

## **FEDERAL POLYTECHNIC ISUOCHI, ABIA STATE**

### **INVITATION TO TENDER FOR YEAR 2023 TETFUND ZONAL INTERVENTION PROJECTS**

#### **(1) INTRODUCTION**

The Federal Polytechnic, Isuochi, Abia State, wishes to invite reputable contractors with relevant proven competence and experience to submit tenders for the execution of the following projects:

#### **(2) SCOPE OF WORKS**

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Lot 1	Supply, Installation Testing and Commissioning of Office Equipment and Furnishing
Lot 2	Supply, Installation Testing and Commissioning of Laboratory Equipment for various Departments

#### **(3) ELIGIBILITY REQUIREMENTS**

Prospective Bidders must possess the under listed requirements to be eligible in this procurement.

- (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 Certificate 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 Federal Polytechnic, Isuochi, 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 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;
- (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 Academic/Professional qualifications.
- (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 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) COLLECTION OF TENDER DOCUMENTS**

Interested Companies are to collect the Standard Bidding Document (SBD) from the office of the Chief Procurement Officer, Federal Polytechnic, Isuochi, Abia State within the working hours upon the presentation of evidence of payment of non-refundable tender fee of N 10,000.00 per lot paid into the Federal Polytechnic, Isuochi, Abia State REMITA account in any reputable Commercial Bank in Nigeria.

#### **(5) SUBMISSION OF BID DOCUMENTS**

Interested and competent bidders are requested to submit two (2) hard copies each of Completed technical and financial bids, packaged separately in sealed envelopes together in a bigger sealed envelope addressed to: The Rector, Federal Polytechnic, Isuochi, Abia State, 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 bidder and dropped in the designated Tender Box at the office of the Registrar, not later than **12:00 noon Tuesday, 12 December, 2023.**

#### **(6) OPENING OF TECHNICAL BIDS**

Only the technical bids will be opened immediately after the deadline for submission at **12:00 noon Tuesday, 12 December, 2023**, at the University's Board Room.

**(7) GENERAL INFORMATION**

**Please note that;**

- (i) All submission must be made only in English Language.
- (ii) Any bid received after the deadline for submission shall be returned unopened.
- (iii) Contractors are not permitted to bid for more than one lot. Any bidder that violated this rule shall be disqualified.
- (iv) Technical and financial bids enclosed in one and same single envelope that will expose the technical and financial bids at the same time of opening shall be disqualified.
- (v) 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:
- (vii) 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 unopened
- (vii) Federal Polytechnic, Isuochi, 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**