

FEDERAL POLYTECHNIC DAURA
PMB 1049 - DAURA, KATSINA ROAD
DAURA, KATSINA STATE

INVITATION TO TENDER

1. INTRODUCTION

The Federal Government has allocated funds to the Federal Polytechnic, Daura for the execution of the year 2024 capital Appropriation Projects.

Accordingly, the polytechnic hereby invites interested, competent, eligible contractors with relevant experience to submit bids for the following projects.

2. SCOPE OF WORKS/SUPPLY

	WORKS
W01	Extension of Electricity to School of Environmental Studies
	GOODS
G02	Purchase of equipment for resources inspection
G03	Purchase of equipment and furniture of administrative offices
G04	Purchase of equipment for accreditation
G05	Furnishing of ICT center

3. ELIGIBILITY REQUIREMENTS

Prospective bidders must possess the under listed requirements to be eligible to participate.

- a) Evidence of certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC1.1 or CAC 2 and CAC7.
- b) Evidence of firms Tax Clearance Certificates for the last three (3) years valid till 31st December 2023; with minimum average annual turnover of N20 million.
- c) Evidence of Pension Clearance Certificate for the last three (3) years 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 current Nigeria Social Insurance Trust Fund (NSITF) Compliance 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 Certificate issued by BPP;

g) Sworn affidavit

- disclosing whether or not any officer of the relevant committees of the Polytechnic or Bureau of Public Procurement (BPP) 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 county for any criminal offence relating to fraud impropriety or criminal misrepresentation or falsification of facts relating to any matter.
- That the company is not in receivership, the subject of any form or bankruptcy proceedings of the subject of any form of winding up petition or proceeding

h) Company's Audited Accounts for the last three years (2021, 2022 & 2023);

i) Reference letter from a reputable commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the projects when needed;

j) Company profile with the curriculum vitae of key staff to be deployed for the project, including copies of their academic/professional qualifications such as COREN, QSDRBN, ARCON, CORBON etc;

- k) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including letters of awards, valuation certificates, job completion certificates and photographs of the projects;
- l) For supply of equipment: Letter of Authorization from the original equipment manufacturers (OEMs)
- m) Electricity jobs: evidence of current licence issued by Nigerian Electricity Management Services Agency (NEMSA);
- n) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificates, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn affidavit are compulsory for each JV Partner);
- o) All documents for submission must be submitted with a Covering/Forwarding letter under the Company's letter head paper bearing amongst others, the Registration Number (RC) as issued by the CAC, Contact Address, Telephone Number (preferably GSM No) fax and email address. The letter head 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. COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect the standard bidding document (SBD) from the office of the Director Procurement, Take off campus Federal Polytechnic Daura, along Katsina road, Daura town, Katsina state on evidence of payment of a non- refundable tender fee of N10,000.00, paid into the Federal Polytechnic Daura's Remita account.

5. SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit two (2) hard copies each of the technical and financial bids with softcopy of the financial bid in MS Excel format, packaged separately in sealed and clearly marked as "Technical Bid" and "Financial Bid". Thereafter, the two sealed envelopes should be put together in a bigger sealed envelope addressed to:

**The Rector,
Federal Polytechnic Daura**

Take-Off campus, along Katsina road

Daura town, Katsina state

And clearly marked with "Tender for (state the lot and name of the project)". Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated tender Box in the office of the Director Procurement not later than **12:00pm Monday, 4th March, 2024**

6. OPENING OF TECHNICAL BIDS

The technical bids will be opened immediately after the deadline for submission **on Monday March 4th, 2024 by 12:00pm** in the Polytechnic auditorium at the Take-off campus, along Katsina road, Daura Town, 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 Procurement, near Deans Office, at the take-off site, along Katsina road, Daura town. The Federal Polytechnic Daura will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the procurement department on procurement@fedpolydaura.edu.ng

7. GENERAL INFORMATION

- a) Bids must be in English Language and signed by an official authorized by the bidders
- b) Bids submitted after the deadline for submission would be returned unopened;
- c) All cost will be borne by the bidders;
- d) Bidders should not bid for more than one (1) lot.
- e) The technical bids will be opened in the presence of CSOs and professional bodies and covered by video recording, invitation line will be sent to bidders who choose to join the bid opening online.
- f) Only pre-qualified bidders at technical evaluation will be invited at later date for virtual financial bids opening, while the financial bids of unsuccessful bidders will be returned un-opened;

g) The Federal Polytechnic Daura is not bound to prequalify and bidder 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

Rector

Federal Polytechnic Daura