

TERTIARY EDUCATION TRUST FUND
DEPARTMENT OF INFORMATION & COMMUNICATION
TECHNOLOGY
SUBMISSION CHECK LIST FOR VETTING ICT SUPPORT INTERVENTION
LINE

APPROVAL-IN-PRINCIPLE (AIP)			
S/ N	SUBMISSION CHECKLIST		
		NOT OK	OK
(i).	A letter of request duly signed by the Head of the Institution		
(ii).	Evidence of Constitution of Institution's ICT Development Committee [ICTDC] or ICT Board.		
(iii).	Submission of the ICT Policy [ICTP] document		
(iv).	Minutes of the meetings of ICTDC/ICT Board where projects to be executed are mentioned for the 2016/2017/2018 ICT Support Intervention Line		
(v).	Adherence to 30% for BI Website Project and 70% for Training.		
(vi).	Adherence to specifications contained in the TETFund provided website and training updated guidelines.		
(vii).	Executive summary of the proposal by the institution		
(viii).	Proforma Invoices		

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1 st TRANCHE			
S/ N	SUBMISSION CHECKLIST	85%	
		NOT OK	OK
(i).	A letter of request duly signed by the Head of the Institution		
(ii).	A copy of AIP issued to the Institution		
(iii).	Submission of hard copy request for payment		
(iv).	Adherence to all specifications in the AIP		
(v).	Executive summary of the proposal by the institution		
(vi).	Evidence of Advertisement for pre-qualification in the National Dailies and the Federal Tenders Journal, in line with the provisions of the Public Procurement Act 2007 or BPP approval for selective tendering/sole sourcing		
(vii).	Evidence of Pre-qualification		
(viii).	Minutes of Tenders Board Meeting		
(ix).	Tender analysis		
(x).	Letters of Commitment		
(xi).	Evidence of Invitation to Tender Opening		
(xii).	Letter of Award of Contracts		

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2st TRANCHE			
S/ N	SUBMISSION CHECKLIST	15%	
		NOT OK	OK
(i).	A letter of request duly signed by the Head of the Institution		
(ii).	Evidence of completed website project by providing the live URL		
(iii).	Evidence of completed computer training (include copies of all training certificates issued) and attendance register signed by all participants.		
(iv).	Evidence of all payments to the contractors		