

FEDERAL UNIVERSITY OF TECHNOLOGY

P.M.B. 1526, OWERRI

INVITATION FOR EXPRESSION OF INTEREST FOR YEARS 2021- 2023 (MERGED) TETFUND MAINTENANCE INTERVENTION SERVICES

(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 Consultants with proven experience and good track record of performance to interest in our Years 2021-2023 (Merged) TETFUND Maintenance Intervention Services as listed below:

Lot 1: Insurance Cover for some Critical Facilities on the University.

(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 the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2, and CAC7. Business Name with Form BN 1 is also acceptable;
- (b) Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners in case of Business Name) for the last three (3) years valid till 31st December, 2023; with minimum average annual turnover of N50 million;
- (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 University of Technology, Owerri 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) Operational Licence issued by NAICOM,

(i) Valid and adequate re-insurance Treaty arrangement;

(j) Certified True Copy of Audited Accounts approved by NAICOM for the last three (3) years – 2020, 2021 & 2022;

(k) Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;

(l) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the

project including copies of their Academic Professional qualifications;

(m) 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;

(n) 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.

Note: Technical Bid Documents should be bound with a table of contents in order of listing above.

(3) SUBMISSION OF EOI

Interested firms are to submit two (2) bound of Expression of Interest (EOI) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope 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, Room 203, First floor, Senate Building **not later than 12:00 noon, Wednesday, 21 February,**

2024.

(4) OPENING OF EOI

The EOI shall be opened immediately after the deadline for submission at **12:00 noon, Wednesday, 21 February, 2024.** In the University Council Chambers Second floor, Senate Building. 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 form is placed or wrongly submitted bids.

(5) GENERAL INFORMATION

- (A) EOIs must be in English Language and signed by an official authorised by the bidder;
- (B) All costs will be borne by the bidders;
- (C) The EOIs will be 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 EOI's opening online;
- (D) Only shortlisted Consultants will be invited at a later date for collection of Request for Proposals;
- (E) Any EOI submitted after the closing time and date shall be returned un-opened.
- (F) The Federal University of Technology, Owerri is not bound to shortlist any Applicant 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.

ENQUIRIES:

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

SIGNED

MANAGEMENT

FEDERAL UNIVERSITY OF TECHNOLOGY, OWERRI.