



## **FEDERAL UNIVERSITY WUKARI**

**K/M 200 Katsina-Ala Road P.M.B 1020 Wukari Taraba State**

### **INVITATION FOR EXPRESSION OF INTEREST (EOI) FOR 2018 PROJECTS**

#### **1. INTRODUCTION**

1.1 The Federal University Wukari has obtained approval for the execution of 2018 projects and wishes to invite experienced and competent consultants to submit Expression of Interest (EoI) for consultancy services in respect of the 2018 projects.

#### **2. SCOPE OF SERVICE**

**2.1** Details of the services are as follows:

Successful consultants will carry out the following services:

- i. Detail feasibility studies
- ii. Preparation of Bill of Quantities
- iii. Routine site inspection
- iv. Site progress report
- v. Issuing certificates of valuation

#### **3. ELIGIBILITY REQUIREMENTS**

Interested firms should submit two (2) bound EoI documents duly signed, paginated, separated by dividers and arranged in the order outlined hereunder:

- a. Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- b. Evidence of Firm's Tax Clearance Certificate for the last three (3) years 2015, 2016, 2017 valid till 31<sup>st</sup> December, 2018;
- c. Evidence of current Pension Compliance Certificate valid till 31<sup>st</sup> December, 2018.
- d. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2018;

- e. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> December, 2018;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 1/1/2019 or valid Certificate issued by BPP.
- g. Evidence of Firm's registration/Practice License issued by relevant professional body(ies), such as COREN / QSRBN / ARCON / CORBON/ SURCON/etc.
- h. Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Federal University Wukari 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;
- i. Company`s Audited Accounts for the last three years 2015, 2016, 2017;
- j. Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;
- k. 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, QSRBON, ARCON, CORBON, ICAN, ANAN, etc.
- l. Verifiable documentary evidence of at least three (3) similar job executed in the last 5 year including letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- m. For Joint Venture/Partnership. Memorandum of Understanding (MoU) should be provided (all the eligibility requirements are compulsory for each JV partner)
- 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 authorized officer of the firm.

#### **4. SUBMISSION OF EOI DOCUMENT**

Interested firms are to submit two (2) bound of Expression of Interest (Eoi) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to:

***The Head, Procurement Unit,  
Federal University Wukari,  
Kilometer 200, Katsina –Ala Road  
PMB 1020 Wukari Taraba State***

and clearly marked '***Expression of Interest for Consultancy Services In Respect of The 2018 Projects***'. Furthermore, the reverse of each sealed envelope should have the 'name and address of the bidder and drop in the designated Tender Box at Security Post by the Administrative Building, Federal University Wukari Taraba State *not* later than **12:00 noon on Monday, 25<sup>th</sup> February 2019**.

#### **5. OPENING OF EOI DOCUMENTS**

The EOI documents will be opened immediately after the deadline for submission at **12:00 noon on Monday, 25<sup>th</sup> February 2019** in the Large Hall Multi-Purpose Building, Federal University Wukari, Taraba Sate in the presence of bidders or their representatives. Please, ensure that you sign the Bid Submission Register and collect Bid Submission Receipt at the security post of the Federal University Wukari, as the University will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the:

**Head, Procurement Unit,  
Federal University Wukari Taraba State on:**

#### **6. GENERAL INFORMATION**

- i. EoI must be in English Language and signed by an official authorized by the bidder;
- ii. Eoi submitted after the deadline for submission would be returned un-opened;
- iii. All costs will be borne by the bidders

- iv. All shortlisted bidders will be contacted at a later date for collection of Request for Proposals;
- v. The Federal University Wukari is not bound to shortlist 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**

Head Procurement Unit  
Federal University Wukari Taraba State