

**FEDERAL MINISTRY OF EDUCATION  
ABUBAKAR TAFAWA BALEWA UNIVERSITY, BAUCHI**



**EXPRESSION OF INTEREST FOR YEAR 2016/2017/2018 (MERGED) TERTIARY EDUCATION TRUST FUND INTERVENTION IN ICT SUPPORT.**

**1. INTRODUCTION**

Tertiary Education Trust Fund has allocated funds to Abubakar Tafawa Balewa University Bauchi for the year 2016, 2017 and 2018 (Merged) TETFUND intervention in ICT support. The Institution hereby invites reputable, ICDL certified and qualified firms with proven track record to submit bids for the execution of the projects indicated below;

**2. SCOPE OF SERVICES**

The projects are as follows

<b>LOT</b>	<b>DESCRIPTION</b>
LOT 1	Website Upgrade, Design, Migration, Hosting for one year, commissioning and ICT Staff Training.
LOT 2	ICDL Computer Training ( Base, Intermediate and Advanced Modules).

**3. ELIGIBILITY REQUIREMENTS**

The University, in compliance with the PPA, 2007 and Bureau of Public Procurement (BPP) guidelines, will carry out Pre-qualification of companies that respond to this advert based on the following requirements:

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including forms CAC 2 and CAC 7;
- b. Evidence of Company's Current Tax Clearance Certificate for the three (3) years (2016, 2017 & 2018) valid till 31st December, 2019;
- c. Evidence of current Pension Compliance Certificate valid till 31/12/2019;
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31/12/2019;
- e. Evidence of current Nigeria Social Insurance Training Fund (NSITF) Compliance Certificate valid till 31/12/2019;
- f. evidence of Registration on National Database of Federal Contractors, Consultants, and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/1/2020 or valid certificate issued by BPP
- g. International Computer Driving Licence (ICDL) Certification
- h. National Information Technology Development Agency (NITDA) as Service provider
- i. Computer professionals [Registration Council] of Nigeria (CPN) as valid corporate member
- j. Evidence of Accreditation issued by Centre for Management Development (CMD)
- k. A sworn affidavit disclosing whether or not any officer of the relevant committees of Abubakar Tafawa Balewa University or 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 materials particular;
- l. Company's Audited Account for the last three (3) years (2016 2017 & 2018);
- m. Evidence of Financial Capability to execute the project by submission of Reference Letter from a reputable Commercial Bank in Nigeria indicating willingness to fund the project if awarded.
- n. Company's Profile with curriculum of key staff to be deployed for the project including copies of their Academic/Professional qualifications;
- o. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects.
- p. For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF

Compliance Certificate, NSITF Compliance Certificate IRR & Sworn Affidavit are compulsory for each JV partner)

- q. All documents for submission must be transmitted with a Covering/Forwarding Letter under the Company/Firm's Letterhead paper bearing amongst others, the Registration Number (RC), as issued by the Corporate Affairs Commission (CAC). Contact address. The Company's Letterhead Paper must bear the Names, Phone Numbers and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

#### **4.0 SUBMISSION OF EOI DOCUMENTS**

Prospective firms are to submit bid for each Lot desired, two (2) hard copies each of the EOI, packaged separately in sealed envelopes and clearly marked as "EOI" and address to the Vice Chancellor, Abubakar Tafawa Balewa University, Bauchi, P.M.B 0248. Ningi Road, Bauchi, 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 Unit, Ground floor, Senate Building, Gubi Campus not later than **12:00 noon on Monday, 18<sup>th</sup> November, 2019.**

#### **5.0 OPENING OF EOI DOCUMENTS**

The EOI will be opened immediately after the deadline for submission at **12:00 noon on Monday, 18<sup>th</sup> November, 2019;** at the Senate Chamber, 3rd Floor, Senate Building, Gubi Campus, Abubakar Tafawa Balewa University, Bauchi, in the presence of bidders or their representatives, observers, Civil Society Organisation (CSO's). Please ensure that you sign the bid register in the office of the procurement unit, Ground Floor, Senate Building, Gubi Campus. Abubakar Tafawa Balewa University, Bauchi, as the University will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the procurement officer on email; [procurement@atbu.edu.ng](mailto:procurement@atbu.edu.ng)

#### **6.0 GENERAL INFORMATION**

- a. Bids must be in English Language and signed by an official authorised by the bidder;
- b. EOIs submitted after deadline for submission would be returned un-opened;
- c. All costs will be borne by the bidders;
- d. Firms should not bid for more than two (2) Lots, violation is automatic disqualification;
- e. Only shortlisted bidders at EOI's evaluation will be contacted at a later date for collection of Request for Proposals;
- f. Abubakar Tafawa Balewa University, Bauchi 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, (PPA) 2007

**Signed**  
**Vice Chancellor**  
**Abubakar Tafawa Balewa University, Bauchi**