Lagos State University
Africa Centre of Excellence for Innovative and Transformative STEM Education (ACEITSE)

Internal Memorandum

From: **Acting Director** ACEITSE	**To:** **The Vice Chancellor** LASU
Ref: LASU/ACEITSE/VC/001	**Date:** Wednesday 27th Dec., 2023

Subject: Request for Approval for Purchase of furniture items and Equipment for the New ACEITSE Building

The above subject matter refers, please.

As the new ACEITSE's STEM Laboratory building is about to be handed over by the contractor, it is important to, at this stage begin the process of furnishing and equipping the building.

The building will be inspected and verified against what the World Bank approved on our formulation before the Centre can be credited. A few furniture items and equipment are contained in the formulation.

To this end, to obtain clearance for this last milestone on DLI 4.3, I write to request your approval to purchase the few furniture items and equipment for the building as contained in the Centre's DLR 4.3 formulation.

With your approval, Ma, the Centre's Procurement Officer, and the Committee will be expected to, using the University procurement guidelines/policy, commence the process of procuring laboratory tables and chairs and equip the Director's office as contained in the formulation.

Prayer: We seek your kind:

3. Approval to purchase the furniture and equipment in the formulation
4. Directive to the Procurement Officer to institute the process of the purchase of these items following university guidelines.

Thank you, Ma.

Professor Rasheed Sanni
Director and Centre Leader

SCPO
FYNA. pls
29/12/23

cc: Project Accountant

LAGOS STATE UNIVERSITY
OFFICIAL BULLETIN

LASU/CIPR/2335B

4th January 2024.

INVITATION FOR SUBMISSION OF QUOTATION FOR THE PROCUREMENT OF OFFICE EQUIPMENT, FURNITURE AND INSTALLATION OF LABORATORY EQUIPMENT FOR THE NEWLY CONSTRUCTED STEM EDUCATION LABORATORY FOR LAGOS STATE UNIVERSITY AFRICA CENTRE OF EXCELLENCE FOR INNOVATIVE AND TRANSFORMATIVE STEM EDUCATION (LASU-ACEITSE)

1.0 Introduction

The Lagos State University Africa Centre of Excellence for Innovative and Transformative STEM Education (LASU-ACEITSE) is a World Bank and Agence Française de Développement (AFD)-supported Centre. The focal objective of the Centre is to promote STEM education at postgraduate and in-service levels. To enhance the achievement of this objective, a STEM Education Laboratory was constructed.

1.2 The ACEITSE hereby invites quotations toward the procurement and installation of the following for the new building:

(e) Lot 1: Office furniture and equipment
(f) Lot 2: Laboratory equipment
(g) Lot 3: Classroom/seminar room tables and laboratory stools
(h) Lot 4: Laboratory tables with adjunct equipment

NB: Full description of each lot is contained in the precision document that bidders will get upon meeting the conditions in 2.0 below.

1.2 The process to be adopted is Request for Quotation (RFQ)

2.0 Pre-Qualification Criteria

Invited and interested contractors with experience in executing works of similar nature are requested to submit pre-qualification documents; neatly arranged in the following order and bound for the Tender's Board consideration:

viii. Evidence of registration and incorporation of company with Corporate Affairs Commission (CAC);
ix. Evidence of registration with the University;

x. Evidence of payment of non-refundable bidding fee of twenty-five thousand Naira (N25,000) per lot payable to ACEITSE's Account (see below for details)
xi. Evidence of financial capacity and bank support;
xii. Verifiable list of similar works successfully completed within the last two years with names of client, evidence of award and completion;
xiii. VAT registration and evidence of VAT remittances;
xiv. Evidence of Occupational Health Safety, Social and Environmental Compliance in past projects.

3.0 Collection of Tender Documents

Prospective contractors are to collect the detailed description the items contained in the different lots from the Centre's Procurement Unit upon payment of a non-refundable tender fee of twenty-five thousand Naira (N25,000) payable to ACEITSE's Account, details below:

Bank: Zenith Bank
Account Name: LASU-ACEITSE IGR Naira Account
Account Number: 1016609056

4.0 Submission of Evidence of Payment & Quotation

Interested vendors should bring evidence of payment and duly completed Quotation must be submitted to the office of the Director at the Centre's Building in a properly sealed envelope within eight (8) weeks from the day of this publication.

4.1 Shortlisted bidders shall be notified and invited to the opening of the Technical and Financial bid.