

UNIVERSITY OF LAGOS (UNILAG)

AKOKA-YABA, LAGOS STATE

INVITATION TO TENDER FOR THE SUPPLY OF GOODS, WORKS AND SERVICES

1. INTRODUCTION

The University of Lagos a Federal Tertiary Institution established by the University of Lagos Act, 1967 (as amended) CAP U9 Laws of the Federal Republic of Nigeria, 2004 and having its main campus at Akoka, Yaba, Lagos, Nigeria is desirous of embarking on the under-listed projects. The sources of funds shall be TETFUND, Auxiliary Fund, NHIA and TISHIP. Qualified Contractors and Suppliers are hereby invited to tender and submit bids for the Projects described hereunder:

DESCRIPTION OF PROJECTS

LOT No	PROJECTS	CONTRACT NO
1	Rehabilitation of Student Hostel (Eni-Njoku Hall)	UL/TETF/W/2024/01
2	Rehabilitation of Student Hostel (Saburi Biobaku Hall)	UL/TETF/W/2024/02
3	Rehabilitation of Art Lecture Theatre Hall	UL/TETF/W/2024/03
4	Procurement, Installation, Testing and Commissioning of 400 Tonnes Trane Chiller (Overhauling)	UL/TETF/G/2024/04
5	Construction of Administration and Maintenance Unit for Blocks A, B and C Scholar's Hostel	UL/TETF/W/2024/05
6	Procurement of ICT Equipment	UL/TETF/G/2024/06
7	Renovation of Student Hostel	UL/TETF/W/2024/07
8	Procurement of Petroleum Products for the Operation of Generators at University of Lagos	UL/AUX/G/2024/01
9	Procurement of Pharmaceutical Drugs for Medical Centre	UL/MED/G/2024/01

ELIGIBILITY REQUIREMENTS

Interested Contractors/Companies are required to submit the following documents in sequential order as listed below:

- Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC), including Forms CAC2 and CAC7, (or CAC1.1)
- Evidence of Company's Income Tax Clearance Certificate for the last three (3) years (i.e. 2020, 2021 and 2022) valid till 31st December, 2023.
- 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);
- 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 A450m and above).
- Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2023.
- Evidence of Company's registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring 31/12/2023 or valid Certificate issued by the Bureau of Public Procurement. (BPP).
- Current Sworn Affidavit:
- disclosing whether or not any officer of the relevant committees of University of Lagos 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;
- The Company is not in receivership, subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings.
- The Company does not have any director who has been convicted by any court in Nigeria and any other country for criminal offences in relation to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter.
- That all information presented in the documents are true and correct in all particulars.
- Company's Audited Accounts for the last three (3) years (2020, 2021, 2022);
- Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;

- Company's Profile with the Curriculum Vitae of key Staff to be deployed for the project including copies of their Academic/Professional qualifications.
- 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;
- All documents for submission must be transmitted with a Covering/Forwarding letter under the Company's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by 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.

Other mandatory requirements for Lots 1, 2, 3, 4, 5, 6, 7, 8 & 9 are listed as follows:

In respect of LOT 1-

- Bidders shall have a minimum average annual turnover of not less than N+214,000,000.00 (Two Hundred and Fourteen Million Naira Only) as evidenced in the Tax Clearance Certificate.
- Evidence of having at least one (1) COREN Registered Civil/ Structural Engineer with practicing license valid for 2024 (copy of COREN Certificate and Current practicing licence of the personnel must be attached).
- Evidence of having at least one (1) COREN Registered Mechanical Engineer with practicing license valid for 2024 (copy of COREN Certificate and Current practicing licence of the personnel must be attached).
- Evidence of having at least one (1) COREN Registered Electrical Engineer with practicing license valid for 2024 (copy of COREN Certificate and Current practicing licence of the personnel must be attached).
- Evidence of having at least one (1) QRSBN Registered Quantity Surveyor with practicing license valid for 2024 (copy of QSRBN Certificate and Current practicing licence of the personnel must be attached)

In respect of LOT2-

- Bidders shall have minimum average annual turnover of not less than #210,000,000.00 (Two Hundred and Ten Million Naira Only) as evident in the Tax Clearance Certificate.
- Evidence of having at least one (1) COREN Registered Civil/Structural Engineer with practicing license valid for 2024 (copy of COREN Certificate and Current practicing licence of the personnel must be attached).
- Evidence of having at least one (1) COREN Registered Mechanical Engineer with practicing license valid for 2024 (copy of COREN Certificate and Current practicing licence of the personnel must be attached).
- Evidence of having at least one (1) COREN Registered Electrical Engineer with practicing license valid for 2024 (copy of COREN Certificate and Current practicing licence of the personnel must be attached).
- Evidence of having at least one (1) QRSBN Registered Quantity Surveyor with practicing license valid for 2024 (copy of QSRBN Certificate and Current practicing licence of the personnel must be attached)

In respect of LOT 3-

(a) Bidders shall have a minimum average annual turnover of not 220,000,000.00 (Two Hundred and Twenty Million Naira Only) as evident in the Tax Clearance Certificate. less than

(b) Evidence of having at least one (1) COREN Registered Civil/ Structural Engineer with practicing license valid for 2024 (copy of COREN Certificate and Current practicing licence of the personnel must be attached).

- Evidence of having at least one (1) COREN Registered Mechanical Engineer with practicing license valid for 2024 (copy of COREN Certificate and Current practicing licence of the personnel must be attached).
- Evidence of having at least one (1) COREN Registered Electrical Engineer with practicing license valid for 2024 (copy of COREN Certificate and Current practicing licence of the personnel must be attached).
- Evidence of having at least one (1) QRSBN Registered Quantity Surveyor with practicing license valid for 2024 (copy of QSRBN Certificate and Current practicing licence of the personnel must be attached)

In respect of LOT 4

Bidder must have verifiable documentary evidence as sole distributor/ agent of the Original Equipment Manufacturers

In respect of LOT 5-

(a) Bidders shall have a minimum average annual turnover of not less than 90,000,000.00 (Ninety Million Naira Only) as evident in the Tax Clearance Certificate.

(b)

i. Evidence of having at least one (1) COREN Registered Civil Engineer with practicing license valid for 2024 (copy of COREN Certificate and Current practicing licence of the personnel must be attached).

II. Evidence of having at least one (1) COREN Registered Mechanical Engineer with practicing license valid for 2024 (copy of COREN Certificate and Current practicing licence of the personnel must be attached)

III. Evidence of having at least one (1) QRSBN Registered Quantity Surveyor with practicing license valid for 2024 (copy of QSRBN Certificate and Current practicing licence of the personnel must be attached)

IV. Evidence of having at least one (1) CORBON Registered Builder with practicing license valid for 2024 (copy of CORBON Certificate and Current practicing licence of the personnel must be attached)

In respect of LOT 6-

- Evidence of Firm's registration with National Information Technology Development Agency (NITDA)/ Computer Professionals Registration Council of Nigeria (CPN).
- Bidder must have verifiable documentary evidence as sole distributor / agent of the Original Equipment Manufacturers

In respect of LOT 7-

(a) Bidders shall have a minimum average annual turnover of not less than 270,000,000.00 (Two Hundred and Seventy Million Naira Only) as evident in the Tax Clearance Certificate.

(b) Evidence of having at least one (1) COREN Registered Civil/ Structural Engineer with practicing license valid for 2024 (copy of COREN Certificate and Current practicing licence of the personnel must be attached).

- Evidence of having at least one (1) COREN Registered Mechanical Engineer with practicing license valid for 2024 (copy of COREN Certificate and Current practicing licence of the personnel must be attached).
- Evidence of having at least one (1) COREN Registered Electrical Engineer with practicing license valid for 2024 (copy of COREN Certificate and Current practicing licence of the personnel must be attached). Evidence of having at least one (1) QRSBN Registered Quantity Surveyor with practicing license valid for 2024 (copy of QSRBN Certificate and Current practicing licence of the personnel must be attached)
- Please note that Bidders should not bid for more than two (2) Lots (in respect of LOTS 1-7)

In respect of LOT 8-

- Bidders can supply high quality, NNPC Standard, DPR Specification and on time delivery up to 90,000 Litres of Diesel (AGO), 66,000 Litres of Petrol (PMS) or 30 Drums of Lubricating Oil in one (1) purchase. The organization should be able to make delivery to Main Campus, University of Lagos, Akoka-Yaba, Lagos, Lagos State.
- Evidence to operate as an Oil Industry Service Company

In respect of LOT9-

- Evidence of Firm's current Registration with Pharmacists' Council of Nigeria (PCN) valid till 31st December, 2023
- Evidence of at least One (1) PCN Registered Pharmacist on the Board of Directors of the Company as listed in Forms CAC2 and CAC7, (or CAC1.1) of Certificate of Incorporation issued by Corporate Affairs Commission (CAC). (Copy of Certificate and practicing license valid for 2024 must be attached)

4. COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect the Standard Bidding Document (SBD) from the Office of the Head of Procurement Unit, Room 806, 8th Floor, Senate House, University of Lagos

Akoka, Yaba, Lagos on evidence of payment of a non-refundable tender fee of N10,000.00 (Ten Thousand Naira) only per Lot. For payment, visit www.unilag.edu.ng, click on "UNILAG payment portal" link to generate a slip containing Remita Retrieval Reference (RRR) number, and proceed to any commercial bank for payment. Go to the UNILAG cash office to obtain an official receipt.

5. SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit a bid for each of the Lot desired, two (2) hard copies each of the Technical and Financial bids packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to the Head, Procurement Unit 8th Floor Senate Building Room 806, University of Lagos, Akoka and clearly marked with the name of the project and lot number. Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and submit at the 8th Floor Senate Building Room 806, University of Lagos, Akoka not later than **10:00a.m. on Thursday, 7th March, 2024.**

6. OPENING OF TECHNICAL BIDS

Only the Technical bids will be opened immediately after the deadline for the submission of bids at **10:00 a.m. on Thursday, 7th March, 2024** at the Public Procurement Research Centre, Opposite Faculty of Social Sciences, University of Lagos while the Financial bids will be kept un-opened. Please ensure that you sign the Bid Submission Register at the point of submission, as the University will not be held liable for misplaced or wrongly submitted bids.

For clarification on the advertisement: Please send an email to, procurementunit@unilag.edu.ng.

7. IMPORTANT INFORMATION

- Bids must be in English Language and signed by an official authorised by the bidder.
- Bids submitted after the deadline for submission would be returned un-opened.
- Bidders should not bid for more than two (2) Lots, contravention is automatic disqualification.
- All costs will be borne by the bidders;
- The University shall not be responsible for any cost incurred by the bidders in connection

with response to this advertisement.

- Participation in this process and any related process neither creates any commitment nor establishes any legal relationship with the University of Lagos. It is merely a precondition for further consideration of the Tender The Technical Bids will be opened in the presence of Bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional bodies; and will be covered by video recording; invitation link will be sent to bidder who chooses to join the bid opening online;
- 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.
- Failure to comply with the above requirements shall automatically result in the disqualification of a bidder.
- The University Management reserves the right to verify the authenticity of any claim made in the bidding documents submitted by bidders. The University of Lagos, Akoka, Lagos State 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:

Mrs. Olakunle E. Makinde MNIM

Ag. Registrar & Secretary to Council