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Special Release

21 March, 2023

REQUEST FOR 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 Consultants for the execution of University Projects.

2. SCOPE OF WORK

ENGAGEMENT OF CONSULTANTS FOR IGR, NEEDS ASSESSMENT, CAPITAL AND TETFUND PROJECTS

| LOT NO | PROJECT DESCRIPTION |
|--------|---|
| LOT Z1 | PRE AND POST TENDER CONSULTANCY SERVICES OF CONSTRUCTION PROJECTS |

3. ELIGIBILITY REQUIREMENTS

Interested bidders/consultants shall submit the following minimum verifiable technical requirements to be eligible for contract consideration.

- a. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC 2 and CAC 7. Business Name with Form BN1 is also acceptable;
- b. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2023;
- 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 ₦50m 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 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 Audited Statement of Accounts for the last three (3) years (2020, 2021 & 2022).
 - i. Reference letter from a reputable Commercial Bank indicating willingness to provide credit facility for the execution of the project when needed.
 - j. Company's Profile, including current evidence of registration of both the company and key personnel with relevant professional bodies (ARCON, COREN, QSRBN, CORBON, etc).
 - k. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Award, Valuation Certificates, Job Completion Certificates and Photographs of the Projects where applicable.
 - l. Consent to allow for Verification of all the documents submitted including CAC, Federal Inland Revenue, Pension & Industrial Training Fund and Company's financial standing with bankers.
 - m. 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).
 - 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.

4. SUBMISSION OF EOI DOCUMENTS

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/delivered to: **The Secretary, Procurement Planning Committee, Procurement Unit, 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 not later than **12:00 noon Monday, 3rd April, 2023**.

5. OPENING OF EOI

The EOI documents will be opened immediately after the deadlines for submissions at **12:00 noon Monday, 3rd April, 2023**, in the **Senate Chamber** of the University in the presence of bidders or their representatives. Please ensure that the Bid Submission Register is signed in Procurement Office, as the University of Ibadan 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 the submission would be returned un-opened.
- iii. All costs will be borne by bidders.
- iv. Only shortlisted firms at EOI's Evaluation will be invited at a later date for collection of Request for Proposals.
- v. The University of Ibadan is neither committed nor obliged to shortlist any Contractor.
- vi. The University will only recognize and correspond with only authorised officers of the Tendering Companies and NOT through individuals or agents acting on their behalf.
- vii. This advertisement for invitation shall neither be construed as a commitment on the part of the University nor shall it entitle any Consultants to make any claims whatsoever and /or seek any indemnity from the University of Ibadan.
- viii. Tendering with false document is an offence, which will lead to disqualification and prosecution.
- ix. The University of Ibadan, Ibadan 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
The Secretary
Procurement Planning Committee
University of Ibadan