

## **UNIVERSITY OF PORT HARCOURT, CHOBA, NIGERIA**

### **INVITATION FOR PRE-QUALIFICATION (TECHNICAL) FOR YEAR 2023 TETFUND ANNUAL INTERVENTION PROJECT**

#### **(1) INTRODUCTION**

The University of Port-Harcourt, Choba, Rivers State, Nigeria hereby invites tenders from competent and experienced Contractors, Suppliers, and Vendors for the procurement of the following project.

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

**CODE A2: Procurement, Installation, Testing and Commissioning of Furniture & Office Equipment for New Crab Building for Theatre Arts and Film Studies**  
**UPH/TETFUND/23/01**

#### **(3) ELIGIBILITY REQUIREMENTS**

**Prospective bidders should submit the following:**

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7;
- (b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years, 2020, 2021, 2022 valid till 31st December, 2023; with a minimum average annual turnover of N100 million;
- (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 31st December, 2023 or valid Certificate issued by Bureau of Public Procurement (BPP);

(g) Sworn Affidavit from High Court:

- disclosing whether or not any officer of the relevant committees of the University of Port-Harcourt, Choba, Rivers State 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 of the company 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) Company's Audited Accounts for the last three (3) years 2020, 2021 & 2022;

(i) Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;

(j) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications 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 (2018 to date) including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;

(l) 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 authorised officer of the firm.

All documents for submission must be arranged in the chronological order as in 3 (a-m) above.

#### **(4) SUBMISSION OF PRE-QUALIFICATION DOCUMENTS.**

Two bound copies (original and photocopy) of the technical bids are to be sealed in an envelope indicating the Lot number. Project description and Lot No clearly marked as "Technical Bid".

The sealed envelope is to be addressed to the Vice-Chancellor, University of Port Harcourt, Choba, Senate building, 3rd floor, University Park, and clearly marked with the name of the Project and the Lot number at the Top Left hand corner and drop it in the tamper-proof Box.

Furthermore, the reverse of each sealed envelope should bear the name, address and telephone number of the bidder and drop in the designated Tender Box by the Vice-Chancellor's Visitor's Waiting Room **not later than 12:00 noon, Monday, 22 January, 2024.**

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

The submitted technical bids will be opened immediately after the deadline for submission at **12:00 noon, Monday, 22 January, 2024**, at the Senate Chambers, University Park, University of Port Harcourt, Choba, in the presence of bidders or their representatives.

Please, ensure that you sign the Technical Bid Submission Register at the point of submission as the University of Port Harcourt, Choba will not be held liable for misplaced or wrongly submitted bids.

## **(6) 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 submission shall be returned un-opened to the bidder.
- (iii) All costs incurred as a result of this invitation and subsequent requests for information shall be borne by the bidders.
- (iv) Delivery of bids through Courier Services will not be accepted, if received after the deadline.
- (v) The Bids will be opened immediately after the dateline in the presence of CSOs and Professional bodies and covered by video recording; invitation link will be sent on request to bidders who chooses to join the bid opening online;
- (vi) Only pre-qualified bidders at the technical evaluation will be invited at a later date for the collection of tender documents;
- (vii) The University of Port-Harcourt, Choba, Rivers 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:**

**REGISTRAR**