

# Request for Expression of Interest/Pre-Qualification for Contractual Services at University Of Uyo

**University Of Uyo, Uyo**

**P.M.B 1017, Uyo- Nigeria**

**Request for Expression of Interest/Pre-Qualification for Contractual Services**

## **1. 1. Introduction**

The Management of the University of Uyo, Uyo intends to engage the services of interested, competent and reliable Contractors for the execution of her Years 2009/2010/2011/2012| (merged) TETFund Normal Intervention Projects in the University of Uyo Main Campus as follows:

## **1. 2. Projects:**

### **i) Project No. 1: UNIV/Uyo/Tetfund/09-10-11-12/01 Normal Intervention**

Construction of Centre for Entrepreneurial Services at the Main Campus- Builders Works with Mechanical/Electrical Services

The scope of works consists of the construction of buildings with composite strip and pad foundations, framed structure on reinforced concrete column and beam with block work/glazed infilling; roof structure is of steel with 0.55mm thick aluminium roof coverings complete with mechanical and electrical services among others, as per details on tender documents.

### **ii) Project No. 2: UNIV/Uyo/Tetfund/09-10-11-12/02**

#### **Normal Intervention**

Construction of University Central ICT Complex, Phase 1 at the Main Campus

#### **Lot 2A (Builders Works)**

The scope of works consists of the construction of buildings with composite strip and pad foundations, framed structure on reinforced concrete columns and beam; roof structure is of steel with 0.55mm thick aluminium roof coverings among others, as per details on tender documents.

### **UNIV/Uyo/Tetfund/09-10-11-12/03**

#### **Normal intervention**

## Construction of University Central ICT Complex, Phase 1

### **Lot 2B (Mechanical and Electrical Services)**

Scope of works consists of the installation of lighting fittings, power outlets. Controls, Intercom System, Internet Systems, Fire Alarm Devices, Fire Fighting Devices, Water Reticulation and Storm Water. Also, construction of septic tanks, soak away pits, other external works, among others.

### **iii) Project No. 3: UNIV/UYO/TETFUND/09-10-11-12/04 Normal Intervention**

#### **Construction of Classroom Block- Phase 1 at Main Campus – Builders Works with Mechanical Electrical Services**

Scope of works consists of the construction of buildings with composite strip and pad foundations, framed structure on reinforced concrete columns and beam with sands Crete walls or glazing infills; roof structure is of steel with 0.55mm thick aluminium roof coverings complete with mechanical and electrical services among others, as per details on tender documents.

### **3. Method of Application**

Interested contractors are to submit a comprehensive company profile, paged with a table of content, using labelled separators, to include the following requirements and packaged in the under listed order.

#### **The requirements include, among others:**

1. A signed letter of application for each of the project(s) and/or Lot(s) of interest.
2. Evidence of company Certificate of Incorporation from Corporate Affairs Commission (CAC).
3. Current Company Tax Clearance certificate for at least three (3) years (2011-2013) with Tax Identification Number (TIN)
4. VAT registration certificate and evidence of VAT remittances.
5. Evidence of Employee Pension Fund Contribution Registration and remittances;
6. Evidence of registration with the Industrial Training Fund (ITF) and remittances:
7. Sworn affidavit in line with the provisions of Part IV, section 16, subsection 6(f) of the Public Procurement Act 2007 that all documents submitted are not only correct but genuine. This should 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 directors 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.

1. A letter authorizing the University of Uyo to verify from relevant agencies and bodies claims made on submissions.
2. Names/e-mail addresses phone numbers of company's key contact persons to be assumed on the project(s).
3. The company's Organisational structure; names and signed CV's of staff (Management/Technical/Admin personnel) with passport photographs endorsed at the back by the Chief Executives, (with photocopies of academic and professional certificates).
4. Evidence of 5No verifiable similar jobs successfully executed or on-going in the past 5 years with photographs in A4 size paper, showing all the stages of construction from substructure to completion, (for at least 3 No projects). Include the client's letter of award and state original contract sum of project, year of commencement/completion, original contract completion period, include photocopy of completion certificate, interim payment certificates if work is on-going. State causes of delays, if any, among other relevant information.
5. List of relevant equipment and tools properly categorized. Evidence of ownership/lease agreement. Ownership of verifiable batch plant/yard for concrete work, metal works and block moulding will be weighted as an added advantage. Scanned and labelled pictures of listed equipment should be attached, stating their present locations.
6. Evidence of financial capability:
  - (i) line of credit from bank/current bank statement within the last 12 (twelve) months.
  - (ii) reasonable liquid assets and annual turnover of N300m shall be an added advantage.

1. The company's audited accounts for year 2011, 2012 and 2013.

2. Original copies of items are to be sighted at pre-qualification opening exercise.
3. Any other relevant information that will be helpful in determining the bidder's suitability for the works.

Joint ventures can make a single application per project or lot but must state the Lead Partner in each case. The lead partner shall have at least 60% of the 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. **Applicants may indicate interest in more than one (1 No) Project or Lot, but each has to be applied for separately with all relevant requirements met.**

**4. Method of Payment for Pre-Qualification Form:**

Pre-qualification form will be obtained from the Directorate of Physical Planning, Office of the Vice Chancellor, Ntiyong Udo Akpan Block, Town Campus Annexe after presenting the University of Uyo Bursary receipt of a non-refundable fee of ten thousand naira (N10,000,00 only per project, per lot, made payable at the Bursary Department, University of Uyo, Uyo.

**5. Submission Of completed Pre-Qualification Documents**

Three (3No) bound copies of documents and a soft copy in CD are required for each of the Project(s) and/or Lot(s). Do not use a file jacket or hard copy binding.

Pre-qualification documents shall be submitted in sealed envelopes, clearly labelled at the top left hand corner "Pre-qualification documents for (insert project name)" and quoting the appropriate item number and Lot as applicable. This 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, PTDF Y-Building at the Main Campus of the University, Nwaniba Road by completing and signing both the submission form and register, on or before 21<sup>st</sup> April, 2014. Submission(s) will close at 12.00 noon on Tuesday, April 22, 2014 **and any submissions made thereafter will be rejected.**

Pre-qualification documents will be opened on Tuesday, April 22, 2014 at 2p.m. prompt at the PTDF Y-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, to undertake the project(s) or entitled any bidder to make any claims(s) whatsoever in respect of any expenses incurred in preparing responses.
2. Due Diligence/verification of facts visits, which will be weighted for pre-qualification, shall be undertaken to determine competent contractors to tender for the works.
3. Only those pre-qualified will be contacted to pick tenders documents.
4. Full tendering procedures will be applied only to bidders that have been pre-qualified and found capable of executing the projects.

**Signed**

**Mrs. Edak U. Umondak**

**REGISTRAR**