

ABIA STATE POLYTECHNIC, ABA, ABIA STATE

INVITATION TO TENDER FOR YEAR 2023 TETFUND ANNUAL INTERVENTION PROJECT

INTRODUCTION

In compliance with the requirement of the Public Procurement Act, 2007. The Abia State Polytechnic, Aba, Abia State, wishes to invite reputable and seasoned firms with proven track record and expertise to submit bids for the below project:

(A) SCOPE OF WORKS

Lot 1: Supply, Installation, Testing and Commission of Office Equipment.

(B) ELIGIBILITY REQUIREMENTS

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC7;
- (b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2023; with minimum average annual turnover of N300 million
- (c) Evidence of Pension Clearance Certificate valid till 31st December, 2023
- (d) Evidence of Pension Clearance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- (e) Evidence of Industrial Training Fund (ITT) Compliance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR)

expiring on 31st December, 2023 or valid Certificate issued by BPP.;

(g) Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the Abia State Polytechnic, Aba, Abia State or the 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 its bid arc true and correct in all particulars;
- that no Director has been convicted in any Country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter;
- that the Company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings;
- that the company does not have existing loan or financial liability with a bank, other financial institution or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months;

(h) Company's Audited Accounts for the last three (3) years -2020, 2021 & 2022;

(i) Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;

(j) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project;

(k) Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;

(l) Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);

(m) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided indicating among others the Lead Partner (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner);

Note: All documents for submission must be transmitted with a Covering-Forwarding letter under the Company Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e- mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

(C) COLLECTION OF TENDER DOCUMENTS

Bid documents shall be made available to interested Companies on presentation of evidence of payment of Tender fee of Ten Thousand Naira only (N10,000.00) paid into the Abia State Polytechnic, Aba, Abia State's Account, and the receipt issued by Abia State Polytechnic, Aba. Abia State's Bursary in respect of the Tender. All tender documents should be collected at the Office of the Director, Physical Planning of the Polytechnic

(D) SUBMISSION OF TENDER DOCUMENTS

Interested bidders should put the technical bid in separate sealed envelope and financial bid in another sealed envelope, with each envelope distinctively labelled to indicate its nature, while the two (2) envelopes should be put in a bigger sealed envelope, indicating Company's Name, particulars and Name of the Lot and should be addressed and submitted to the office of the Registrar. The Abia State Polytechnic. Aba, Abia State **not later than 11:30am on Wednesday, 29 November, 2023.**

(E) OPENING OF TECHNICAL BIDS

Only the technical bids will be opened immediately after the deadline for submission at **11:30am on Wednesday, 29 November, 2023.** at The Abia State Polytechnic, Aba, Abia State Council Chamber, in the presence of the bidders or their representatives, while die

financial bids will be kept un-opened.

(F) GENERAL INFORMATION

- (a) Bids must be in English Language and signed by an official authorised by the bidder;
- (b) Bids submitted after the deadline for submission would be returned un-opened;
- (c) All cost will be borne by the bidders as the University will not be held responsible for any cost or expenses incurred by any interested party (ies) in connection with any response to this invitation;
- (d) Arrangement of the Technical Documents in hard copies should follow the order in the list above and appropriately paged. The technical documents should have a table of content indicating the pages, which these items are to be found. Failure to comply with this directive will result in disqualification of the bidder;
- (e) Non-Compliance with all the conditions stated herein will lead to automatic disqualification of the bidder from the bidding process.
- (f) The Technical Bids will be opened in the presence of Bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies; and will be covered by video recording; invitation link will be sent to bidder who chooses to join the bid opening online;
- (g) Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened
- (h) The Abia State Polytechnic, Aba. Abia State 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:

REGISTRAR