

**UNIVERSITY OF ILORIN, ILORIN, NIGERIA**

**P.M.B. 1515, ILORIN**

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## **INVITATION TO TENDER**

### **(1) INTRODUCTION**

(1.1) The University of Ilorin, Ilorin was established in the year 1975 with the mission to provide world-class environment for learning, research and community service. The University is desirous of executing some of its projects under the FGN capital appropriation fund as well as internally generated revenue and hereby wishes to invite competent and reputable companies with proven experience and capability to tender for the following projects:

### **(2) SCOPE OF WORK**

#### **A. INTERNALLY GENERATED REVENUE PROJECT**

<b>S/NO</b>	<b>PROJECT DESCRIPTION</b>	<b>LOT NUMBER</b>
1	Supply and Installation of Furniture & Fittings for the Unilorin Liason Office, Abuja	UNILORIN/11/2023
2	Supply and Installation of Passenger Elevator for the Unilorin Liason Office, Abuja	UNILORIN/12/2023

#### **B. FGN CAPITAL APPROPRIATION PROJECT**

<b>S/NO</b>	<b>PROJECT DESCRIPTION</b>	<b>LOT NUMBER</b>
3	Supply & Installation of Teaching & Learning Equipment for various Faculties of the University	UNILORIN/13/2023

**(3) ELIGIBILITY REQUIREMENTS**

**Prospective bidders are required to submit tender documents duly signed, paginated and arranged in the order outlined hereunder:**

- (a) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms 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; with minimum average annual turnover of N50million;
- (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 December 2023 or valid Certificate issued by BPP.
- (g) Sworn Affidavit:
  - disclosing whether or not any officer of the relevant committees of the University of Ilorin, Ilorin 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;
  - That the company does not have existing loan or financial liability with a bank, other financial institution or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months;
- (h) For supply of equipment: Letter of Authorization as representative of the Original Equipment Manufacturers (OEMs);
- (i) Lot 14/2023: Evidence of Firm's current registration/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);
- (j) Company's Audited Accounts for the last three (3) years -2020, 2021 & 2022;
- (k) Reference Letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;
- (l) Company Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications (e.g. 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) Works: List of plants/equipment with proof of ownership/lease agreement;
- (o) Consent to allow for verification of all the documents submitted including (CAC, Tax

Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate and Company's financial standing with bankers).

(p) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided Indicating among others the Lead Partner (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 authorized officer of the firm.

#### **(4) COLLECTION OF TENDER DOCUMENTS**

Interested Companies are to collect the Standard Bidding Document (SBD) from the Directorate of Procurement office, Room 45 F1, Former University Administrative Building Office, University of Ilorin, on evidence of payment of a non-refundable tender fee of N10,000.00 per Lot. The Tender fee should be paid Into the University of Ilorin's Remita Account in any reputable Commercial Bank of your choice or through e-payment.

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

Prospective bidders are to submit bid for each of the Lot desired, two (2) hard copies each of the technical and financial bids with softcopy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, the two sealed envelopes should be enclosed together in a bigger sealed envelope addressed to; The Vice-Chancellor, University of Ilorin, Ilorin indicating clearly "PROJECT DESCRIPTION and the LOT NUMBER. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and be dropped in the designated Tender Box located at the Directorate of Procurement office, Room 45 F1, Former University Administrative Building Office, University of Ilorin not later

than **12:00 noon on Tuesday, 6 February, 2024**

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

Only the Technical Bids will be opened immediately after the deadline for submission at **12:00 noon on Tuesday, 6 February, 2024**, at the Basement of the University Auditorium, University of Ilorin in the presence of bidders Observers, bidders or their representatives, while the Financial Bids will be kept un-opened. Please, ensure that you sign the Bid Submission Register in the Directorate of Procurement office, Room 45 F1, Former University Administrative Building, as the University will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Coordinator, Directorate of Procurement office of the Vice-Chancellor on email [procurement@unilorin.edun.ng](mailto:procurement@unilorin.edun.ng)

## **(7) GENERAL INFORMATION**

- (i) Bids must be in English Language and signed by an official authorised by the bidder.
- (ii) Bids submitted after the deadline for the submission would be returned un-opened.
- (iii) Bidders should not bid for more than two (2) lots. Contravention is automatic disqualification;
- (iv) All costs will be borne by bidders.
- (v) Bid documents can also be collected in softcopies upon submission of non-refundable fee of ten thousand naira (N10,000.00) only, and Bidders can submit through post (courier services) but the University will not be liable for late/delivery at wrong address;
- (vi) The technical bids will be opened in the presence of bidders or their representatives, CSOs in areas of anti-corruption and Transparency and Private Professional bodies; and will be covered by video recording; invitation link will be sent to bidders who chooses to join the

bid opening online;

(vii) Only the pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of unsuccessful bidders will be returned un-opened.

(viii) The University of Ilorin, Ilorin, Nigeria 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.

**SIGNED**

**MANSUR ADELEKE ALFANLA**

**THE REGISTRAR**