



# UNIVERSITY OF MEDICAL SCIENCES, LAJE ROAD, P.M.B 536, ONDO CITY, ONDO STATE, NIGERIA.

## INVITATION TO TENDER

### 1. INTRODUCTION

University of Medical Sciences (UNIMED) invites interested, competent and reputable Contractors to apply for this Tender exercise; and submit the required information as well as comply with all other prerequisites for Tender for procurement of library materials and equipment for 2019 normal TETfund Intervention stated below:

### 2. SCOPE OF SUPPLIES

LOT	DESCRIPTION OF PROJECT	SOURCE OF FUND
1.	Procurement of Faculty of Medical Sciences books	TETfund Fund
2.	Procurement of Faculty of Science books	TETfund Fund
3.	Procurement of Basic Clinical Sciences books	TETfund Fund
4.	Procurement of Dental, Nursing and Allied Health Sciences books	TETfund Fund
5.	Procurement of Library Equipment	TETfund Fund
6.	Procurement of other Library books	TETfund Fund

### 3. ELIGIBILITY REQUIREMENTS

To be considered, potential companies are required to submit all the under-listed verifiable documents.

- Evidence of Incorporation/Registration of Company by the Corporate Affairs Commission (Certificate of Incorporation for Limited Liability Companies and Registration of Business Name for Enterprises).
- Memorandum and Articles of Association.
- Company Tax Clearance Certificate for the last three (3) years (2017, 2018, and 2019) valid till December, 2020.
- Company profile and organization structure, including names, resumes and telephone numbers of key personnel.
- Evidence of compliance with Industrial Training Fund Act 2011.
- Evidence of compliance with PENCOR valid till December, 2020.
- Evidence of compliance with the National Social Insurance Trust Fund (NSTIF) 2020
- VAT registration and evidence of past VAT remittances.
- Evidence of inclusion in the Bureau of Public Procurement's (BPP's) Data Base.
- Evidence of Technical Competence and verifiable similar projects successfully carried out within the last five (5) years, with clients name and addresses, evidence of award and practical completion.
- Annual Audited Financial Reports of the Company for the last three (3) years (2017, 2018 and 2019)
- Technical and professional Qualifications of key Officers
- List of Company's Equipment/machinery with proof of ownership
- Evidence of financial strength from Bankers.
- Evidence of Community and Social responsibility (if any)
- An affidavit indicating the authenticity /verifiability if all submissions and indicating that none of the Directors of the company had been convicted for any criminal offence at home and abroad.

### 4. SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

All pre-qualification documents, well bound in wax sealed envelopes with **"Pre-qualification as Contractor for Library procurement"** boldly written on the left-hand side should be submitted in the Tenders' Box not later than 12.00noon Monday, 12th October, 2020.

**The Chairman,  
Procurement Planning Committee,  
Vice Chancellor's Office  
P.M.B 536, Email: [info@unimed.edu.ng](mailto:info@unimed.edu.ng)  
Ondo City, Ondo State,  
Nigeria.**

### 5. OPENING OF PRE-QUALIFICATION BIDS:

Pre-qualification documents shall be opened at 12:00 noon on Monday, 12th October, 2020 at the Council Chamber in the University, Laje Campus. All Bidders and/or their representatives are enjoined to be present at the opening.

### NOTIFICATION TO PRE-QUALIFIED BIDDERS

Pre-qualified Contractors/Suppliers shall be communicated via text messages/email and their names displayed on notice boards of the University, latest by Thursday, 15th October, 2020.

### 6. COLLECTION OF TENDER DOCUMENTS

Pre-qualified Contractors shall be required to register with the Institution and the Ondo State Government before procuring the Standard Bidding Documents (SBD) from the Procurement Unit Laje Campus, upon presentation of evidence of payment of a non-refundable fee of N10,000.00 (Ten Thousand Naira Only) Lot, Standard Bidding Document (SBD) shall be available for collection as from Thursday, 15th October, 2020. Details regarding all payments should be obtained from the Bursary Department of the Institution at ODOSIDA CAMPUS.

### 7. SUBMISSION OF TENDER DOCUMENT:

Completed Standard Bidding Documents (SBD) should be submitted not later than 12:00 noon on Monday, 26th October, 2020 to:

**The Chairman,  
Procurement Planning Committee,  
Vice Chancellor's Office  
P.M.B 536, Email: [info@unimed.edu.ng](mailto:info@unimed.edu.ng)  
Ondo City, Ondo State,  
Nigeria.**

### 8. OPENING OF TENDERS:

Tender shall be opened by 12.00 noon on Monday, 26th October, 2020 at the Council Chamber of the University, Laje Campus in the presence of the University Tender Board Members. All Bidders and/or their representatives are enjoined to be present at the Tender Opening.

### 9. GENERAL INFORMATION

- Bids must be in English Language and signed by an official authorized by the bidder
- Bids submitted after deadline for submission would be returned un-opened
- All cost will be borne by the bidders.
- Only pre-qualified bidders will be invited for financial bid opening, while financial bids of unsuccessful bidders will be returned un-opened.
- The University of Medical Sciences is not bound to pre-qualify any bidders and reserves the right to annul the procurement process at any time without incurring any liability in accordance with Section 28 of the Public Procurement Act, (PPA) 2007.

Signed  
**Dr. Woleola J. Ekundayo**  
Registrar/Secretary to the Governing Council