AMERICAN UNIVERSITY OF NIGERIA
LAMIDO ZUBAIRU WAY, YOLA BY- PASS. P.M.B 2250,YOLA, ADAMAWA STATE, NIGERIA
WWW.AUN.EDU.NG

Date: **22nd Oct, 2021**

Subject: **REQUEST FOR PROPOSA FOR THE SUPPLY AND INSTALLATION OF OFFICE AND CLASSROOM FURNITURE FOR THE SCHOOL OF LAW.**

Dear Invited bidder(s),

The **American University of Nigerian, Yola, Adamawa**(**AUN)**, is desirous of the complete furnishing of the offices and classrooms of the ongoing construction of its school of law complex, located at the permanent campus, Yola.

The university hereby request a bid proposal(tender) from your company for the supply and installation of office and classrooms furniture as per attached Bill of quantities, the architectural design layout and specifications.

A-SCOPE OF WORKS

Scope of works shall include but not limited to the supply and installation of very high quality and durable furniture as follows:

1. Office and reception desks and chairs which include clerical, managerial and executive chairs and desks, executive sofas, center tables, side stools (as per attached bill of quantities)

2. Classrooms, which shall include classroom armless chairs, flip chairs, classroom chairs as per attached bill of quantities), white boards.

3. Miscellaneous items which shall include the construction of elevated platform for moot court, witness box, interior decorative wood finishing.

B-INSTRUCTION TO BIDDERS

4. The proposal(tender) shall include the delivery cost to the site including loading, offloading, any cost of handling and all taxes.

5. Tenders are to be priced in whole and not in part. AUN reserve the right to reject Incomplete tender. AUN reserves the right to reject any or all the tenders and is not bound to accept the lowest or any tender either in whole or in part.

6. Tender shall be accompanied by the shop drawings of each of the furniture.

7. **Bid-Eligibility**

The bidder shall submit with his proposal the information and documents specified below. Proposals not accompanied by this information will be classified "incomplete" and may stand the risk of being rejected:

i. **Incorporation of Company**.

The bidder shall submit certified copies of the Certificate of Incorporation and Registration.

ii. **Financial Qualification**

The Bidder shall submit evidence of his financial standing and a banker's reference. An updated Audited balance sheets and profit and loss accounts should be provided.

iii. **Experience**

The Bidder shall submit details of work(s) of a similar nature which he currently has or has previously completed together with an indication of the skill and experience of employees available for the Works. A statement giving the numbers and categories of supervisory and technical staff and skilled and unskilled labour to be employed on the Works.

iv **Programme of work**

The bidder shall submit details of his proposed programme for execution of the Works from the date of receipt of the Architect's order to take possession of the site.

v- **Registration as AUN vendor/contractor**

AUN policy requires that registration as AUN contractor or vendor is mandatory in the consideration of a vendor/contractor for business.

Therefore, a successful bidder who has not registered with the institution shall be required to do so immediately. AUN reserved the right to reject any bidder who has not registered within a period AUN considers reasonable enough to do so.

8- **Bid Documents:**

The followings are documents for the purpose of this bid

i-Architectural lay out Drawings and specifications.

ii-A blank bill of quantities. **The blank bill of quantities is provided for reference only and is not exhaustive of what is required to complete the works.**

9- **Schedule**

I.	Bid submission end date;	Tuesday (29th Oct 2021)
II.	Contract draft/signing, Approval;	Wednesday (3rd Nov 2021)
III.	Starting Date;	Friday (5th Nov 2021)
IV.	Ending Date;	Thursday (30th Dec 2021)

10- **Documents confidential**

The recipients of this Tender Documents (whether they submit Tenders or not) shall treat the details of the documents as private and confidential.

11-**Contract requirement**

i-AUN contract requirement shall apply
ii-Bank bond or an insurance bond covering the full amount of advance payment shall be provided
iii-Delay and or non-completion may attract penalty as contained in the contract.
iv-Expected delivery date including installation is Dec 30th 2021

11-**Proposals can be submitted in hard or soft copies**

i-Soft copy Proposals are to be Titled:

"RE-Tender for the Supply of office and classroom Furniture for SOL"

And transmitted via this Emails**:**

TO**: procurement@aun.edu.ng**
CC: project@aun.edu.ng

All proposals to be received not later than 5.00pm, 29th October, 2021.

tem	Description	Qty.	Unit	Rate	
	SCHOOL OF LAW **OFFICE AND CLASSROOM FURNITURE** **GROUND AND FIRST FLOOR FURNITURE** **SUPPLY AND INSTALL THE FOLLOWING FURNITURE IN ACCORDANCE WITH ARCHITECTURAL DESIGN AND SPECIFICATIONS. INCLUDING ALL PLANTS AND HOISTING, CUTTING, DISPOSAL OF WASTE ARISING AND FINAL CLEANING AND POLISHING PRIOR TO HAND OVER TO CLIENT.** **DESKS -(RECEPTION, OFFICES AND STUDY DESKS)**				
A	Reception desk size 1800 x 800mm width x 840mm high in HDF or equal and approved, with four square legs with anti scratch rubber beneath and complete with 3nos lockable side drawers	2	Nos		
B	Clerical mini office desk in HDF or equal and approved, the stands with anti scratch rubber beneath and complete with 3nos lockable side drawers	13	Nos		
C	Standard Managerial office desk with extension 1800 x 800mm width x 840mm high in HDF or equal and approved, with four square legs with anti scratch rubber beneath and complete with 3nos lockable side drawers	8	Nos		
D	Standard mini office desk with extension in HDF or equal and approved, with four square legs with anti scratch rubber beneath and complete with 3nos lockable side drawers	21	Nos		
E	Full executive office desk with extension with four square legs with anti scratch rubber beneath and complete with 3nos lockable side drawers	6	No		
F	1500 x 1200mm four in one study desk in HDF or equal and approved, 4nos 600mm high dividers at top and beneath, with anti scratch rubbers beneath the legs(Library)	13	No		
G	High quality 18-seater conference table in HDF or equal and approved, with anti scratch rubber beneath (Fac. Board room)	1	No		

	CHAIRS				
H	Clerical non swivel chair	14	No		
I	Managerial swivel chair	25	No		
J	Full executive swivel chair	6	No		
K	Visitors chair	56	No		
L	Movable armless library chairs with both seat and back rest in High quality, high density, non-allergic fabric, with stain resistance, low maintenance and standard fire resistance requirement for public usage.	52	No		
	GROUND AND FIRST FLOOR FURNITURE	**To Collection x**			
	FURNITURE, LOOSE FITTING AND FIXTURES				
	OFFICE AND CLASSROOM FURNITURE				
	GROUND AND FIRST FLOOR FURNITURE				
	CHAIRS(contd)				
A	Movable conference chairs with both seat and backrest in High quality, high density, non-allergic fabric, with stain resistance, low maintenance and standard fire resistance requirement for public usage (Fac. Board room)	18	No		
B	Classroom flips chairs with structural frames of high tensile steel in anti rust, anti scratch approved coated finishing and both seat and backrest finished in approved high density, non-allergic fabric with stain resistance, low maintenance and standard fire resistance requirement for public usage (Classroom types 2, 3, 4)	350	No		
	SOFAS/SEATERS				
C	High quality fabric finished L-shape 6-seater executiver sofa with corner unit	4	No		
D	Set of High quality fabric finished with 1nos 3-seater, 1nos 2-seater and 2nos 1-seater	2	No		
E	High quality fabric finished double seater executive sofa	14	No		
F	Center table	3	Nos		
G	Set of Side stool	3	No		
	SHELVES, CABINETS AND CAPBOARD				

H	600 x 900 x 1800mm book shelve with 800mm lockable drawers below and 3level open shelve above all in HDF or other equal and approved type	14	No		
I	600 x 1200 x 1800mm daul sides open shelves in HDF or other equal and approved type	44	No		
J	High standing metal filing cabinet	17	No		
K	1800 x 1200 x 600mm storage cupboard in HDF factory laminate or other equal and approved type	2	No		
	GROUND AND FIRST FLOOR FURNITURE	**To Collection x**			
	FURNITURE, FITTING AND FIXTURES(Contd) **OFFICE AND CLASSROOM FURNITURE**				
	GROUND AND FIRST FLOOR FURNITURE				
	MISCELLANEOUS **ELEVATED PLATFORM**				
A	Construction of elevated platform size 5125 x 2400 x 600mm high overall, above finish floor level, for moot court judge, complete with 1no access stair of 4nos risers each 2400mm x 150mm high, 3nos treads each 2400 x 300mm width . Consisting of all steel or timber framing, bracers, studs, footings, approved timber floors and perimeter cladding material of high impact, acoustic treatment, well finished smooth and polished in mansonia or other approved treated timber or decorative materials.	1	No		
	WITNESS BOX				
B	Construction of witness box on elevated platform 300mm high above finish floor level, complete with 1no access stair of 2nos risers each 150mm high, 1nos treads each 300mm width . Consisting of all timber framing, bracers, studs, footings, approved timber floors and perimeter cladding material of high impact, acoustic treatment, well finished smooth and polished in mansonia or other approved treated timber or decorative materials.	2	No		
	DECORATIVE WOOD FINISHING TO WALLS				

	Treated mahogany decorative wood finishing in smooth and polished surfaces to architects design pattern including finishing edges and joint neatly to the satisfaction of the architect:				
C	Wall	195	Sq.m		
	GROUND AND FIRST FLOOR FURNITURE	**To Collection x**			
	- **FURNITURE, LOOSE FITTING AND FIXTURES(Contd)**				
	- **SECOND FLOOR**				
	- **OFFICE DESKS**				
A	Standard mini office desk with extension in HDF, with four square legs with anti scratch rubber beneath and complete with 3nos lockable side drawers	6	Nos		
	OFFICE CHAIRS				
B	Managerial swivel chair	6	No		
C	Visitors chair	12	No		
	CLASSROOMS SEATS				
D	Classroom flips chairs with structural frames of high tensile steel in anti rust, anti scratch approved coated finishing and both seat and backrest finished in approved high density, non-allergic fabric with stain resistance, low maintenance and standard fire resistance requirement for public usage.	208	No		
	WHITE BOARD				
E	Wall mounted white board	7	No		
	SECOND FLOOR	**To Collection x**			
	-				
	-				
	-				
	-				
	-				
	- **FURNITURE, LOOSE FITTING AND FIXTURES(Contd)**				

	INSTALLATION				
A	Allow for installation of all furniture				
	TRANSPORTATION				
B	Allow for transportation of all furniture				
		To Collection below			
		x			
		COLLECTION			
		Pages			
		1			
		2			
		3			
		4			
		5			
		FURNITURE, FITTINGS AND FIXTURES CARRIED TO GEN SUMMARY			
	AMERICAN UNIVERSITY OF NIGERIA YOLA.				
	PROPOSED SCHOOL OF LAW				
	FURNITURE, FITTINGS AND FIXTURES				
	GENERAL SUMMARY		**Pg**		
1	Furniture, fittings and and fixtures				
2	**ADD** V.A.T. @ 7.5% of items-1				
		FURNITURE, FITTING AND FIXTURES TOTAL= NGN			

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