

**UNIVERSITY OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES, KM 26,
OWERRI-PORT HARCOURT ROAD, UMUAGWO, IMO STATE**

**INVITATION FOR PRE-QUALIFICATION AND TENDER FOR YEAR 2023 TETFUND
SPECIAL HIGH IMPACT INTERVENTION PROJECTS (SHIP)**

1. INTRODUCTION

Pursuant to its mandate and in compliance with the requirements of Public Procurement Act, 2007 and other extant government regulations, the University of Agriculture and Environmental Sciences, Umuagwo wishes to invite interested, competent/qualified and experienced contractors/firms with good track records of prompt delivery of similar projects to bid for the following procurements under the YEAR 2023 TETFUND SPECIAL HIGH IMPACT INTERVENTION PROJECTS (SHIP).

2. SCOPE OF WORKS/ GOODS

CATEGORY 1: WORKS

LOT	DESCRIPTION
1	Construction and furnishing of senate building (Two Suspended Floors) with Associated External Works and Installation of Signage
2	Construction and furnishing of Student Hostel Building (One Suspended Floor) with associated external works
CATEGORY 2: GOODS	
3	Procurement, installation, testing and commissioning of equipment for Biotechnology, Biochemistry and other related programs
4	Procurement, Installation, Testing and Commissioning of equipment for Food sciences, civil engineering and other related programs

3. ELIGIBILITY REQUIREMENTS

- Evidence of certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC 1.1 or CAC2 and CAC7
- Evidence of Company's Income Tax Clearance Certificates for the last three (3) years valid till 31st December 2023; with minimum average annual turnover N650m for lot 1,

N300m for lot 2; N250m for lot 3 & N150m for lot 4.

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 University of Agriculture and Environmental Sciences, Umuagwo 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 or 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 technical/management staff and with evidence of previous work experience, clients details, nature of work/contract, contract sum and copies of academic and professional qualification 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) Lot 1 & 2: list of plants/equipment with proof of ownership/lease agreement;

m) Lot 3 & 4: letter of authorization as representatives of the Original Equipment Manufacturers (OEMs)

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.

All documents for submission must be arranged in the order listed above.

4. COLLECTION OF TENDER DOCUMENTS

Interested firms are to collect the standard bidding document (SBD) from the office of the Head of Procurement Unit, University of Agriculture and Environmental Sciences, Umuagwo on presentation of evidence of payment of a non-refundable tender fee of N10,000.00 per lot, through REMITA platform in any reputable commercial bank of their choice in favour of University of Agriculture and Environmental Sciences, Umuagwo. Evidence of such payments should be presented at the cash office, Bursary Department for verification and issuance of official receipt, which MUST be inserted in the financial bid envelope.

5. SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit bids for the Lot(s) desired. Two (2) hard copies of the technical bid and financial bids should be packaged separately in sealed envelopes and clearly marked as "Technical bid" or "Financial Bid". Thereafter, put the two sealed envelopes together in a bigger envelope, sealed and addressed to the Vice-Chancellor,

University of Agriculture and Environmental sciences, Umuagwo, Imo state. The project name and lot number should be clearly marked on each envelope. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated tender box located at the office of Head, Procurement Unit, University of Agriculture and Environmental Sciences, Umuagwo between 8:00am and 4:00pm on weekdays only and **not later than 2:00pm on Friday, 23rd February, 2024**. Bidders should sign the bid submission register in the office of the Head, Procurement Unit as UAES will not be held liable for misplaced or wrongly submitted bids.

6. OPENING OF TECHNICAL BIDS

Only the technical bids will be publicly opened immediately after the deadline for submission at **2:00pm on Friday, 23rd February, 2024**, in the University's Senate Chambers of the University in the presence of bidders or their representatives, while the financial bids will be kept un-opened.

7. GENERAL INFORMATION

- a. The university shall verify all the claims made by applicants and shall disqualify any company whose claims are found to be false in addition to other sanctions that may be deemed necessary;
- b. Bids must be in English Language and signed by an official authorized by the firm;
- c. Bids submitted after the deadline for submission would be returned unopened;
- d. Delivery by courier/post will be returned un-opened if delivered after the deadline for submission;
- e. Bidders should not bid for more than two (2) lots;
- f. All costs incurred as a result of the bid submission shall be borne by the bidders;
- g. 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 the bidder who chooses to join the bid openings online.

h. 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;

i. The University of Agriculture and Environmental Science, Umuagwo 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.

j. For more information, please visit www.uaes.edu.ng

SIGNED

Prof. Christopher C. Eze

Ag. Vice Chancellor