

**TERTIARY EDUCATION TRUST FUND
 PHYSICAL INFRASTRUCTURES/PROGRAMME UPGRADE
 (CHECKLIST OF DOCUMENTS REQUIRED FOR APPROVAL-IN-PRINCIPLE)**

BASIC COMPONENTS OF CONSTRUCTION-RELATED PROJECT PROPOSAL		CHECK BOX	
CONSTRUCTION-RELATED	1	Geophysical Survey Report duly signed & sealed by Register Civil Engineer	
	2	Site Plan Showing proposed project in relation to the master plan	
	3	Detailed Architectural Working Drawings, with seal of professional Architect and signed, including evidence of current Practice License.	
	4	Detailed Engineering Design Working Drawings (Structural, Electrical and Mechanical), sealed and signed by the Designer professional Engineer. Design should integrate result of soil test in engineering design.	
	5	All drawings (i.e. Architectural, Structural, Electrical and Mechanical) are to be done in A3 Format	
	6	The drawings must be original (i.e. not photocopy) and in full colour with all dimensions legible, and must be sealed and signed by relevant professional	
	7	The Sheet should have Title Panel showing the details of the project, including scale, date, drawing title, consultant (where applicable), sheet in serial number	
	8	Detailed/Priced Bills of Quantities (BOQ), devoid of Prime Cost (PC) items and Provisional sums, especially of works measurable from the drawings. "A Registered Quantity Surveyor must append his professional seal on the BOQ"	
	9	Where Consultants are engaged, submission must include copies of letters of commissioning of the consultants and their acceptance, certificate of Registration of the Consulting Firms with their Professional Regulatory Bodies and Practice License. The details of consultancy fees and the process of engagement in line with the Public Procurement Act must be included. The consultancy services fees should be properly breakdown in line with PPA 2007	
	10	For Rehabilitation/Renovation Projects, the following shall be required for vetting: <ul style="list-style-type: none"> <input type="checkbox"/> Photographs showing the current state of the facility to be rehabilitated/renovated <input type="checkbox"/> Schedule of Dilapidation, which should be prepared and endorsed/sealed by a Registered Architect, with copy of his valid Practice License attached. <input type="checkbox"/> As-built drawings of the building to be rehabilitated/renovated <input type="checkbox"/> Drawings showing the new proposed modification (if any) <input type="checkbox"/> Bills of Quantities as in item 7 above, which must be consistent with the schedule of dilapidation and drawings of the proposed development 	
	11	Any other relevant information/documents	

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BASIC COMPONENTS OF PROCUREMENT-RELATED PROJECT PROPOSAL		CHECK BOX	
PROCUREMENT-RELATED	1	Inventory of furniture/equipment to be procured should contain quantity of items to be purchased, unit rate and total cost. Unit rates should consider importation cost , cost of clearance at port, relevant statutory charges, transportation to site, installation cost, training cost (where applicable), profit margin.	
	2	Genuine and relevant Proforma Invoice, with Cost quoted in the Nigerian Currency – the Naira. The proforma invoice should be consistent with the manufacturers' catalogue and must show quantity and unit price, among others.	
	3	Manufacturer's Catalogue complete with technical specifications	
	4	Sample Photographs of the items to be purchased.	
	5	Any other relevant information/documents	
BASIC COMPONENTS OF FABRICATION-RELATED PROJECT PROPOSAL		CHECK BOX	
FABRICATION OF EQUIPMENT	1	Executive Summary	
	2	Background of the Project	
	3	Justification of fabrication project	
	4	Design View (Isometric Sketch of Design Inclusive)	
	5	Design/Assembly Drawing to scale	
	6	Materials & Methods of Fabrication	
	7	Specification of Components	
	8	Priced Bills of Quantities	
	9	Fabricator's Profile	
	10	Any other relevant information/documents	

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BASIC CONTENT OF THE REQUIRED DOCUMENTS		CHECK BOX
1	Site Plan Showing proposed project in relation to the master plan	
2	Topographic survey plan of project site, showing spot heights.	
3	Functional detailed working drawings, detailing: <ul style="list-style-type: none"> □ floorplan, □ roofplan, □ elevations, □ sections, and □ construction details. 	
4	Schedule of doors and windows specifications	
5	Schedule of finishes with specifications	
6	Expansion joints (where applicable.)	
7	Drawings showing landscaping, parking, drainages, kerbs and other external design features	
8	Schedule of dilapidation for rehabilitation projects, duly stamped by a licensed Architect	
9	Photographs showing extent of dilapidation for rehabilitation projects	
10	Architect's Name and Practice Seal on the design which must be legible and properly bound A3 minimum size paper.	

ARCHITECTURAL DRAWINGS

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1	General Note on Specification of Structural Material shown on drawings	
2	Foundation plan	
3	Structural design details of foundations, columns bases, rafts etc with reinforcement details	
4	Ditto for Columns, Beams and Lintels	
5	Framing Plan for each Floor up to Roof	
6	Plans correlated with architectural and mechanical features	
7	Typical sections and details to define construction features	
8	Arrangement of Bars to permit placement of concrete	
9	Sections, Bar type and numbers clearly indicated	
10	Staircase & reinforcement details (where applicable)	
11	Structural design of floor slabs	
12	Detailed structural design/specification of concrete & steel roof structure	
13	Bending Schedule	
14	Culvert design for external works (where applicable)	
15	Drainage system showing peaks and slope direction with gradient	
16	Expansion and movable joints (where applicable)	
17	Ensure foundation design is consistent with Geophysical report	
18	Ensure drawings are dimensionally correct and in compliance with other disciplines	
19	Ensure specifications are correct, complete and consistent with drawings	
20	Opening, Drops, etc. clearly shown	
21	Professional Seal & Signature on Drawings	

STRUCTURAL ENGINEERING DRAWINGS

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ELECTRICAL ENGINEERING DRAWINGS

	BASIC CONTENT OF THE REQUIRED DOCUMENTS
1	Comprehensive/General Legend Showing full Description of all Symbols
2	Site Plan Showing electrical Power and Communication arrangements including connection to the public utility services
3	Equipment/Control Gears
4	Power Outlet Distribution Layout
5	Lighting Point Distribution Layout
6	Load Schedule Tables
7	General Power Distribution Schematic Diagram
8	General External Lighting Design of the Site
9	Lightning Protection and Installation Layout
10	Communication and Emergency alarm System
11	Load Schedule Tables
12	Professional Seal & Signature on Drawings

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MECHANICAL ENGINEERING DRAWINGS

	BASIC CONTENT OF THE REQUIRED DOCUMENTS
1	Comprehensive/General Legend Showing full Description of all Symbols
2	Layout Showing Water Supply Recticulation/Location of Sanitary Appliances and Fittings
3	Site Plan Showing Soil Waste Drainage System
4	Soil and Waste Discharge Systems Design Layout
5	Septic Tank/Soakaway Pit Design
6	Typical Water Closet, Wash Hand Basin and Kitchen Sink Details
7	Water Closet and Floor Drain Details
8	Fire fighting Hose Reel/Hydrants Layout (with Fire Extinguisher)
9	Ventillation Layout
11	Site Plan Showing Recticulations and connection to the Public Utility Services/Mains
12	Professional Seal & Signature on Drawings

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BILLS OF QUANTITIES	BASIC CONTENT OF THE REQUIRED DOCUMENTS		CHECK BOX
	1	Clarity and comprehensiveness of Works Description and Specification in the Bill consistent with relevant drawings	
	2	Accurately measured and priced quantities against the relevant drawings/schedule of dilapidation consistent with drawings	
	3	Rates of work must be consistent all through and competitive	
	4	Preliminaries properly broken down in details and fully priced	
	7	Check that the Total Cost is inclusive of VAT	
	8	The Professional Seal & Signature of the Consultant Quantity Surveyor on the BOQ	

PROCUREMENTS	BASIC CONTENT OF THE REQUIRED DOCUMENTS		CHECK BOX
	1	Inclusion of VAT where applicable.	
	2	Installation requirements with cost (where applicable)	
	3	The project must be fully functional – supplied, installed, tested and commissioned in the case of equipment, including training of key staff on the operations & handling.	
	4	Inclusion of consumables and disposable items are not allowed	