

**Academic Staff Union of Universities (ASUU)  
Comrade FESTUS Iyayi National Secretariat,  
University of Abuja, Main Campus, Giri, Abuja**

**Invitation to Tender for the Construction of 50 – Room Guest Chalets for Academic Staff Union of Universities (ASUU)**

(1.0) The Academic Staff Union of Universities invites interested qualified and reputable contractor with relevant experience and good track record of performance, to submit both technical and financial bids for the above named project:

**(2.0) Title of Job**

Construction of 50 – Room Guest Chalets for Academic Staff Union of Universities (ASUU).

**(3.0a) Mandatory Requirements**

Requirements to be submitted by interested contractors by or before the closing date:

- (i) Evidence of Company Registration with Corporate Affairs Commission (CAC).
- (ii) Certificate of Compliance with the provisions of Pension Reform Act (as amended) 2014.
- (iii) Evidence of Compliance Certificate of National Social Insurance Trust Fund (NSITF)
- (iv) Evidence of Tax Clearance Certificate for the last three (3) years (2012-2013 and 2014).
- (v) Evidence of Tax Identification Number (TIN No.)
- (vi) Submission of an Interim Registration Report (IRR) as evidence of registration on the National Data base of contractors in line with section 5 and 6(1)(f) of the Bureau for Public Procurement Act, 2007. (BPP)
- (vii) Evidence of payment of ITF Training Contribution in compliance with the statutory provision of the Industrial Training Fund (ITF) Amended Act 2011.
- (viii) Audited Account for the last three (3) years (2012-2013 and 2014).
- (ix) Detailed Company Profile giving names and list of key professionals, organizational structure, technical and administrative staff with their Curriculum Vitae/ Qualifications and verifiable evidence of registration with relevant professional bodies.
- (x) List of Equipment to be deployed for the project and evidence of ownership or lease.

(xi) Evidence of Completion of jobs of similar nature and complexity with verifiable letters of Contract Award and Certificates of Job completion/making good, defects within the last five (5) years.

(xii) Evidence of Financial Capability and Bank Support (Bank Guarantee Letter).

(xiii) Evidence of payment of tender fee of N100, 000.00 as cost for production of Bid documents and sundry expenses.

**(3.0b) Other Requirements**

(xiv) Proposed Method statements for the Execution of the Project.

(xv) Health, Safety and Environment (HSE) Policy.

(xvi) Quality Assurance Policy (Evidence of ISO Certificate will be an advantage).

(xvii) Evidence of commitment to local content policy.

(xviii) Sworn Affidavits that

(a) All documents submitted are genuine and verifiable;

(b) None of the directors has been convicted in any country for any criminal offence, including fraud or financial impropriety:

(c) No current member of the Union is a former or present Director, shareholder or has any pecuniary interest in the Company submitting, bids.

**(4) Collection of Bid Documents**

Interested contractors should provide a non-refundable bank draft of one hundred thousand naira (N100,000.00) at any Commercial Bank with Account name “Academic Staff Union of Universities”

The draft should be brought to the National Secretariat of ASUU to be changed to Union official receipt. The receipt should be taken to Union Procurement unit Desk Officer for the collection of bid documents.

In case of any difficulty in making payment in the bank, contact: 07088555506, 08033538996, 092901318

**(5.0) Submission of Tender Document**

Completed bid document should be in two separately sealed envelopes labeled “technical” and “financial” (two envelopes system), both put in a bigger envelope clearly marked with the relevant project Title “**Construction of 50 Room Guest Chalets for ASUU**” and addressed to:

**The Administrative Secretary,  
Comrade Festus Iyayi National Secretariat,  
University of Abuja, Main Campus,  
Giri, Abuja.**

Indicate on the reverse side of all envelopes: company’s name, e-mail address and contact phone number(s) for ease of communication

The documents should be deposited in the tender boxes at the Board room, 2nd floor, of Comrade Festus Iyayi National Secretariat. University of Abuja, Main Campus, Giri, Abuja

#### **(6.0) Closing**

All submissions must be received at the above address **not later than 22<sup>nd</sup> March 2016**. Late submission shall not be entertained

#### **(7.0) Opening of Tender**

Opening of the Technical bid shall be **on 23<sup>rd</sup> March, 2016 at 12.00 noon** in the ASUU Conference Hall while financial bid will be at a later date to be communicated by the Tenders Board.

All contractors or their representatives, relevant professional bodies and NGOs are invited to witness the public opening exercise accordingly.

#### **(8.0) Note**

(i) A post – review of procurement documentation may be carried out where contractors may be required to present the original copies of their CAC, VAT, PENCOM, TAX, ITF, NSITF certificates and thereafter refer any/all to the relevant Agencies, Commission or Bodies for verification

(ii) The participation process in the bid does not guarantee any company the right to be selected or given the job.

(iii) Any bid document submitted after the closing date shall not be considered

(iv) This invitation should not be construed as a commitment on the part of the Union, nor shall it entitle any contractor to make any claims.

(v) The Union reserves the right to reject any tender document.

(vi) The successful company will be notified formally.

*Signed:*

**Comrade Ismail Olawale**

**Administrative Secretary**

**Academic Staff Union of Universities**