



TERTIARY EDUCATION TRUST FUND (TETFund)

SPECIFIC PROCUREMENT NOTICE (SPN) FOR YEAR 2017 CAPITAL AND RECURRENT PROJECTS

1. INTRODUCTION

This Specific Procurement Notice follows the General Procurement Notice (GPN) for 2017 capital and recurrent projects published on Monday 21st August, 2017 in Authority Daily Newspaper, Blueprint Newspaper, Federal Tenders Journal and on the TETFund website. The Tertiary Education Trust Fund (TETFund), in compliance with the provisions of the Public Procurement Act (2007), hereby invites eligible Contractors and Suppliers to submit Technical and Financial bids for the following :

A. WORKS

Lot 1: Provision of Electrical LED Lighting Equipment

Lot 2: Provision of CCTV Equipment

B. GOODS

Lot 1: Project Vehicle

Lot 2: Office Equipment

Lot 3: Multimedia Equipment

REQUIREMENTS FOR TENDER

- i. Evidence of Registration with Corporate Affairs Commission (CAC);
- ii. Company Income Tax (CIT) Clearance for the past three (3) years (**2014, 2015 & 2016**);
- iii. Evidence of Compliance with Pension Reform Act (2004);
- iv. Evidence of Compliance with Industrial Training Fund (ITF) Act (2011);
- v. Verifiable documentary evidence of similar jobs that had been successfully executed;
- vi. Audited Accounts for the past three (3) years (**2014, 2015 & 2016**);
- vii. Interim Registration Report (IRR) issued by BPP;
- viii. Company Profile;
- ix. Current Bank Reference;
- x. Bidders should accompany their submission with a sworn affidavit of disclosure of interest;
- xi. A sworn affidavit that the firm is not in receivership/bankruptcy and that none of its Directors has been convicted for any criminal offence relating to fraud, financial impropriety, misrepresentation or falsification of acts relating to any matter.

2. COLLECTION OF STANDARD BIDDING DOCUMENTS

Bidders should collect relevant Standard Bidding Document(s) from the Procurement Division (Ground Floor), TETFund, Maitama, Abuja from 13th September between the hours of 9:00am – 4:00pm on week days upon collection of a receipt after the presentation of a bank draft of N5,000.00 (Five Thousand Naira) payable to Tertiary Education Trust Fund at the Cash Office,

Finance & Investment Department of the Fund.

3. SUBMISSION OF BIDS:

The technical and financial bidding documents shall be submitted in both hard and soft copies. Hard copies should be submitted in a sealed envelope (containing two individually sealed envelopes clearly labelled technical and financial bids). While the soft copy in a flash should be enclosed in the inner envelope. The outer sealed envelope should be clearly labelled at the top left-hand corner “**Bidding documents for [insert (Works/Goods)]**” and quoting the appropriate **lot number** as applicable and addressed to:

**The Executive Secretary,
Tertiary Education Trust Fund (TETFund),
6 Zambezi Crescent, Off Aguiyi Ironsi Street,
Maitama, Abuja.**

Bidding documents in the sealed envelope shall be deposited by bidders in the **Tenders Box** located at the Procurement Division, Ground Floor, TETFund Head Office, 6, Zambezi Crescent, Off Aguiyi Ironsi Street, Maitama, Abuja between 9:00 am to 4:00 pm from **13th September, 2017 to 11th October, 2017.**

4. CLOSING DATE AND OPENING OF BIDS:

The **closing date for submission of bidding documents** is Wednesday, **11th October, 2017** on or before **12:00pm; late submissions will be rejected.** The documents received shall be opened immediately after the closing of bid submission at the **Auditorium** of the **National Universities Commission**, Aguiyi Ironsi Street, Maitama, Abuja.

All Bidders and/or their Representatives, Relevant Professional Bodies and NGOs are invited to witness the Public Opening of Bids. Please note that submission of Bids via posting, e-mail or other electronic medium is not acceptable.

Bidders would not be allowed into the Fund for submission of Bids at exactly 12:00pm on 11th October, 2017.

PLEASE NOTE THAT:

1. TETFund will not enter into correspondence with any unsuccessful bidder;
2. Any bidder that submits fake documents shall be out rightly disqualified and may be reported to the relevant authority;
3. The Fund reserves the right to cancel the procurement proceedings in the public interest without incurring any liability to the bidders;
4. Bidders name, office address, email address and phone numbers should be indicated on the reverse side of their envelopes;
5. No bidder is allowed to bid for more than two (2) lots;
6. Bidders are to ensure that they also sign the Bid Submission Register at the Procurement Division of the Fund;
7. This advertisement shall not be construed to be a commitment on the part of TETFund nor shall it entail any bidder to make any claim(s) whatsoever and/or seek any indemnity from

TETFund by virtue of such bidder having responded to this advertisement.

**TERTIARY EDUCATION TRUST FUND
6, ZAMBEZI CRESCENT
OFF AGUIYI IRONSI STREET
MAITAMA, ABUJA**



TERTIARY EDUCATION TRUST FUND (TETFund)

EXPRESSION OF INTEREST (EOI) FOR YEAR 2017 PROCUREMENT ACTIVITIES

1. INTRODUCTION:

Following the approval of the year 2017 Internal Working Budget, the Tertiary Education Trust Fund (TETFund) in compliance with the Public Procurement Act, 2007, is hereby inviting reputable and interested consultants to submit Expression of Interest for the under-listed services:

- i. Project/ Programmes Monitoring.
- ii. Audit/ Financial Verification.
- iii. Software Development/ Upgrade.
- iv. Capacity Building and Training.

2. ELIGIBILITY CRITERIA:

- a. Evidence of registration as a limited liability company with Corporate Affairs Commission (CAC);
- b. Evidence of current Firm's Tax Clearance Certificate (for the last three years, i.e 2014, 2015, 2016);
- c. Duly stamped Audited accounts for the past three years (2014, 2015 & 2016);
- d. **PENCOM** compliance certificate expiring December 2017;
- e. Industrial Training Fund compliance certificate expiring December 2017;
- f. Evidence of Registration of Firm with the relevant professional and regulatory bodies, where applicable e.g Environmental Health Officers Registration Council of Nigeria (EHERECON) for cleaners;
- g. Interim Registration Report (IRR) issued by BPP;
- h. Detailed Company Profile indicating, amongst others, the areas of core competences of the firm and that of the Principal;
- i. List of Permanent/ad-hoc staff;
- j. Name & Address of past & current clients, award letters and job completion certificates;
- k. List of equipment owned & evidence of ownership or lease Agreement;
- l. Evidence of training of operational staff in professional fields in the past two years;
- m. Evidence of similar jobs executed;
- n. A sworn affidavit of disclosure of interest that none of the directors is a serving or retired staff of

TETFund, Bureau of Public Procurement, (BPP) and that none of the directors of the firm has been convicted for any criminal offence relating to fraud, financial impropriety or falsification of acts relating to any matter;

- o. A sworn affidavit that the firm is not in receivership, insolvency, bankruptcy proceedings, winding up petitions or proceedings and that all information contained in the bids are and correct;
- p. Qualifications and Experiences of Key staff to be deployed for this assignment;
- q. Any other relevant information that would be helpful in determining the Firm's suitability for the assignment.

3. SUBMISSION

Original copy of Expression of Interest (EOI) must be packaged in sealed envelope appropriately marked "EXPRESSION OF INTEREST AS A CONSULTANT". The envelope should be clearly marked on the right top corner stating "{the title of the job you are applying for}" and addressed to:

**The Executive Secretary
Tertiary Education Trust Fund (TETFund),
6 Zambezi Crescent, Maitama,
Abuja.**

- 4. All submissions should be deposited in the bidding box at: The Procurement Division (Ground Floor), TETFund, Maitama, Abuja within the hours of 9:00am – 4:00pm on week days before and not later than 12:00pm on 11th October, 2017.**
- 5. All Bidders and/or their Representatives, Relevant Professional Bodies and NGOs are invited to witness the Public Opening of Expression of Interest.**
- 6. Late submissions shall be rejected.**
- 7. Interested consultants may obtain additional information from the Procurement Division (Ground Floor), TETFund, Maitama, Abuja within the hours of 9:00am – 4:00pm on week days.**
- 8. This advertisement shall not be construed as a commitment on the part of the Fund to appoint any consultant, nor shall it entitle any consultant submitting documents to claim any indemnity from the Fund**
- 9. Tertiary Education Trust Fund reserves the right to take decision on any of the document received.**

10. CLOSING DATE AND OPENING OF EXPRESSION OF INTEREST:

The closing date for submission of Expression of Interest is **Wednesday, 11th October, 2017** by 12:00pm: The documents received shall be opened on the same day, immediately after the closing of submission at the Auditorium of the **National Universities Commission**, Aguiyi Ironsi

Street, Maitama, Abuja.

Please note that submission of bids via post, e-mail or other electronic media is not acceptable.

Bidders will not be allowed into the TETFund premises for submission of bids at exactly 12:00pm on day, **Wednesday, 11th October, 2017.**

11. All Bidders and/or their Representatives, Relevant Professional Bodies and NGOs are invited to witness the Public Opening of Expression of Interest.

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6, ZAMBEZI CRESCENT
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