

UNIVERSITY OF PORT HARCOURT CHOBA, NIGERIA

CENTRE FOR INFORMATION & TELECOMMUNICATION ENGINEERING

INVITATION TO TENDER FOR EU -ERASMUS EMBEDDED AI EQUIPMENT

(1) INTRODUCTION

The Centre for Information & Telecommunication Engineering, 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 Equipment.

(2) SCOPE OF WORK

LOT 1: Procurement, Installation, Testing and Commissioning of Computers (Desktop) and other Accessories.

LOT 2: Procurement, Installation, Testing and Commissioning of Monitors, Routers, Switch and other Accessories.

LOT 3: Procurement, Installation, Testing and Commissioning of FPGA- Kria KV2G0 Vision AI Starter Kits and other Accessories.

(3) ELIGIBILITY REQUIREMENTS

Prospective bidders should submit the following:

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 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 N70 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 duly acknowledged by FIRS

(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;

(i) 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);

(m) Evidence of Original Equipment Manufacturers Certificate from Manufacturers.

(n) 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.

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

(4) COLLECTION OF TENDER DOCUMENTS

Interested Companies are to collect the Standard Bidding Documents (SBD) from the Ag. Head of Procurement at the University's Procurement Office, University Park on evidence of payment of a non-refundable Tender fee of Ten Thousand Naira (N10,000) only per Lot, paid into the University's Remita Account in any reputable Commercial Bank in Nigeria.

(5) SUBMISSION OF TENDER DOCUMENTS.

Prospective bidders are to submit their completed bid for lot desired, two [2] hard copies each of the technical and financial bids with soft copy of financial bid only, in MS Excel format, packaged separately in sealed envelope and clearly marked as “Technical Bid” or “Financial Bid”.

Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to the Vice Chancellor, University of Port Harcourt, Choba, Senate Building, 3rd Floor, University Park, and clearly marked with the name of Project and the lot Number at the Top Left hand corner of the envelope. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box by the Vice Chancellor’s Visitors’ Waiting Room not later than **12:00 noon, Tuesday, January 16, 2024.**

(6) OPENING OF TECHNICAL BIDS

The submitted technical bids will be opened immediately after the deadline for submission, **12:00 noon, Tuesday, January 16, 2024**, at the Senate Chambers, University Park, University of Port Harcourt, Choba, in the presence of bidders or their representatives, while the Financial Bids will be kept un-opened. Please, ensure that you sign the Bid Submission Register as the University will not be held liable for misplaced or wrongly submitted bids.

Please, ensure that you sign the 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.

For further enquiries, please contact the Ag, Procurement Head on email:
bari.tegbee@uniport.edu.ng

(7) GENERAL INFORMATION.

(1) 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) Bidders should not bid for more than one (1) Lot, contravention is automatic disqualification.
- (iv) All costs incurred as a result of this tender invitation and subsequent requests for information shall be borne by the bidders.
- (v) Delivery of bids through Courier Services after the deadline will be returned un-opened to the bidder.
- (vi) 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, if requested, to bidders who choose to join the bid opening online;
- (vii) Only pre-qualified bidders at the technical evaluation will be invited at a later date for financial bid opening while the financial bids of un-successful bidders at the technical evaluation will be returned un-opened.

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