

FEDERAL UNIVERSITY OF AGRICULTURE, ABEOKUTA (FUNAAB)

ALABATA ROAD, PMB 2240, ABEOKUTA, NIGERIA

INVITATION TO TENDER

1. INTRODUCTION

The Federal University of Agriculture, Abeokuta, (FUNAAB), is desirous of undertaking bid exercises (Technical and Financial) for the under-listed projects as provided for in 2024 Capital Appropriation.

Consequently, the University wishes to invite reputable contractors to bid for the following projects:

2. SCOPE OF WORKS

LOT	PROJECT	LOCATION
R1:	Purchase of farm machinery and equipment	FUNAAB
R2:	Supply, installation and testing of laboratory equipment	FUNAAB

3. ELIGIBILITY REQUIREMENTS

Interested bidders are required to submit two (2) bound tender documents duly signed, paginated separated by dividers and arranged in the order outlined hereunder;

a) Evidence of certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7; b) Evidence of Company's Income Tax Clearance Certificates for the last three (3) years valid till 31st December 2024; the minimum average turnover required is N200 million for lots (1) and N100 million for Lot 2;

c) Evidence of Pension Clearance Certificate valid till 31st December, 2024 (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, 2024 (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, 2024;

f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2024 or valid Certificate issued by BPP;

g) Sworn affidavit

- disclosing whether or not any officer of the relevant committees of the Federal University of Agriculture, Abeokuta 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 of falsification of facts relating to any matter.

- That the company does not have existing loan or financial liability with a bank, other financial institutions of third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months.

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

i) Reference letter from a reputable commercial bank 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, 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) Letter of authorization from the Original Equipment Manufacturers (OEM)

m) 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);

n) 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 DOCUMENT

Interested companies are to collect the Standard Bidding Document (SBD) from the Office of the Head, Procurement unit on evidence of payment of a non-refundable tender fee of Ten Thousand Naira (N10,000.00) per lot, paid into the FUNAAB e-collection account number 0220217161018 on remita platform by generating Remita Retrieval Reference (RRR) and making the payment through any commercial bank, in generating RRR always ensure that you select the Federal University of Agriculture, Abeokuta as the name of the MDA and tender fee as the name of service/purpose.

The evidence of payment shall be submitted with the bidding documents.

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 **Federal University of Agriculture, Abeokuta, PMB 2240, Ogun 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 in the office of the Head, Procurement Unit, not later than **12:00 noon Monday, 18th March, 2024.**

6. OPENING OF TECHNICAL DOCUMENTS

Only the technical bids will be opened immediately after the deadline for submission **12:00 noon Monday, 18th March, 2024 at Room A119, Unity Building 'A' Federal University of Agriculture, Abeokuta at 12:00 noon** in the presence of bidders or their representatives.

Please, ensure that you sign the bid submission register in the office of the Head, Procurement Unit, Room B 203, Unity Building 'A' Federal University of Agriculture, PMB 2240, Abeokuta, as the University will not be held liable for misplaced or wrongly submitted bids.

For further enquiries, please contact the Head Procurement Unit on email procurement@funaab.edu.ng

7. GENERAL INFORMATION

- a. Bid 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 unopened;
- c. Bidders should not bid for more than two (2) lots, contravention is automatic disqualification
- d. All costs will be borne by the bidder;
- e. 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 EOIs/bid opening online;
- f. Only pro-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

g. The Federal University of Agriculture, Abeokuta 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

O.M Dawodu (Mrs.)

Ag. Registrar