision of Cleaning Services at the University of Uyo Main Campus, Nwaniba Road, Uyo

**(2) METHOD OF APPLICATION:**

**Interested companies/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) Valid Certificate of Compliances with PENCOM Act
- (v) Valid Certificate of Compliance with Industrial Training Fund (ITF) Act
- (vi) 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 or BPP is a former or present Director/staff of the Company

- (4) That the Company is not in receivership
- (vii) Evidence of Registration on the National Data base of contractors, consultants, and service Providers by inclusion of Interim Registration Report issued by the Bureau of Public Procurement (BPP)
- (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 where applicable)
- (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) if any.
- (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 services.

**Note:**

Joint ventures can submit a single application 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.

Application must be submitted in two (2Nos) separate envelopes clearly marked “Technical Bid for the Provision of Cleaning Services” or “Financial Bid for Provision of Cleaning Services.

Both envelopes for Technical and Financial Bids should be sealed separately and bound together, 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, Ntiefong Udo Akpan Block, Town Campus Annexe on the presentation of a University of Uyo Bursary receipt of a non-refundable fee of N5,000.000 (five thousand naira) only.

**(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 the completed pre-qualification form and a soft copy in CD are required;
- (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 Cleaning Services”.

These should be addressed to:

**The Registrar  
University of Uyo  
P.M.B 1017  
Uyo Akwa Ibom State  
Nigeria**

Submissions shall be made in person at the Office of the Registrar, Central Administration Block (1<sup>st</sup>floor), at the Main Campus of the University of Uyo, Nwaniba Road. Please ensure the completion and signing of both the submission form and the tender register for the two (2)

submissions, Submissions close at **12.00 noon, on Thursday, 30<sup>th</sup> June, 2016**. Any submission made thereafter, will be rejected.

The Technical Bid documents will be opened **on Thursday, June 30, 2016** immediately following the deadline for the submission of Prequalification/Tender Documents 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 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**