

FEDERAL COLLEGE OF EDUCATION (TECHNICAL)

P.M.B. 0189 UMUNZE, ANAMBRA STATE

INVITATION TO PRE-QUALIFICATION AND TENDER (TECHNICAL AND FINANCIAL) FOR YEARS 2023 TETFUND ZONAL INTERVENTION PROJECTS

(1.0) BACKGROUND

(1.1) The Federal College of Education (Technical), Umunze, Anambra State is a beneficiary of the TETFund Projects under Year 2023 Tertiary Education Trust Fund (TETFUND) Zonal Intervention Projects.

(1.2) In line with the provision of the Public Procurement Act (PPA) 2007, the College is desirous of undertaking a Pre-qualification and tender exercise for these TETFund Projects under Year 2023 Tertiary Education Trust Fund (TETFUND) Zonal Intervention Projects. Consequently, the College wishes to invite reputable, interested contractors/companies to submit their technical and financial bids for the following Projects:

(2.0) PROJECT DESCRIPTION

Lot Description	Code
1 Procurement, Installation, Testing and Commissioning of office Furniture for Academic Staff Offices	TETF/FCE(T)/UMZ/23/01
2 Construction and Installation of Classroom Seats for Students Lecture Hall II	TETF/FCE(T)/UMZ/23/02

(3.0) ELIGIBILITY REQUIREMENTS

Interested bidders should submit the following documents:

(a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7. Business Name is also acceptable for Services;

- (b) Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name) for the last three (3) years, 2020, 2021, 2022 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 National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring 31st December, 2023 or valid Certificate issued by the Bureau of Public Procurement (BPP);
- (g) For Supply of Equipment: Letter of Authorisation as representative of Original Equipment Manufacturers (OEMs);
- (h) Sworn Affidavit:
- disclosing whether or not any officer of the relevant committees of the Federal College of Education (Technical), Umunze, Anambra 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 when needed;

(k) Company's profile with Curriculum Vitae of Key Staff to be deployed to the project, including copies of their Academic/Professional qualifications such as COREN, QSRBN, ARCON, GORBON, CPN, NITDA etc.;

(l) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years, (2018 to date), including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;

(m) Works: List of Plants/Equipment with proof of Ownership/Lease Agreement;

(n) ICT Jobs: Evidence of Firm's current registration/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);

(o) For Training Programmes: Evidence of Firm's current accreditation issued by the Centre for Management Development (CMD);

(p) Electricity Jobs: Evidence of current Licence issued by Nigerian Electricity Management Services Agency (NEMSA);

(q) Only Companies included in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles or their authorised representatives should bid for the Vehicles;

(r) All documents for submission must be transmitted with a covering letter under the Company/Firms Letterhead paper bearing amongst others, the Registration number (RC) as issued by CAC, Contact Address. Telephone Numbers (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.

(4.0) COLLECTION OF BIDDING DOCUMENTS

Bid documents containing full specifications etc. to be collected from the Procurement Department between 9am and 4pm daily, Mondays to Fridays upon the presentation of original receipts for the payment of Ten Thousand Naira (N10,000.00) tender fee of each of the project, paid into the FCE(T) Umunze's Remita Account in any reputable commercial bank in Nigeria.

(5.0) SUBMISSION OF BID DOCUMENTS

Two bound copies each of the technical and financial bids are to be separately sealed in different envelopes indicating the project category, project description, lot number and code and both the financial and technical bids are then to be enclosed in one sealed large envelope indicating the project category projection description, lot number and code of the project bidden for and addressed to:

The Provost,

Federal College of Education (Technical), Umunze,

PMB 0189, Anambra State.

The reverse of the envelope should bear the name and address of the bidder and dropped in the tender box stationed in the Procurement Department of Federal College of Education (Technical), Umunze, Anambra State (Campus One) **not later than 12:00 noon, Monday, 13 November, 2023.**

(6.0) OPENING OF TECHNICAL BIDS

Only the technical bids will be opened immediately after the deadline for submission **12:00 noon, Monday, 13 November, 2023**, at the College Council Chamber Campus One.

Please ensure that you sign the bid collection and submission register in the Procurement Department of the Federal College of Education (Technical), Umuze as the College will not be held liable for misplaced or wrongly submitted bids.

For further enquiries please contact the Secretary, College Tenders Board on phone number: 08037409906

(7.0) NOTE

- (a) Bids must be in English Language and signed by authorised Officials;
- (b) Bids submitted after the deadline for submission will be returned;
- (c) Any bidder that encloses Technical and/or Financial bid of more than one project in a single envelope will have his bid disqualified;
- (d) All costs will be borne by the bidders;
- (e) Delivery of Prequalification Documents through Courier Services will not be accepted if received after the deadline;
- (f) All cost inclined as a result of this tender invitation and subsequent request for information shall be borne by the bidding Companies;
- (g) 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;
- (h) 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;

(i) The College is not bound to prequalify 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 (PPA), 2007.

Signed:

Provost

F.C.E (T), Umunze