**ADEYEMI COLLEGE OF EDUCATION,**

**ONDO**

**[www.aceondo.net](http://www.aceondo.net)**

**EXPRESSION OF INTEREST (EoI) FOR APPOINTMENT OF INSURANCE UNDERWRITER AND INVITATION TO TENDER**

1. **INTRODUCTION**
   1. Adeyemi College of Education, Ondo, Ondo state in compliance with the Public Procurement Act 2007 hereby invites reputable and competent companies/firms with relevant experience and good track records to submit Technical and Financial Bids for Lots (1-7) and reputable and competent Insurance Companies with relevant experience and good track records to submit Expression of Interest (EoI) for Lot (8) to provide insurance services.

**2. SCOPE OF WORKS/CONSULTANCY SERVICES**

**CATEGORY A – Capital Projects (Works)**.

Lot 1 - Erosion Control and repairs of Campus roads.

Lot 2 – Construction / upgrade College roads and walkways of 120 meters with drainage on both sides

Lot 3 – Completion of Abandoned Students’ Hostel.

Lot 4 – Construction of 300 meters 225mm block wall on strip foundation perimeter fence along Laje Road (phase II).

**CATEGORY B- Works (Internally Generated Revenue Projects)**

Lot 5 – Construction of Health Centre Extension.

Lot 6 – Extension of high tension (HT) lines, relocation & installation of 500KVA transformer in mile 12 to the new power house under construction and relocation, repair & installation of 500KVA cummins generator in wande power house in mile 12.

Lot 7 – Procurement of Generator for health centre.

**CATEGORY C – Consultancy services**

Lot 8- Insurance cover for College assets for year 2021/2022

**ELIGIBILITY REQUIREMENTS**:

Prospective Contractors and consultants are required to submit the following documents as applicable:

a) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;

b) Evidence of Firm’s Tax Clearance Certificate for the last three (3) years valid till 31st December, 2021;

c) Evidence of current Pension Compliance Certificate valid till 31st December, 2021;

1. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2021;

e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2021;

f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 30/6/ 2021 or valid Certificate issued by BPP.

g) Evidence of Firm’s registration with relevant professional body e.g. **NAICOM** (for Bidder in lot 8 only);

h) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Adeyemi College of Education, Ondo, or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;

i) Company’s Audited Accounts for the last three (3) years - , 2018, 2019, 2020;

j) Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;

k) Company Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications (**COREN, QSRBN,ARCON,** **CORBON**) for Bidders in Lot 1-7 only;

l) Verifiable documentary evidence of at least three (3) similar jobs executed in the last seven (7) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;

m) List of plants/ Equipment with proof of ownership/Lease ( for Bidders in Lot 1-6);

n) Original Equipment Manufacturer’s Authorisation (OEM) is required for lot 7

o) For joint Venture/Partnership. Memorandum of Understanding (MoU) should be provided. (All the eligibility requirements are compulsory for each joint venture partner);

p) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm’s Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

**COLLECTION OF TENDER DOCUMENTS (for lots 1-7)**

Interested companies are to collect the Standard Bidding Document (SBD) from office of Acting Director of Procurement, First floor of the former uncompleted building, opposite School of post graduate studies & Research, Adeyemi College of Education, Ondo on evidence of payment of non-refundable fee of **10,000.00** per lot**,** paid into Adeyemi College of Education, Ondo’s Remita account in any reputable commercial bank in Nigeria.

**SUBMISSION OF TENDER DOCUMENTS (for lots 1-7)**

Prospective Bidders are to submit bid for each lot desired the technical and financial bids with soft copy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as Technical Bid or Financial Bid. Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to **The Provost, Adeyemi College of Education, Ondo** and clearly marked with the tittle of the project and Lot number. Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box at the office of Acting Director of Procurement, Adeyemi College of Education, Ondo not later than 12.00 noon on Thursday, 10th June, 2021.

Furthermore, Bidders should visit [www.eppms.aceondo.net](http://www.eppms.aceondo.net) to upload/submit electronic copy/version of their technical and financial bids (where applicable). Please note that the financial bids are to be pass worded and the password submitted to [procurement@aceondo.edu.ng](mailto:procurement@aceondo.edu.ng) on the financial bids opening date.

1. **SUBMISSION OF EOI DOCUMENTS (lot 8)**

Interested firms are to submit two (2) bound of Expression of Interest (EoI) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to **The Provost, Adeyemi College of Education, Ondo** and clearly marked with “INSURANCE UNDERWRITER”. Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box at the office of Acting Director of Procurement, Adeyemi College of Education, Ondo not later than 12.00 noon on Thursday,13th May, 2021.

1. **OPENING OF BIDS AND EOI DOCUMENTS**

The EoI documents will be opened immediately after the deadline for submission by 12.00 noon on Thursday,13th May, 2021 in the Centre for Educational Technology Conference Room, Adeyemi College of Education, Ondo while the technical bids for lots 1-7 will be opened immediately after the deadline for submission by 12.00 noon on Thursday, 10th June, 2021 at the same venue in the presence of bidders or their representatives. Please, ensure that you sign the Bid Submission Register in the office of Acting Director of Procurement, 1st floor of the former Uncompleted Building, Adeyemi College of Education, Ondo. Adeyemi College of Education, Ondo will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact Acting Director of Procurement on e-mail procurement@aceondo.edu.ng

1. **GENERAL INFORMATION**
2. i. Bids and EoI must be in English Language and signed by an official authorised by the bidder;
3. ii. Bids and EoI submitted after the deadline for submission would be returned un-opened;
4. iii. All costs will be borne by the bidders;
5. iv. Bidders should not bid for More than two (2) lots; violators shall be disqualified;
6. v. Presence of Bidders/representative and members of the public shall not been required during the bid opening ceremony in compliance with COVID-19 Guidelines. The bid opening will be covered by video recording with the presence of two(2) representatives of Private sector professional bodies and civil society organization in the areas of Anti-corruption/Transparency and shall be made available to Bidders upon request;
7. vi. Bid documents can also be collected in soft copies and Bidders can submit through post (courier service);
8. vii. Goods and services: Only Pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un–opened (for lot 1-6);
9. viii. Services: Only shortlisted bidders will be contacted at a later date for collection of Request for proposal;
10. ix. The Adeyemi College of Education, Ondo is not bound to shortlist any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

Dr. S.A. Akintunde

Provost

Adeyemi College of Education, Ondo