

UNIVERSITY OF PORT-HARCOURT,

CHObA RIVERS STATE

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

(1) INTRODUCTION

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

(2) SCOPE OF WORK

CODE

A1 - Construction of New Crab (1nr.Suspended Floor) building for Theatre Arts and Film Studies. - UPH/TETFUND/23/01

A2 - Procurement, installation, testing, and commissioning of Furniture and office Equipment for New Crab building for Theatre Arts and Film Studies. - UPH/TETFUND/23/01

A3- Procurement, Installation, Testing, and Commissioning of Classroom and Office Furniture - UPH/TETFUND/Z23/01

A4- Procurement, Installation, Testing, and Commissioning of Office Equipment - UPH/TETFUND/Z23/02

A5- Construction of Office Block: Faculty of Social Science Extension Building (Class Rooms and Library Block) - ERGP 23157198

(3) ELIGIBILITY REQUIREMENTS

Prospective bidders should submit the following documents:

- (a) Evidence of a certificate of incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC7;
- (b) Evidence of the Company's Income Tax Clearance Certificate for the last three (3) years with a minimum average annual turnover of N300 Million for lot A1, and N100 Million for lots A2, A3, A4, and A5 respectively.
- (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 (TTF) 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:
 - 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 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 offense 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 an 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 Authorisation as representative of the Original Equipment Manufacturers (OEMs);
- (i) Company's Audited Accounts for the last three (3) years 2020, 2021 & 2022;
- (j) Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- (k) 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.;
- (l) 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;
- (m) Works: List of Plants/Equipment with proof of Ownership/Lease Agreement;
- (n) For Joint Venture/Partnership, a Memorandum of Understanding (MoU) should be provided indicating among others the Lead Partner (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSTTF 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.

Note: All documents for submission must be arranged in chronological order as listed above.

(4) SUBMISSION OF TENDER 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 Code 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 tamperproof 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 at the Vice-Chancellor's Visitor's waiting room not later than **12:00 noon, Monday, 13 November, 2023.**

(5) OPENING OF TECHNICAL BIDS

The submitted technical bids will be opened immediately after the deadline for submission at **12:00 noon, Monday, 13 November, 2023**, 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 unopened 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 invitation and subsequent requests for information shall be borne by the bidders,
- (v) Delivery of bids through Courier Services will not be accepted, if received after the deadline.
- (vi) The Technical Bids will be opened immediately after the deadline in the presence of CSOs and Professional bodies and covered by video recording; an invitation link will be sent to bidders who choose to join the bid's opening online;
- (vii) Only pre-qualified bidders at the technical evaluation will be invited at a later date for the collection of tender documents.
- (viii) 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 anytime without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

SIGNED

REGISTRAR