

Tertiary Education Trust Fund

Specific Procurement Notice (SPN) for 2014 Capital and Recurrent Projects

1. Introduction

This Specific Procurement Notice follows the General Procurement Notice (GPNT) for 2014 capital and recurrent projects published on 2nd June, 2014 in Blueprint and Herald newspapers, Federal Tenders Journal and on the TETFund website. The Tertiary Education Trust Fund (TETFund), in compliance with the provisions of the Public Procurement Act (2007), hereby invites eligible Contractors, Suppliers and Service Providers to submit Technical and Financial bids for the following:

1. Goods

i. Computer Equipment

1. UPS

ii. Office Equipment

1. Shredder, Fridges, Trolleys, Scanners, Fire proof filing cabinets and Binding Machine

2. Photocopiers

3. Steel Shelves

4. Wooden Shelves

iii. Office Furniture and Fittings

1. Bookshelves for Directors' Offices

2. Furnishing of the Directors' Offices

3. Staff Desks, Chairs and Visitors' Seats

4. Furnishing of Executive Secretary's Office

5. Computer Materials and Supplies

6. Printing

7. Office Stationery

8. Works

9. Head Office Remodeling

- a) Main Entrance Stainless Automatic Revolving Door & Internal Automated Sliding Doors
- b) Remodeling of Board Conference Hall & General Waiting Lounge
- c) Security Barrier at the Gate

2. Requirements for Tender

1. Evidence of Registration with Corporate Affairs Commission (CAC).
 2. Evidence of Value Added Tax (VAT) Registration.
 3. Company Income Tax (CIT) Clearance for the past three (3) years (2011-2013).
 4. Evidence of Compliance with Pension Reform Act (2004).
 5. Evidence of Compliance with Industrial Training Fund (ITF) Act (2011).
 6. Evidence of Registration with Professional Bodies, where applicable.
 7. Verifiable document evidence of similar jobs that had been successfully executed recently
 8. Evidence of ownership or lease of workshop and/or equipment (where applicable).
 9. Audited Accounts for the past three (3) years (2011-2013).
 10. Company Profile and evidence of Technical Qualification of Key personnel.
 11. Current Bank Reference.
 12. Bidders should accompany their submission with a sworn affidavit of disclosure of interest.
- xiii. A sworn affidavit that the firm is not in receivership/bankruptcy and that none of its Directors has been convicted for any criminal offence relating to fraud, financial impropriety, misrepresentation or falsification of acts relating to any matter.

3. Collection of Standard Bidding Documents

Bidders should collect relevant Standard Bidding Document(s) from the Procurement Division (Ground Floor), TETFund, Maitama, Abuja from Thursday, 4th August, 2014

between the hours of 9:00am – 4:00pm on week days upon collection of a receipt after the presentation of a bank draft of N20,000.00 (Twenty Thousand Naira) payable to Tertiary Education Trust Fund at the Cash Office, Finance & Investment Department of the Fund.

4. Submission of Bids:

The technical and financial bidding documents shall be submitted in both hard and soft copies. Hard copies should be submitted in a sealed envelope (containing two individually sealed envelopes clearly labeled technical and financial bids). The outer sealed envelope should be clearly labeled at the top left-hand corner “Bidding documents for (insert (works), (goods))” and quoting the appropriate lot number as applicable and addressed to:

**The Executive Secretary,
Tertiary Education Trust Fund (TETFund),
6 Zambezi Crescent, Off Aguiyi Ironsi Street,
Maitama, Abuja.**

Bidding documents in the sealed envelope shall be deposited by bidders in the Tenders Box located at the Procurement Division, Ground Floor, TETFund Head Office, 6, Zambezi Crescent, Off Aguiyi Ironsi Street, Maitama, Abuja between 9:00 am to 4:00 pm from 4th August, 2014 to 12:00 noon on 1st September, 2014.

5. Closing Date and Opening of Bids:

The closing date for submission of bidding documents is Tuesday, 16th September, 2014 by 12:00pm; late submissions will be rejected. The documents received shall be opened immediately after the closing of bid submission at the Auditorium of the Nigeria National Merit House, Aguiyi Ironsi Street, Maitama, Abuja.

All Bidders and/or their Representatives, Relevant Professional Bodies and NGOs are invited to witness the Public Opening of Bids.

Please note that:

1. TETFund will not enter into correspondence with any unsuccessful bidder.
2. Any bidder that submits fake documents shall be out rightly disqualified and may be reported to relevant authority.

3. The Fund reserves the right to cancel the procurement proceedings in the public interest without incurring any liability to the bidders.
4. Bidder name, office address, email address and phone numbers should be indicated on the reverse side of their envelopes.
5. Bidders are to ensure that they also sign the Bid submission Register at the Procurement Division of the Fund.
6. No bidder is allowed to bid for more than two (2) lots.
7. This advertisement shall not be construed to be a commitment on the part of TETFund nor shall it entail any bidder to make any claim(s) whatsoever and/or seek any indemnity from TETFund by virtue of such bidder having responded to this advertisement

Signed: Management

Tertiary Education Trust Fund

No. 6, Zambezi Crescent, Off Aguiyi Ironsi Street, Maitama, Abuja.

www.tetfund.gov.ng Tel: 07098818818, 07098818817