

**NASARAWA STATE UNIVERSITY , KEFFI**

**P.M.B 1022, KEFFI, NASARAWA STATE**

**REQUEST FOR EXPRESSION OF INTEREST FOR YEAR 2016/2017/2018 MERGED TETFUND ICT SUPPORT INTERVENTION PROJECTS NASARAWA STATE UNIVERSITY , KEFFI**

**(A) INTRODUCTION**

The Nasarawa State University, Keffi is desirous of upgrading its website with the TETFund merged allocation of Year 2016, 2017 & 2018 ICT Support Intervention. Interested and qualified ICT Specialist are invited to submit expression of interest in the ICT Support Project.

<b>LOT</b>	<b>DESCRIPTION</b>	<b>LOCATION</b>
1	University's Website Remodelling/Re-structuring	Keffi
2	5 (Five) days ICT Training on Base, Intermediate and Advance Modules for average of 50 staff	Keffi

**( C) ELIGIBILITY REQUIREMENTS:**

- (i) Evidence of Certificate of Incorporation with Corporate Affairs Commission (CAC).
- (ii) Evidence of Current Tax Clearance for the last three years valid till 31st Dec, 2019.
- (iii) Evidence of Current Pension Compliance Certificate valid till 31st Dec, 2019.
- (v) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st Dec, 2019.
- (v) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st Dec, 2019.
- (vi) Evidence of registration on the National Database of Federal Contractors, Consultants and service providers by submission of Interim Registration Report (IRR) expiring 31 January, 2020 or valid certificate issued by Bureau of Public Procurement (BPP).
- (vii) Sworn Affidavit indicating that:

- None of the Directors of the company have been convicted in any country for criminal offence related to fraudulent or corrupt practices, or criminal misrepresentation or falsification of facts relating to any matter.
- No officer of the relevant committees of the Nasarawa State University or Bureau of Public Procurement is a former or present director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in this bid are true and correct in all particulars.
- The firm is not in receivership, insolvent or bankrupt.

(viii) Company's Three Years Audited Account (2016, 2017 & 2018) dully stamped by registered Auditor

(ix) Evidence of ICDL certified qualification.

(x) Evidence of firm's registration with National Information Technology Development Agency (NITDA) and Computer Professionals Registration Council of Nigeria.

(xi) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards and Job Completion Certificates.

(xii) Company's profile with curriculum vitae of key staff, including Academic/professional qualifications.

(xiii) Evidence of financial capability to execute the project by submission of reference letter from a reputable commercial bank in Nigeria indicating willingness to provide credit facility for the execution of the project when needed.

(xvi) Transmission of bid document must be accompanied with a covering/forwarding letter on firm's letterhead paper bearing the firm RC number, Contact Address, Phone number and e-mail address. The letterhead must bear the Names and Nationalities of the Directors of the firm at the bottom of the page and dully signed by the authorized officer of the firm.

#### **( D) SUBMISSION OF EOI DOCUMENTS**

Interested firms are to submit two (2) bound of Expression of Interest (Eoi) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to Vice Chancellor, Nasarawa State, and clearly marked with the name of the project and lot number. Furthermore, the reverse of each envelope should bear the same name and address of the bidder and drop in the Tenders Box in the office of the Registrar, Nasarawa State University, Keffi not later than **12:00 noon on Monday 27 January, 2020.**

#### **(F) OPENING OF EOI DOCUMENTS**

- (i) The EOI shall be opened immediately after the deadline for submission at **12:00 noon on Monday 27 January, 2020** at Senate Chamber of Nasarawa State University, Keffi.
- (ii) All prospective bidders are invited to public opening and should bring along with them relevant original documents for sighting.

**( C ) GENERAL INFORMATION:**

- (i) Bids must be in English Language and signed by an official authorised by the bidder.
- (ii) Bids submitted after the deadline for submission would be returned un-opened.
- (iii) All costs will be borne by the bidders.
- (iv) Bidders shall not bid for more than one (1) Lot.
- (v) Only shortlisted firms will be contacted at a later date for collection of Request for Proposals.
- (vi) The Nasarawa State University, Keffi is not bound to pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

**SIGNED:**

**VICE CHANCELLOR**

**NASARAWA STATE UNIVERSITY, KEFFI**