

ADEYEMI COLLEGE OF EDUCATION, ONDO,

P. M. B. 520, ONDO STATE.

www.aceondo.edu.ng

INVITATION TO TENDER

(1) INTRODUCTION

Adeyemi College of Education, Ondo, Ondo State in Compliance with the Public Procurement Act, 2007 hereby invites reputable and competent firms with relevant experience and good track records to submit Technical and Financial Bids for year 2023 TETFund Zonal intervention mentioned below.

(2) SCOPE OF GOODS

The Scope of the supply is as shown in the table below:

INVITATION TO TENDER (Year 2023 TETFUND ZONAL INTERVENTION PROJECT (Goods))

LOT NOS.	PROJECT NAME
LOT R1	Supply, installation and Testing of Office Equipment

ELIGIBILITY REQUIREMENTS

Prospective Contractors are required to submit the following documents us applicable:

(a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 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 N150

million:

- (c) 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)
- (d) Evidence of Industrial Training Fund (ITF) 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);
- (e) Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2023;
- (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) For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs):
- (h) Sworn Affidavit:
 - disclosing whether or not any officer of the relevant committees of the Adeyemi College of Education, Ondo, Ondo 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 are 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;

- (i) Company's Audited Accounts for the last three (3) years -2020, 2021 & 2022;
- (j) Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed:
- (k) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project including copies of their practice Licence such as COREN, QSRBN, ARCON, CORBON etc.:
- (l) 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:
- (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.

(4.0) COLLECTION OF TENDER DOCUMENTS

Interested Companies are to collect the Standard Bidding Document (SBD) from the office of the Director of Procurement, First floor of the former uncompleted building, opposite School of Postgraduate Studies & Research, Adeyemi College of Education, Ondo on evidence of payment of a non-refundable fee of N10,000.00 paid into the Adeyemi College of

Education, Ondo's Remita account in any reputable Commercial Bank in Nigeria.

(5.0) SUBMISSION OF TENDER DOCUMENT

Prospective bidders are to submit bid for each of the Lots desired the technical and financial bids with softcopy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to Director of Procurement, Adeyemi College of Education. P.M.B. 520, Ondo and clearly marked with title of the project and lot number. Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box at the office of the Director of Procurement Adeyemi College of Education Ondo not later than **12 noon on Wednesday 13 December. 2023.**

Furthermore, bidders should visit www.eppms.aceondo.net to upload submit electronic copy/version of their financial bids. Please note that the financial bids are to be passworded and the password submitted to procurement@aceondo.edu.ng on the financial bids opening date.

(6.0) OPENING OF TECHNICAL BIDS

The Technical Bids will be opened immediately after deadline for submission at **12.00noon on Wednesday, 13, December, 2023**, in the Centre for Educational Technology's Conference Room, Adeyemi College of Education, Ondo in the presence of bidders or their representatives while the financial bids will be kept un-opened.

Please, ensure that you sign the Bid Submission Register in the office of the Director of Procurement Adeyemi College of Education, Ondo, as Adeyemi College of Education, Ondo will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Director of Procurement on e-mail procurement@aceondo.edu.ng

(7.0) GENERAL INFORMATION

- (i) Bids must be in English Language and signed by an official authorized 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) 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.
- (v) 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;
- (vi) Adeyemi College of Education, Ondo 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

DR. S.A. AKINTUNDE

PROVOST