

AKWA IBOM STATE POLYTECHNIC

IKOT OSURUA, IKOT EKPENE

INVITATION TO TENDER

The Akwa Ibom State Polytechnic, Ikot Osurua, Ikot Ekpene, invites Interested competent and reputable contractors to apply for pre-qualification and tender for the execution of Needs Assessment Revitalization Fund Projects in the Polytechnic

(2) SCOPE OF WORKS

Lot	Scope
1	Supply of Students' Dual Desk to the Institution

(3) ELIGIBILITY REQUIREMENT

- (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
- (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

31/12/2023 or valid Certificates issued by BPP.

(g) 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 Akwa-Ibom State Polytechnic, Ikot Osurua, Ikot Ekpene 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 misinterpretation 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

(i) Company 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 Academic/Professional qualifications 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 (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 other, 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 authorized officer of the firm.

(4) METHOD OF APPLICATION

The bid documents will be collected from the Procurement Department on payment of the tender fee of N10,000 only to the bank account below:

Bank Name: United Bank of Africa

Account Number: 1010764421

Account Name: Akwa Ibom State Polytechnic

The pre-qualification documents and financial bids should be submitted in a sealed envelope clearly marked "PRE-QUALIFICATION FOR THE SUPPLY OF STUDENTS' DUAL DESK IN THE POLYTECHNIC"

(5) SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit bid for each of the Lot desired, three (3) hard copies each of the technical and financial bids with softcopy of financial bids 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 Rector, Akwa Ibom State Polytechnic, Ikot Osurua, Ikot Ekpene and clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should bear the name and address of the bidders and dropped in

the designated Tender Box not more than **12:00 noon Monday, 30 October 2023**.

(6) OPENING OF TECHNICAL BIDS

Only the technical bids will be opened immediately after the deadline for submission **12:00 noon Monday, 30 October, 2023** at the Polytechnic conference 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 Procurement Office, as the Polytechnic will not be held liable for misplaced or wrongly submitted bids.

(7) GENERAL INFORMATION

- (a) Bids must be in English Language and signed by an official authorized by the bidder;
- (b) Bids submitted after the deadline for submission would be returned un-opened;
- (c) All costs will be borne by the bidders;
- (d) The Technical Bids will be sent to bidders who choose to join the bid opening online;
- (e) 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 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;
- (f) N/B: The Polytechnic is not bound to pre-qualify any bidders 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.

(8) ENQUIRIES

All enquires and technical issues should be directed to the office of the Rector, Akwa Ibom State Polytechnic, Ikot Osurua, Ikot Ekpene.

SIGNED:

MR GODSWILL E.UDOFAH, MNIM

ACTING REGISTRAR