

## **FEDERAL UNIVERSITY OF TECHNOLOGY**

**P.M.B. 1526, OWERRI**

### **INVITATION TO TENDER FOR YEARS 2019 - 2022 (MERGED) TETFUND INTERVENTION FOR LIBRARY DEVELOPMENT**

#### **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/Suppliers with proven experience and good track record of performance to submit bids for the Years 2019 - 2022 (Merged) TETFUND Intervention for Library Development Project as listed below:

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LOT	DESCRIPTION
Lot 1	Procurement of Books for School of Biological Science And Information and Communication Technology
Lot 2	Procurement of Books for School of Basic Medical Sciences
Lot 3	Procurement of Equipment and Furniture for Library

#### **(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;
- (b) Evidence of Company's Income Tax Clearance Certificate 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 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) For Supply of Books: Evidence of membership of Publishers or Booksellers Association of Nigeria;
- (i) Lot 3: Letter as the Original Equipment Manufacturer (OEM) or as representative of OEM;
- (j) Company's Audited Accounts 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 such as COREN, QSRBN, ARCON, CORBON etc.;

(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) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;

(o) 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)

(p) 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) 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, on 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 (2) 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, Room 203, First floor. Senate Building **not later than 12:00 noon, Tuesday, 14 November, 2023.**

#### **(5) OPENING OF TECHNICAL BIDS**

Only the Technical Bid shall be opened immediately after the deadline for submission at **12:00 noon, Tuesday, 14 November, 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 official authorised by the bidder;
- (b) All costs will be borne by the bidders;
- (c) Bidders should not bid for more than two (2) Lots;
- (d) The Technical Bids 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 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 a later date for 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 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.

**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.**