

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI, IMO STATE

INVITATION FOR PRE-QUALIFICATION AND TENDER FOR 2023 TETFUND ZONAL INTERVENTION PROJECTS

(1.0) INTRODUCTION

The Federal University of Technology, Owerri, Imo State, in pursuance of its mandate and in compliance with the requirement of the Public Procurement Act, 2007. The Federal University of Technology, Owerri, now invites sealed bids from eligible and qualified bidders for the following projects:

(2.0) SCOPE OF WORK

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| Lot 1 | Supply, Installation and Testing of Medical Science Laboratory and Engineering Equipment for various Departments. |
| Lot 2 | Supply, Installation and Testing of Equipment for Forensic Science, Environment Health, Radiography and Clinical Engineering Laboratories |

(3.0) ELIGIBILITY REQUIREMENTS

Prospective bidder should submit the following under-listed documents:

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 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 N400 million;
- (c) Evidence of Pension Clearance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff 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 University of Technology, Owerri, Imo 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 where 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) Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);

(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.

(4.0) COLLECTION OF TENDER DOCUMENTS

Bid documents can be obtained from the office of the Chief Procurement Officer, Federal University of Technology, Owerri, Imo State upon presentation of evidence of payment of non-refundable tender fee of Ten Thousand Naira (N10,000.00) per Lot into TSA Account of the Federal University of Technology, Owerri, Imo State, Remita account numbering any reputable commercial bank in Nigeria and Treasury Receipt obtained from the University each office. Evidences of payment must be enclosed in the submitted envelope.

(5) SUBMISSION OF TENDER DOCUMENTS

Submission of Technical and Financial Bids is to be made separately in sealed envelopes clearly marked "TECHNICAL" and FINANCIAL indicating lot in consideration. The separately sealed Technical and Financial Bid should be packed in third sealed envelope properly addressed to the Vice-Chancellor, the Federal University of Technology, Owerri, Imo State 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 Procurement Office on or before **12:00 noon on Wednesday, 29 November, 2023.**

(6) OPENING OF TECHNICAL BIDS

Only the Technical Bids shall be opened immediately after the deadline for submission at **12:00 noon on Wednesday, 29 November, 2023** at the Procurement Department's Conference Room, Federal University of Technology, Owerri, Imo State in the presence of bidders or their representatives while the financial bid will be kept un-opened. Please ensure that you sign the Bid Submission Register at the submission centre, as the University will not be held liable for misplaced or wrongly submitted bids.

(7) GENERAL INFORMATION

- (i) Federal University of Technology, Owerri, Imo State, reserves the right to verify any or all the claims made by bidders and shall disqualify any Company whose claims are found to be false and other sanctions may apply.
- (ii) This is only an invitation for solicitation to submit and does not bear any financial undertaking on the part of the Institution.
- (iii) All enquiries should be made to the office of the Chief Procurement Officer, Federal University of Technology, Owerri, Imo State.
- (iv) Submission must be made only in English language and all quotations made in Naira.
- (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;
- (vi) 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;
- (vii) The Federal University of Technology, Owerri, Imo 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:

ACTING DIRECTOR- PROCUREMENT