

**FEDERAL UNIVERSITY OF TECHNOLOGY,
P.M.B. 1526 OWERRI, IMO STATE**

**INVITATION TO TENDER FOR YEAR 2023 PARENTS MANAGEMENT FORUM
PROJECT**

1. INTRODUCTION

The Federal University of Technology, Owerri, in compliance with the requirements of the Public Procurement Act (PPA) 2007 invites selected, qualified and competent contractors with proven experience and good track record of performance to submit bids for the year 2023 Parent Management Forum Project as listed below:

- **LOT:** PMF1 Construction of Vice Chancellor's Lodge

2. ELIGIBILITY REQUIREMENTS

To be eligible, potential bidders should submit all the under listed verifiable documents and must be arranged in the following order and numbered.

- a) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC 1.1 or CAC 2 and CAC7;
 - b) Evidence of Company's Income Tax Clearance Certificates 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 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 Federal University of Technology, Owerri 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 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 (2020, 2021 & 2022)

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, QSRBN, 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 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);

m) 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.

3. COLLECTION OF BID DOCUMENTS

Interested companies are to collect the Standard bidding documents (SBD) from the assistant Chief procurement Officer, Room 203, First Floor, Senate Building, Upon providing evidence of payment of a non-refundable tender fee of N10,000.00 (Ten thousand Naira) per lot, paid into Federal University of Technology Owerri's remita account in any reputable commercial bank in Nigeria.

4. SUBMISSION OF TECHNICAL AND FINANCIAL BID DOCUMENTS

Two hard copies each of both Technical and Financial bid documents must be in two different sealed envelopes tagged "Technical Bid and "Financial Bid, respectively and must be placed in a bigger envelope marked on the top left-hand corner, the project name and lot no. and addressed to The Vice-Chancellor, Federal University of Technology, Owerri, Imo State. The reverse side of each sealed envelope should bear the name and address of the bidder and dropped in a tamper proof box provided at the Office of the Procurement Unit, Rooms 203, First floor, Senate building not later than **12:00 noon Tuesday October 17, 2023.**

5. OPENING OF TECHNICAL BIDS

Only the technical bid shall be opened immediately after the deadline for submission at 12:00 noon Tuesday October 17, 2023, in the University Council Chambers Second Floor, Senate Building, while the financial bids will be kept un-opened. Please ensure that you sign the bid submission register provided in the Procurement unit, Room 203 first floor of the senate building FUTO as the University 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 authorized official;
- b. All cost will be borne by the bidders
- c. Bidders should not bid for more than two (2) lots;
- d. The Technical bids will opened in the presence of CSOs and professional bodies and covered by video recording; invitation link will be sent to bidder who chooses to join the bid opening online;
- e. Bid documents can also be collected in soft copies and Bidders can submit through post (Courier services)
- f. Only pre-qualified bidders at technical evaluation will be invited at later date for virtual financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
- g. Any bid submitted after the closing time and date shall be returned un-opened.
- h. The Federal University of Technology, Owerri 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.

7. ENQUIRIES

All enquiries should be directed to the Ag. Director, Procurement Unit/Secretary to Tenders board, Federal University of Technology, Owerri

SIGNED

Ag. Director, Procurement Unit/Secretary, University Tenders Board
Federal University of Technology, Owerri.