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

Date: **10th March, 2023**

Subject: **REQUEST FOR PROPOSAL FOR THE SUPPLY AND INSTALLATION OF ELEVATOR LIFT FOR THE SCHOOL OF LAW**

Dear Invited bidder(s),

The **American University of Nigerian, Yola, Adamawa**(**AUN)**, is desirous of the supply and complete installation of an elevator lift in the ongoing construction of the school of law complex, located at the permanent campus, Yola.

The university hereby, request a bid proposal(tender) from your firm for the supply and complete installation of **one number, 8-Persengers, 630kg lift**, with detail technical requirements and range of brands or manufacturers specified as per attached Bill of quantities.

A-SCOPE OF WORKS

The scopes of works shall include the supply and complete installation of **one number, 8-Persengers, 630kg lift**, with detail technical requirements and range of brands or manufacturers specified as per the attached tender Bill of quantities.

Post installation maintenance of the lift by the lift contractor for a six-month period. The cost shall be deemed to be inclusive in the tender.
The training of AUN staff for the operation and minor maintenance of the lift. The cost shall be deemed to be inclusive in the tender.

B-INSTRUCTION TO BIDDERS

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

2. 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.

3. **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.

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.

iv **Program of work**

The bidder shall submit details of his proposed program for execution of the Works from the date of commencement of the contract.

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.

4- **Bid Documents:**
The followings are documents for the purpose of this bid

i-Architectural layout 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.**

5- **Opening of Tenders**
Tenders will be electronically transmitted to the designated procurement email of AUN and would be collated at a date note later than the date for the close of tenders.

6- **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. They shall not share this document with a third party what-so-ever.

7- **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.

8- Proposals is to be in soft copies and Titled:

"RE-Tender for the Supply and Installation of Lift for SOL"

And transmitted via this Emails**:**

PROCUREMENT@aun.edu.ng

All proposals to be received not later than 5.00pm, 17th March. 2023