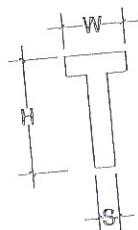




TERTIARY EDUCATION TRUST FUND

CHECKLIST FOR THE SUBMISSION OF DUE PROCESS DOCUMENTS

ITEMS EXPECTED		DATE OBSERVED	DOCUMENTS (Tick Box if Attached)
1	EVIDENCE OF ADVERTISEMENT (Copies of advert placement in national dailies for jobs from N10million above and on Notice Boards for jobs below N10million; featured in conspicuous location and in bold caps for not less than 21days)		
2	EVIDENCE OF PRE-QUALIFICATION {The Pre-qualification must include list of all expressors of interest, analysis of their claims/submissions, recommendations of suitability/non-suitability with reasons all in tabular format}		
3	EVIDENCE OF INVITATION TO TENDER {Include copies of formal letter of invitation to each pre-qualified bidders}		
4	EVIDENCE OF OPENING OF TENDERS {To be carried out on the same day tenders close and must include list of bidding companies, value of bid submitted per bidder, duration of project, validity period, bid security and any other conditionalities mentioned. Bid results must be signed by all and issued to all parties present}		
5	RAW ATTENDANCE REGISTER AT OPENING OF TENDERS {To include names, company being represented, designation, telephone number and signatures of all pre-qualified bidders; all officials of institution present, with designation and telephone numbers and invited public witnesses}.		
6	BID EVALUATION DOCUMENTS		
	>Tenders Analysis Documents	{To include tender figures submitted, corrections to the figures, rate comparison of vital components, VAT provisions, percentage deviation from bench mark, reasons for recommendation/rejection against each bidder}	
	>Minutes of Tenders Board meeting recommending awards, stating job, cost and time of completion	{To include signed attendance register and proceedings. Reasons for recommendations of award must be clearly articulated}	
	>Minutes of Approving Authority where contracts were ratified	Ditto	
7	LETTER OF COMMITMENT TO COMMENCE PROJECTS IMMEDIATELY ON RELEASE OF THE 1ST TRANCHE {To be signed by the CEO}		
8	COPIES OF LETTERS OF OFFER OF AWARD OF CONTRACTS AND ACCEPTANCE BY CONTRACTORS		
9	PROGRAMME OF JOB EXECUTION {Must be endorsed by contractor and Institution CEO}		
	ENTRY/CONTACT OFFICERS:	TELEPHONE	E-MAIL ADDRESS
1	BENEFICIARY'S ETF DESK OFFICER Name:		
2	CHIEF EXECUTIVE OFFICER (CEO) Name:		



TETF PROJECT 2012

S/N	PROJECT TYPE	DIMENSIONS		
		H (mm)	W (mm)	S (mm)
1	BUILDINGS	450	250	80
2	BUSES/UTILITY VEHICLES	200	105	30
3	LARGE ELECTRONICS/FURNITURE	40	21	8
4	SMALL ELECTRONICS GADGETS/EQUIP.	15	8	3
5	LAB EQUIP/UTENSILS/KITCHEN EQUIP	10	5	2
6	SIGN BOARD	90		

ALL MEASUREMENTS IN mm

**TETF STANDARDS FOR INSCRIPTIONS
ON ALL PROJECT ITEMS**