

## **FEDERAL POLYTECHNIC OROGUN DELTA STATE**

### **INVITATION FOR PRE-QUALIFICATION**

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

The Federal Polytechnic Orogun Delta State offers a wide range of academic programs that are designed to meet the needs of today's rapidly changing job market. The programs are grounded in real-world experience and hands-on learning, giving students the skills and knowledge they need to succeed in their chosen fields. In keeping with its mandate and in compliance with the provisions of the Public Procurement Act, 2007, the Polytechnic hereby invites interested, competent and reputable Contractors with relevant experience and good record of accomplishment to submit prequalification documents as follows:

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

##### **CATEGORY A: GOODS**

<b>LOT NO</b>	<b>PROJECT DESCRIPTION</b>
G001	Procurement of Furniture for classrooms and office
G002	Purchase of Vehicles

##### **CATEGORY B: WORKS**

<b>LOT NO</b>	<b>PROJECT DESCRIPTION</b>
G001	Construction of Senate Building

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

For purposes of evaluation, interested Contractors/Consultants 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;
- (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 N1 billion for Works and N500 million for Goods;

(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) Sworn Affidavit:

- disclosing whether or not any officer of the relevant committees of the Federal Polytechnic Orogun Delta 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;

(h) Company's Audited Accounts for the last three (3) years - 2020, 2021 & 2022;

(i) Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness

to provide credit facility for the execution of the project when needed;

(j) 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.;

(k) 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;

(l) List of Plants/Equipment with proof of Ownership/Lease Agreement;

(m) For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);

(n) 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;

(o) For Joint Venture/Partnership, Memorandum of Understanding (MoU) indicating Lead Partner 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) SUBMISSION OF PREQUALIFICATION DOCUMENTS**

Interested firms are to submit two (2) bound of Prequalification Documents separated by

dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to The Rector, Federal Polytechnic Orogun Delta State and clearly marked with (the name of the project and the 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 in the Office of the Rector **not later than 12:00Noon, Monday 19 February, 2024.**

#### **(5) OPENING OF PREQUALIFICATION DOCUMENTS**

The Prequalification documents will be opened immediately after the deadline for submission **12:00Noon, Monday, 19 February, 2024** in the Lecture Theatre, Federal Polytechnic Orogun Delta State in the presence of bidders or their representatives. Please, ensure that you sign the Bid Submission Register in the office of the Rector, as the Polytechnic will not be held liable for misplaced or wrongly submitted bids.

#### **(6) 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;
- (b) All cost will be borne by the bidders;
- (c) Arrangement of technical documents in hard copies should follow the order in the list above and appropriately paged. The technical document should have a table of content indicating the pages, which these items are to be found. Failure to comply with this directive will result in disqualification of the bidder.
- (d) 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;
- (e) Only pre-qualified bidders at technical evaluation will be invited at a later date for

collection of tender documents;

(f) Federal Polytechnic Orogun Delta 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 2007 Public Procurement ACT.

**SIGNED:**

**HEAD OF PROCUREMENT**

**FEDERAL POLYTECHNIC OROGUN DELTA STATE**