

GATEWAY (ICT) POLYTECHNIC, SAAPADE, OGUN STATE.

INVITATION TO TENDER FOR YEAR 2019 TETFUND LIBRARY DEVELOPMENT INTERVENTION PROJECTS 1.

1. INTRODUCTION

In compliance with the requirement of the Public Procurement Act, 2007, the GATEWAY (ICT)

POLYTECHNIC, SAAPADE, OGUN STATE, wishes to invite reputable and seasoned firms with

proven track record and expertise to submit bids for the below project.

2. SCOPE OF WORK

Lot 1: Procurement of assorted textbooks, journals and reference materials

Lot 2: Procurement and installation of library furniture equipment with accessories

3. ELIGIBILITY REQUIREMENTS

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 January 2024;

c) Evidence of Pension Clearance Certificate valid till 31st January 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 January 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 January 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 31st January

2024 or valid Certificate issued by BPP;

g) Lot 1: Evidence of current membership with the publishers or booksellers association of Nigeria;

h) Lot 2: letter of Authorization as representative of the original equipment manufacturers (OEMs)

i) Sworn affidavit

- Disclosing whether or not any officer of the relevant committees of the Gateway (ICT) Polytechnic, Saapade, Ogun State 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 or 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

- 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.

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

k) Reference letter from a reputable commercial bank 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,

m) 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;

n) 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);

Note: 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 DOCUMENTS

Bid documents shall be made available to interested companies on presentation of evidence of payment of tender fee of Ten Thousand Naira only (N10, 000.00) per lot, paid into the Gateway (ICT) Polytechnic, Saapade's Account, and the receipt issued by the Gateway (ICT) Polytechnic, Saapade's Bursary in respect of the tender. All

tender documents should be collected at the Office of the Deputy Rector of the Polytechnic.

5. SUBMISSION OF TENDER DOCUMENTS

Interested bidders should out the technical bid in separate sealed envelope and financial bid in another sealed envelope, with each envelope distinctively labeled to indicate its nature, whole the two (2) envelopes should be put in a bigger sealed envelope, indicating company's name, particulars and name of the lot and should be

addressed and submitted to the office of the Deputy Rector, Gateway (ICT) Polytechnic, Saapade,

Ogun State not later than 11:00am on **Monday 29th January, 2024.**

6. OPENING OF TECHNICAL

BIDS Only the technical; bids will be opened immediately after the deadline for submission at 11:00am on **Monday 29th January, 2024** at the Gateway (ICT)

Polytechnic, Saapade, Conference Room, in the presence of the bidders or their representatives, while the financial bids will be kept un-opened.

7. GENERAL INFORMATION

- a. Bids must be made 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. All cost will be borne by the bidders as the Polytechnic will not be held responsible for any cost or expenses incurred by an interested party(ies) in connection with any response in this invitation;
- d. Arrangement of the technical documents in hard copies should follow the order in the list above and appropriately paged. The technical documents should have a table of content indicating the pages, which these items are to be found. Failure to comply with this directive will result in disqualification of the bidder;
- e. Non-compliance with all the conditions stated herein will lead to automatic disqualification of the bidder from the bidding process.
- f. The technical bids will be opened in the presence of CSOs and Professional bodies and covered by video recording: invitation line will be sent to bidder who chooses to join the bid opening online
- g. Only pre-qualified bidders will be invited at later date for financial bids opening while financial bids of un-successful bidders will be returned un-opened;

h. The Gateway (ICT) Polytechnic, Saapade, Ogun State 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.

Signed
T.K Ogunyinka
Deputy Rector,
Gateway (ICT) Polytechnic, Saapade