UNIVERSITY OF AGRICULTURE, SCIENCE AND TECHNOLOGY, IHUGH, BENUE STATE

INVITATION TO TENDER FOR 2026 TETFUND CAREER SERVICE CENTRE

1.0 INTRODUCTION

1.1 The University of Agriculture, Science and Technology, Ihugh is a State owned specialised University established by Benue State Government in the year 2025 to drive agricultural modernisation, scientific innovation and food security in Benue State.

1.2 In pursuit of her mandate, University of Agriculture, Science and Technology, Ihugh hereby invites experienced and competent bidders to tender for the construction of Career Service Centre.

2.0 SCOPE OF GOODS AND WORKS

Construction of a new Career Service Centre for the University of Agriculture, Science and Technology, Ihugh Benue State. Comprising an open office/reception area, two offices, two general offices, a Director Office, three toilets, a store and a large training/meeting room.

3.0 ELIGIBILITY REQUIREMENTS:

(a) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including form CAC1.1 or CAC2 and CAC 7;
(b) Evidence of Company's Income Tax Clearance Certificate for the last (3) years (2023, 2024, 2025) valid till 31st December, 2026;
(c) Evidence of Pension Clearance Certificate valid till 31st December, 2026 (this requirement is only applicable to bidders whose number of staff is 15 and above);
(d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2026 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's);
(e) Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2026;
(f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2026 or valid Certificate issued by BPP;
(g) Sworn Affidavit disclosing whether or not any of the University staff or officer of the university relevant committees of the University of Agriculture, Science and Technology Ihugh or the Bureau of Public Procurement is a former or present director, shareholder or has any pecuniary interest in the bidder, that no Partner/Director has been convicted in any country for criminal offences related to fraudulent or corrupt practices, or criminal misrepresentation or falsification of facts relating to any matter;
that the company does not at the time of this bid have any existing loan or financial liability with a bank, other financial institutions or third party that is classified as doubtful, non-performing, bad, or whose repayment portion has been outstanding for the last three months;
that all the submitted documents are GENUINE AND UP TO DATE and to confirm that all information presented in its bid are true and correct in all particulars;
(h) Company's Audited Accounts for the last three (3) years 2023, 2024, 2025;
(i) Reference letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
(j) Company's profile with the Curriculum vitae of key staff to be deployed for the Project, including copies of their Academic/Professional qualifications such as SURCON, COREN, QSRBN, ARCON, CORBON, etc;
(k) Verifiable documentary evidence of at least (3) similar jobs (in size, nature & complexity) executed in the last five (5) years including letter of awards, Valuation Certificates, Job Completion Certificate and Photograph of Projects;
(l) List of Plants/Equipment with proof of ownership/lease; and
(m) For Joint Venture/Partnership, Memorandum of Understanding (MoU) indicating Lead Partner should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner).

Note: All documents for submission must be transmitted with a covering/Forwarding letter under the Company's letter Head paper bearing amongst others, the registration number (RC) as issued by the Corporate Affairs Commission, contact address, telephone number (preferably GSM No) and email address. The letter head paper must bear the names and nationalities of the directors of the company at the bottom page, duly signed by the authorized officer of the firm.

4.0 COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect the Standard Bidding Document (SBD) from the office of the Ag. Director of Procurement University of Agriculture, Science and Technology, Ihugh, Benue State, on evidence of payment of a non-refundable fee of **₦10,000.00**, paid into the University of Agriculture, Science and Technology, Ihugh's Remita Account in any reputable Commercial bank in Nigeria.

5.0 SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit bid for each lot, two (2) hard copies each of the technical and financial bids, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the sealed envelopes together in a bigger sealed envelope and clearly marked with the name of the project addressed to the Vice Chancellor, University of Agriculture, Science and Technology, Ihugh, Benue State, and clearly marked with ***the name of the project***. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated tender box at the office of the Vice-Chancellor University of Agriculture, Science and Technology, Ihugh, not later than **12:00 noon on Monday, 14th December, 2026**.

6.0 OPENING OF TECHNICAL BIDS

Only the **technical** bids will be opened immediately after deadline for submission at **12:00 noon on Monday 14th December 2026**, at the University's Council Chambers in the presence of bidders or their representatives, while the financial bids will be kept un-opened. Please ensure that you sign the Bid Submission Register at the Vice-Chancellor's Office as the University will not be held liable for misplaced or wrongly submitted bids.

7.0 GENERAL INFORMATION

a. Bids must be in English Language and signed by an official authorised by the bidder;
b. Bids submitted after the deadline for submission would be returned un-opened;
c. All cost will be borne by the bidders;
d. The Technical Bids will be opened in the presence of Bidders or their representatives, CSOs in the areas of Anti-Corruption and Transparency and Private Professional Bodies; and will be covered by video recording;
e. 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;
f. University of Agriculture, Science and Technology, Ihugh is not bound to prequalify any bidders and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with S.28 of the Public Procurement Act 2007.

SIGNED
Vice-Chancellor
University of Agriculture, Science and Technology, Ihugh, Benue State