

**UNIVERSITY OF BENIN, BENIN CITY, NIGERIA**

**SUSTAINABLE PROCUREMENT, ENVIRONMENTAL AND SOCIAL STANDARD  
ENHANCEMENT (SPESSE) CENTRE EXCELLENCE**

**Specific Procurement Notice**

**REQUEST FOR BIDS**

**Employer: University of Benin**

**Country: Nigeria**

**Name of Project:** Sustainable Procurement, Environmental and Social Standard  
Enhancement (SPESSE)

**Contract Title:**

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Lot 1 Purchase and Installation of Office Equipment  
Lot 2 Purchase and Installation of Office Furniture  
Lot 3 Purchase, Install and Equip Classrooms with Teaching Aid and Lab Equipment

**IDA Loan No:** P149605

**RFB Reference No.:**

UNIBENSPE/GO/006

UNIBENSPE/GO/007

UNIBENSPE/GO/005

(1) The University of Benin has applied for financing from the World Bank towards the cost of the Sustainable Procurement, Environmental Social Standard Enhancement (SPESSE) and intends to apply part of the proceeds toward payments under the contract for

Purchase and installation of Office Equipment, Purchase one installation Office furniture and Equip classrooms with, teaching aids and laboratory equipment.

(2) The Sustainable Procurement, Environmental Social Standard Enhancement (SPESSE) of the University of Benin now invites sealed Bids from eligible Bidders for **Lot 1, Purchase and installation of Office Equipment, Lot 2, Purchase and installation of Office Furniture and Lot 3, Purchase, Install and Equip Classroom with Teaching Aids and Lab Equipment.**

(3) Bidding will be conducted through national competitive procurement using a Request, for Bids (RFB) as specified in the World Bank's "Procurement Regulations for IPF Borrowers" 5th Edition dated September 2023 ("Procurement Regulations") and is open to all eligible Bidders as defined in the Procurement Regulations.

(4) Interested eligible Bidders may obtain the bidding document from the program manager office, Room 6, located at CERHI Building, UNIBEN, Ugbowo campus, Benin City, Bidders may seek further information from the Centre Leader, SPESSE Project office at CERHI Building UNIBEN Ugbowo campus Benin city between hours of 9:00am to 4:00pm.

(5) The bidding document in English Language may be purchased by interested Bidders upon the submission of a written application to the address below and upon payment of a non-refundable fee of Thirty Thousand Naira only (N30,000) via Remita, by generating Remita Retrieval Reference (RRR) in favour of Sustainable Procurement, Environmental Social Standard Enhancement (SPESSE) University of Benin.

(6) Firms that cannot meet the following key qualification requirements are not encouraged to participate in the Bidding process:

**Average/Annual Turnover Requirement:**

Lot 1: One Hundred Million Naira only. Minimum Annual Turnover of N100,000,000.00 only in the last 3 years.

Lot 2: One Hundred Million Naha only. Minimum Annual Turnover of N100,000,000.00 only

in the last 3 years.

Lot 3: Total Turnover of at least N300,000,000.00 only in the last 3 years.

**(A) Financial Resources:**

The Bidders shall demonstrate that it has access to, or has available liquid assets, unencumbered real assets lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the Goods cash flow requirement estimated as per each Lot.

Lot 1 -One Hundred Million Naira (N 100,000,000.00) only.

Lot 2- One Hundred Million Naira (N100,000,000.00) only.

Lot 3- Three Hundred Million Naira (N100,000,000.00) only for at least 3years.

**(B) Specific Experience**

The bidder should have executed Minimum number of three (3) contract in the last five (5) years with verifiable documentary evidence including letters of award, completion certificate of the projects specified that have been satisfactorily and substantially completed as a prime contractor, joint venture member, management contractor or subcontractor.

**(C) ELIGIBILITY REQUIREMENTS:**

Interested and reputable Companies are required to possess the under-listed requirements to be eligible for this project:

(a) Evidence of Certificate of Incorporation with Corporate Affairs Commission (CAC) including form CAC1.1 or CAC2 and CAC7.

(b) Evidence of current Company's Income Tax Clearance Certificate for the past three (3) years valid to 31st December, 2023.

- (c) Evidence of current Pension Compliance Certificate valid till 31st December, 2023.
- (d) Evidence of Current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2023.
- (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 (NDCCSPS) by submitting Interim Registration Report (IRR) valid till 31st December, 2023 or valid Certificate issued by Bureau of Public Procurement (BPP).
- (g) Company Profile showing Organizational Structure, Names and Resume of key Administrative/Technical Officers and their Phone Numbers, Certificate of Academic & Professional qualifications of the officers should also be included. And also, evidence of company registration with relevant professional bodies.
- (h) Sworn affidavit disclosing whether or not any officer of the relevant committees of UNIVERSITY OF BENIN, EDO STATE or SPESSE is a former or present director, shareholder or has any pecuniary interest in the firm expressing interest and to confirm that all information presented are true and correct in all particulars, not earlier than the date of advertisements.
- (i) Financial Resources: The Bidders shall demonstrate that it has access to, or has available liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirement /reference letter from a reputable Financial Institution.
- (j) Company's Audited Accounts for the last three (3) years (i.e. 2021, 2022, 2023)
- (k) Evidence of previous jobs executed between 1st January, 2019 and application deadline with any reputable National and International Organization should be attached. Letters of Awards and Job Completion certification and Photographs of the Projects should

also be attached.

(l) For joint ventures/partnership, memorandum of Understanding (MOU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn affidavit are compulsory for each JV partner).

(m) 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 (preferably GSM NO,), and e-mail address.

The letterhead paper must bear the Name and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorized officer of the firm.

(7) Attention is drawn to the procurement Regulations requiring the Borrowers to disclose information on the successful bidder's beneficial ownership, as part of the contract Award Notice, using the Beneficial Ownership Disclosure Form as indicated in the bidding document.

## **(8) SUBMISSION OF TENDER DOCUMENTS**

Prospective bidders are to submit two (2) copies each of the Technical and Financial bids, packaged separately in sealed envelopes and clearly marked as "TECHNICAL BID and FINANCIAL BID". Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to The Centre Leader SPESSE Project University of Benin, and clearly marked with the name of the project. (SUBMISSION SHOULD BE IN HARD and SOFT COPIES) Furthermore, the reverse side of the envelope should be clearly marked with, the

name and address of the Bidder and dropped in the designated tender box at the Office of the Program Manager, (SPESSE) Room 6, CERHI Building, UNIBEN, Ugbowo campus, Benin City **not later than 12:00noon on 26 February, 2024**. The working hours is; 9:00am to 4:00pm on weekdays; excluding weekends. Please ensure that you sign the Bid submission register as the Centre will not be held liable for misplaced or wrongly submitted

Bids.

## **(9) OPENING OF BID**

The Technical Bid will be opened at **12:00noon on 26 February, 2024** at the Theater Hall 2 of CERHI Building, University of Benin, Benin City, Edo State.

## **ADDITIONAL INFORMATION**

- Bid must be in English Language and signed by an authorized official of the Company.
- Bids submitted after the deadline for submission would be returned unopened.
- Delivery by courier is not acceptable.
- Only prequalified bidders at the technical evaluation will be invited later for financial bids opening, while the financial bids of un-successful bidders will be returned unopened
- Bidders should visit the Site/ Building for any measurements and assessment before preparation of their bids.
- All Bids must be accompanied by a Bid Security of not more than 2% of the Bid Price.
- All Goods, Equipment to be supply and installed by successful bidder are subject to Physical Verification and Test before Acceptance.

## **(10) ENQUIRIES**

**SPESSE PROCUREMENT OFFICER**

**SPESSE PROJECT, CEBHI BUILDING,**

**UNIVERSITY OF BENIN,**

**UGBOWO CAMPUS,**

**BENIN-CITY,**

**07031394752**

**[chrisiyawe@gmail.com](mailto:chrisiyawe@gmail.com)**