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Special Release

16 September, 2024

**UNIVERSITY OF IBADAN, IBADAN, OYO STATE
INVITATION TO TENDER/EXPRESSION OF INTEREST**

1. INTRODUCTION

The University of Ibadan, the First University in Nigeria established in the year 1948 with a vision to be a world-class institution for academic excellence geared towards meeting societal needs hereby invites interested reputable, competent, experienced Contractors and Suppliers for execution of the following University Projects:

2. SCOPE OF WORKS/SERVICES

INTERNALLY GENERATED REVENUE (IGR) PROJECTS

CATEGORY A: GOODS AND WORKS

| LOT NO | PROJECT DESCRIPTION |
|--------|---|
| LOT 1 | SUPPLY OF BANDWIDTH OF 3 STMI, 1GBPs AND RELEVANT DEVICES. |
| LOT 2 | SUPPLY AND INSTALLATION OF THIN CLIENTS COMPUTER SYSTEM AT DLC CBT CENTRE, AJIBODE EXTENSION, UNIVERSITY OF IBADAN. |

CATEGORY B: CONSULTANCY SERVICES

| LOT NO | PROJECT DESCRIPTION |
|--------|---|
| LOT 3 | ARCHITECTURAL, CIVIL/STRUCTURAL, ELECTRICAL, MECHANICAL AND QUANTITY SURVEYING CONSULTANCY SERVICES FOR IGR PROJECTS IN UNIVERSITY OF IBADAN. |

CATEGORY C: GOODS

TETFUND PROJECT

| LOT NO | PROJECT DESCRIPTION |
|--------|--|
| LOT 4 | DIGITAL LEARNING SPACE, HARDWARE PROCUREMENT AND INSTALLATION FOR TETFUND PROJECT IN UNIVERSITY OF IBADAN. |

3. ELIGIBILITY REQUIREMENTS

Interested bidders/consultants shall submit the following documents to be eligible for consideration.

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC_{1.1} or CAC₂ and CAC₇. Business Name with Form BN1 is also acceptable for Consultancy Services;
- b. Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name) for the last three (3) years valid till 31st December, 2024;
- c. Evidence of Pension Clearance Certificate valid till 31st December, 2024 (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, 2024 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is ₦50m and above);

- e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2024;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2024 or valid Certificate issued by BPP.
- g. Sworn Affidavit:
 - disclosing whether or not any officer of the relevant committees of the University of Ibadan 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 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 - 2021, 2022 & 2023;
- 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 NITDA & CPN, QSRBN, ARCON, CORBON, etc.;
- k. Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- l. Consent to allow for Verification of all the documents submitted including Certificate of Incorporation, Business Name, Tax Clearance Certificate, Pension & Industrial Training Fund Clearance Certificate and Company's financial standing with bankers;
- m. For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
- n. Services: Evidence of Firm's current registration with relevant regulatory professional body(ies);
- o. Works: List of Plants/Equipment with proof of Ownership/Lease Agreement;
- p. For Joint Venture/Partnership, Memorandum of Understanding (MoU) indicating Lead Partner should be provided (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.

4. COLLECTION OF TENDER DOCUMENTS (GOODS AND WORKS)

Interested companies are to collect the Standard Bidding Document (SBD) from the office of the Director of Procurement, University of Ibadan on evidence of payment of a non-refundable tender fee of **₦10,000.00** per Lot, paid into the University of Ibadan's TSA account in any reputable Commercial Bank in Nigeria. Evidence of payment should be taken to the Cash Office of Bursary to obtain University Official Receipt.

5. SUBMISSION OF TENDER DOCUMENTS (GOODS AND WORKS)

Prospective bidders are to submit bid for each of the Lot desired, four (4) hard copies each of the technical and financial bids with softcopy of financial bid only in MS Excel format, 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 Vice-Chancellor, University of Ibadan** and clearly marked with ***the name of the project and the Lot number***. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box at the Procurement Office University of Ibadan not later than **12:00 noon on Wednesday, 16th October, 2024**.

6. SUBMISSION OF EOI DOCUMENTS (CONSULTANCY SERVICES)

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 Vice-Chancellor, University of Ibadan** and clearly marked with ***the name of the project and the Lot number***. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box at the Procurement Office University of Ibadan not later than **12:00 noon on Wednesday, 2nd October, 2024**

7. OPENING OF EOI AND TECHNICAL BIDS

The EOI documents and Technical bids will be opened immediately after the deadlines for submissions at **12:00 noon on Wednesday, 2nd October, 2024** and Wednesday, 16th October 2024 respectively, in the **Vice Chancellor’s Conference Room** of the University 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 in the Procurement Office, as the University of Ibadan will not be held liable for misplaced or wrongly submitted bids.

8. GENERAL INFORMATION

- a. Bids and Eoi must be in English Language and signed by an official authorised by the bidder.
- b. Bids and Eoi submitted after the deadline for the submission would be returned un-opened.
- c. All costs will be borne by bidders;
- d. Goods and Works: Only the pre-qualified bidders will be invited at a later date for financial bid opening while financial bids of un-successful bidders will be returned un-opened;
- e. Consultancy Services: Only shortlisted Applicants will be invited at a later date for collection of Request for Proposals;
- f. The Technical Bids and EOI 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;
- g. The University of Ibadan is neither committed nor obliged to shortlist any Contractor;
- h. The University will only recognise and correspond with only Authorised Officers of the Tendering Companies and NOT through Individuals or Agents acting on their behalf;
- i. This advertisement for invitation shall neither be construed as a commitment on the part of the University nor shall it entitle any contractor to make any claims whatsoever and /or seek any indemnity from the University of Ibadan.
- j. Tendering with false document is an offence, which will lead to disqualification and prosecution.
- k. The University of Ibadan, Ibadan is not bound to pre-qualify/shortlist any Applicant 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:

**The Vice-Chancellor,
University of Ibadan**