LAGOS STATE UNIVERSITY
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BIDDING DOCUMENT
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 EXECELLENCE FOR INNOVATIVE AND TRANSFORMATIVE STEM EDUCATION (ACEITSE)

4TH JANUARY, 2024

ACEITSE PROJECT, LAGOS STATE UNIVERSITY

S T A N D A R D B I D D I N G D O C U M E N T

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 EXECELLENCE FOR INNOVATIVE AND TRANSFORMATIVE STEM EDUCATION (LASU-ACEITSE)

NAME OF PROCURING ENTITY: **LAGOS STATE UNIVERSITY – AFRICA CENTRE OF EXCELLENCE FOR INNOVATIVE AND TRANSFORMATIVE STEM EDUCATION (ACEITSE)**

INVITATION FOR SUBMISSION OF QUOTATION: **LASU BULLETIN -LASU/CIPPR/2335B**

ISSUED ON: 4TH JANUARY, 2024

Tender Package No: LASU-ACEITSE/GP/NS/006/024

Notice to Users

1. This Standard Bidding Document (SBD) has been prepared by Lagos State University-Africa Centre of Excellence for Informative and Transformative STEM Education (ACEITSE) under National Competitive Tendering (NCT) when financed by the National Budget and to enable a Procuring Entity to select the lowest evaluated tender. It can also be used for International Competitive Bidding (ICB)/RFQ.

2. This STD dated 4th January, 2024 is in accordance with the Procurement Act, Lagos State Public Procurement Agency and the policies and procedures of the Regulations for Goods and Works, among others regarding the eligibility of Bidders/Vendors/Vendors, and has been adapted to the needs of Nigeria from internationally acceptable model formats. The STD when properly completed will provide all the information that a Bidder/Vendor needs in order to prepare and submit a Tender/Quotation. This should provide a sound basis on which the Procuring Entity can fairly, transparently and accurately carry out a Tender evaluation process on the Tenders/Quotations submitted by the Bidders/Vendors/Vendors.

3. This STD can be used when prequalification has been or has not been used. In the case of prequalification, for which the Standard Prequalification Document applies, this STD may have to be adjusted to include the prequalification results.

4. This STD is intended as a model for a measurement (unit prices or unit rates in a bill of quantities), which are the most common in Works contracting.

5. The following guidelines apply for the Procuring Entity when using this STD:

   (a) check the relevance of the provisions of the STD against the requirements of the specific items to be procured;

   (b) tailor the document to the circumstances of the particular Project. The Procuring Entity should only introduce such adjustments in the Sections of the STD which are specifically designed for this purpose;

   (c) but *never* change the Instructions to Bidders/Vendors and the General Conditions of Contract;

   (d) indicate the name of the project, the contract number, the name of the Procuring Entity and the date of issue on the cover of the document;

6. The Standard Tender Document for the Procurement of Goods has the following contents:

IFT **Invitation for Tender/Quotation as specified in the bulletin (IFT):** This is a repeat of the IFT which was published in the official bulletin of Lagos State University and on the website of the Procuring Entity announcing the Tender/Quotation and providing the essential information to prospective Bidders/Vendors to invite them to participate. It is reprinted here for reference purposes only

Section 1 **Instructions to Bidders/Vendors (ITT):** The ITT are standard instructions which guide the Bidders/Vendors how to prepare their tenders/quotations. Standard instructions mean that they cannot be modified by the Procuring Entity. The ITT are based on the Procurement Law and the Regulations for Goods and Works, from which the procedures for tender submission, opening, evaluation and Contract award have been derived. They clarify the general evaluation criteria for the selection of the lowest evaluated responsive Bidder and describe the basic qualifications of the Bidder needed for contract execution. This Section cannot be changed under any circumstances.

Section 2 **Special Instructions to Bidders/Vendors (SIT)**. In this Section the Procuring Entity supplements or adapts the relevant clauses of the ITT to the specific tender information or project requirements where needed (name of the Procuring Entity, tender submission date, specific evaluation criteria, amount of tender security, tender validity period, alternative tenders/quotations permitted or not, fixed price contract or contract subject to price adjustment, works completion date, domestic preference applies or not, level of performance security to be provided at contract signature and advance payment guarantee, etc).Modifications to the Instructions to Bidders/Vendors cannot change the Law or the Regulations.

Section 3 **General Conditions of Contract (GCC**). The GCC define the conditions of contract for Goods in Nigeria and are also based on the Procurement Law and the Regulations for Goods. Like the ITT, the GCC cannot be modified or adapted by the Procuring Entity except through the Special Conditions of Contract.

Section 4 **Special Conditions of Contract (SCC).** The SCC supplement or adapt the relevant clauses of the GCC to the specific requirements of the contract (in particular with respect to the starting date, description of the Goods, insurance requirements, percentage of advance payment, payment schedule, price adjustment formula, subcontracting provisions, relationship with the supervising engineer, percentage of retention money and/or performance guarantee (security), liquidated damages, bonus and penalty provisions, arbitration rules, etc.).

Section 5 **Standard Tender and Contract Forms.** This Section provides the standard format for the **Quotation Submission Sheet, (Form W-1), Bidder/Vendor Information Sheet (Form W-2) and Tender Fee (Form W-3)** to be submitted by the Bidder/Vendor.

This Section also contains the form of the **Notification of Award (Form W-4)** and the **Contract Agreement (Form W-5)** which, when completed, incorporates any corrections or modifications to the accepted Tender relating to

amendments permitted by the Instructions to Bidders/Vendors, the General Conditions of Contract (GCC), and the Special Conditions of Contract (SCC).

Section 6 **Description of items to be supplied:** Itemizes the estimated quantities and different types of Goods and may include a daywork schedule for unforeseen work outside the Description of items to be supplied. The Procuring Entity must prepare this section most carefully as it has a direct bearing on the cost of the tenders/quotations and the implementation performance.

Section 7 **General Specifications**: describe the Goods and Related Services to be procured. These are a prerequisite for Bidders/Vendors to respond realistically and competitively to the requirements of the Procuring Entity. They must present a clear statement of the required standards of workmanship, materials, goods and related services, in order to achieve the principles of sound public procurement (efficiency, economy, fairness and transparency) and it is essential for the Bidder to provide this information with great diligence if it wants to succeed in a fair evaluation.

Section 8 **Particular Specifications**: This Section provides further details on special requirements for the Goods and modifies or clarifies any General Technical Specifications.

Section 9 **Drawings**: This Section contains any drawings/description that supplement the specifications.

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Invitation for Tenders/quotations

Specific Procurement Notice

REQUEST FOR BIDS

1.1 Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education:LAGOS STATE UNIVERSITY LAGOS, NIGERIA

Projects: 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 (ACEITSE)

Contract Title: 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 (ACEITSE)

Country: **Nigeria**
IDA Credit No. **…….**
RFQ No: **LASU/CIPR/2338B**
Issued on **4th January, 2024.**

1. The LAGOS STATE UNIVERSITY, Lagos State (ACEITSE Project) is a work bank and Agence Francaise de Development (AFD) funded Centre under the coordination of both the Association of Africa University(AAU) and the National Universities Commission (NUC) and intends to apply part of the proceeds toward under the contracts for 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 (ACEITSE)

2. The Centre of Excellence for Innovative and Transformative STEM Education (ACEITSE) of the Lagos State University , Lagos State now invites sealed bids from eligible Bidders/Vendors 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 (ACEITSE) at the Lagos State University, Lagos State, Nigeria.

3. Bidding will be conducted through Request for Quotation.

4. Interested eligible Bidders/Vendors may obtain further information from the Procurement Unit ACEITSE, Lagos State University : https://lasu-aceitse.org.ng during office hours 0900 to 1600 hours at the address given below. Bidders/Vendors may obtain the bidding document @ The Procurement Unit Senate Building, 2th Floor, Senate Building, Lagos State University Lagos State.

5. The bidding document in English language may be purchased by interested Bidders/Vendors upon the submission of payment of non-refundable fee *of Twenty-Five thousand-naira only (N25, 000.00) per lot as specified bulletin Iasu/cippr/2338B Lagos State, Nigeria.* All envelopes should be dropped in a Tamper proof bid box located at the Procurement Unit, Room, 2nd Floor, Senate Building, Lagos State University Lagos, Lagos State, **within** 2-**weeks** from the date of this advertisement.

Note: Evidence of payment must accompany all Quotation submitted.

(a) Financial Resources: The Bidders/Vendors shall demonstrate that it has access to, or has available liquid assets, unencumbered real assets, lines of credit, and other financial means (Independent of any contractual advance payment) sufficient to meet the supply of the items

(b) Specific Experience:

A minimum number of two (2) similar contracts specified below that have been satisfactorily and substantially completed

(c) Mandatory Requirement/Eligibility Criteria:

- Evidence of Registration and Incorporation with the Corporate Affairs Commission (CAC);
- Evidence of registration with the University

- Evidence of payment of non-refundable bidding fee of Twenty-Five Thousand (₦25,000.00) Naira per lot payable to ACEITSE's Account (see below for details);
- Evidence of Financial Capacity and Bank Support;
- Verifiable list of similar works successfully completed within the last 2 years with names of clients, evidence of award and completion;
- VAT registration and evidence of VAT remittances
- Evidence of Occupational Health Safety, Social and Environmental compliance in past projects.

6. Enquiries;

ACEITSE Centre Leader/Procurement Officer
TEL: +2348033278969, +234 8056703876
Email: riosan1@yahoo.co.uk, bosedeagoro@gmail.com

Section 1. Instructions to Bidders/Vendors

A. General

1. Scope of Tender

1.1 Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education, as indicated in the Special Instructions to Bidders/Vendors, issues this Tender Document for the procurement of Goods and Related Services incidental thereto as specified in the SIT and as detailed in Section 6: Description of items to be supplied. The name of the Tender and the number and identification of its constituent lot(s) are stated in the SIT.

1.2 The successful Vendor will be required to complete the Goods by the Intended Completion Date specified in the Special Conditions of Contract (SCC).

1.3 Throughout this Document:

(a) the term "in writing" means communicated in written form with proof of receipt;

(b) if the context so requires, singular means plural and vice versa; and

(c) "day" means calendar day.

2. Source of Funds

2.1 Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education has been allocated public funds as indicated in the SIT and intends to apply a portion of the funds to eligible payments under the Contract for which this Tender Document is issued.

2.2 For the purpose of this provision, "public funds" means any monetary resources appropriated to procuring entities under Government budget, or revenues generated by statutory bodies and corporations, or aid grants and credits put at the disposal of procuring entities by the development partners through the Government.

2.3 Payments by the development partner, if so indicated in the SIT, will be made only at the request of the Government and upon approval by the development partner in accordance with the applicable Loan / Credit / Grant Agreement, and will be subject in all respects to the terms and conditions of that Agreement.

3. Corrupt, Fraudulent,

3.1 The policy of the Federal Government requires that all parties involved in public procurement, including Procuring Entities, Bidders/Vendors, Suppliers, Contractors,

Collusive, Coercive or Obstructive Practices

and Consultants, observe the highest standard of ethics during the procurement and execution of contracts under public funds. In pursuance of this policy, no Bidder or Procurement Official shall engage in any:

(a) Corrupt practice, which means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution;

(b) Fraudulent practice, which means a misrepresentation or omission of facts in order to influence a procurement process or contract execution to the detriment of Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education;

(c) Collusive practices, which means a scheme or an arrangement between two or more Bidders/Vendors with or without the knowledge of Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education, including non-disclosure of subsidiary relationships, designed to establish bid prices at artificial, non-competitive levels thereby depriving Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education of the benefits of free and open competition;

(d) Coercive practice, which means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract.

(e) Obstructive practice which means

i. Deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede relevant authorities' investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

ii. Acts intended to materially impede the exercise of the relevant authorities' inspection and audit rights provided for under par. 3.2 (iii) below.

3.2 Should (a) an 1.1 Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education establish the use of corrupt, fraudulent, collusive or coercive practices of any kind in the procurement process, or (b) the Bureau of Public Procurement (BPP) or Lagos State public procurement Agency establish same during prior review or post review of procurement procedures or procurement audits, Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education shall immediately refer the matter to the BPP, or the BPP shall promptly take up the matter, and will, upon substantiated evidence,

(i) Exclude the Bidder/Vendor from further proceeding in the procurement of the contract or reject a proposal for contract award, and or

(ii) Will take measures to sanction a firm or individual, including declaring it ineligible, either indefinitely or for a stated period of time, to be awarded public financed contracts.

(iii) Have the right to require that a provision be included in bidding documents, requiring Bidder/Vendors, suppliers and contractors to permit the relevant authorities to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors

3.3 The Bidder/Vendor shall be aware of the provisions on fraud and corruption

3.4 The Government requires that Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education's personnel have an equal obligation not to solicit, ask for and/or use coercive methods to obtain personal benefits in connection with the said proceedings.

4. Eligible Bidder/Vendors

4.1 This Invitation for quotation is open to Vendors based on the evidence of similar job done

(a) Have the necessary professional and technical qualifications, managerial competence, bonafide reputation, financial viability, equipment and other physical facilities and equipment

(b) Possess the legal capacity to enter the procurement contract;

(c) Not be in receivership, insolvent, bankrupt or being wound-up, being suspended, or be the subject of any proceedings of the foregoing;

(d) Have fulfilled all fiscal obligations and social security contributions;

(e) Not have any directors who have been convicted in any country for criminal offence related to fraudulent or corruptive practices, or criminal misrepresentation or falsification of facts relating to any matter;

(f) Not be declared ineligible for public financed contracts subject to ITT Sub-Clause 3.2 above.

4.2 The Bidder/Vendor shall provide in Section 5: Tender and Contract Forms, a statement that the Bidder/Vendor (including all members of a JVA) is not associated, nor has been associated in the past, directly or indirectly, with a consultant or any other entity that has prepared the design, specifications and other documents for this Invitation for Tenders/quotations

4.3 A Bidder/Vendor who failed to perform a contract during the period stipulated shall not be eligible for contract award.

5. Building Visit

5.1.1 The Bidder/Vendor, at the Bidder/Vendor's own responsibility and risk, is encouraged to visit and examine the Site and obtain all information that may be necessary for preparing the Tender and entering into a Contract for performance of the Goods.

5.1.2 The Bidder/Vendor should ensure that Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education is informed of the visit in adequate time to allow it to make appropriate arrangements.

5.1.3 The costs of visiting the building shall be at the Bidder/Vendor's own expense

B. Tender Document

6. Tender Document Sections

6.1 The Sections comprising the Tender Document are listed below, and should be read in conjunction with any Amendment issued in accordance with ITT Clause 10.

- Section 1 Instructions to Bidder/Vendors/Vendors (ITT)
- Section 2 Special Instructions to Bidder/Vendors/Vendors (SIT)
- Section 3 Special Conditions of Contract (SCC)
- Section 4 Tender and Contract Forms
- Section 5 Description of items to be supplied (BOQ)
- Section 6 General Specifications
- Section 7 Particular Specifications
- Section 8 Drawings/Description

6.2 Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education will reject any quotation submission if the Tender Document was not purchased directly from Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education

6.3 The Bidder/Vendor is expected to examine all instructions, forms, terms, and specifications in the Tender Document as well as in Tender Amendments, if any. Failure to furnish all information or documentation required by the Tender Document may result in the rejection of the Tender.

7. Clarifications

7.1 Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education shall forward copies of its response to all those who have purchased the Tender Document, including a description of the enquiry but without identifying its source.

C. Evaluation and Qualification Criteria

8. Experience Criteria

8.1 To qualify for a multiple number of lots in a package for which Tenders/quotations are invited in the Invitation for Tenders/quotations, the Bidder/Vendor shall demonstrate

having resources and experience sufficient to meet the aggregate of the qualifying criteria for the individual lots.

9. Financial Criteria

9.1 The Bidder/Vendor shall have the capacity to finance the Contract.

9.2 The Bidder/Vendor shall submit satisfactory bank references and documents demonstrating availability of funds/liquid assets and/or credit facilities from its banker(s) to successfully complete the Contract, as specified in the SIT.

9.3 The Bidder/Vendor shall provide a statement (i) to the effect that it did not have a contract non performed during the period preceding the deadline for tender submission as specified in the SIT, and (ii) indicating all pending litigation which should not represent more than the percentage of the Bidder/Vendor's net worth as specified in the SIT.

D. Tender Preparation

10. Only one Tender

10.1 A Bidder/Vendor shall submit only one (1) Tender for each lot, either individually or as a partner in a JV. A Bidder/Vendor who submits or participates in more than one (1) Tender will cause all the Tenders/quotations with that Bidder/Vendor's participation to be rejected. However, this does not limit the inclusion of the same subcontractor in more than one Tender.

11. Preparation Costs

11.1 The Bidder/Vendor shall bear all costs associated with the preparation and submission of its Tender, and Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

12. Language

12.1 The Tender, as well as all correspondence and documents relating to the Tender shall be written in the English language. [Supporting documents and printed literature furnished by the Bidder/Vendor that are part of the Tender may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Tender, such translation shall govern.]

12.2 The Bidder/Vendor shall bear all costs of translation to the governing language and all risks of the accuracy of such translation.

13. Contents of the Quotations

13.1 The Quotation prepared by the Bidder/Vendor shall comprise the following:

(a) The Quotation Submission Sheet (Form W-1);

(b) The priced Description of items to be supplied for each lot in accordance with ITT Clauses 20 and 22 and 23;

14. Quotation Submission Sheet and Description of items to be supplied

14.1 The Bidder/Vendor shall submit the Quotation Submission Sheet (Form W-1). This document shall be completed without any alterations to its format, filling in all blank spaces with the information requested, failing which the Tender may be rejected as being incomplete.

14.2 The Bidder/Vendor shall submit the priced Description of items to be supplied using the form furnished in Section 6: Description of items to be supplied. If in preparing its Tender, the Bidder/Vendor has made errors in the unit price or the total price, and wishes to correct such errors prior to submission of its Tender, it may do so, but shall ensure that each correction is suitable initialled by the authorised person of the Bidder/Vendor and that a statement shall be made as to the total number of corrections made, at the end of the priced Description of items to be supplied.

15. Quotation Currency

15.1 All prices shall be quoted in Nigeria Naira.

16. Quotation Validity

16.1 Tenders/quotations shall remain valid for the period specified in the SIT after the date of Tender submission prescribed by Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education, pursuant to ITT Clause 33. A Tender valid for a shorter period shall be rejected by Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education as non responsive.

16.2 In exceptional circumstances, prior to the expiration of the Tender validity period, Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education may solicit the Bidder/Vendors consent to an extension of the period of validity of their Tenders/quotations. The request and the responses shall be made in writing.

E. Quotation Submission

17. Quotation Sealing and Marking

17.1 The Bidder/Vendor shall enclose the original in one (1) sealed envelope and all the copies of the Tender in another sealed envelope, duly marking the envelopes as "ORIGINAL" and "COPY." These two (2) envelopes shall then be enclosed in one (1) single outer sealed envelope.

17.2 The inner and outer envelopes shall:

(a) Bear the name and address of the Bidder/Vendor;

(b) Be addressed to Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education at the address specified in the SIT;

(c) Bear the name of the Tender and the Tender Number as specified in the SIT; and

(d) Bear a statement "DO NOT OPEN BEFORE….." The time and date for Tender opening as specified in the SIT.

17.3 If all envelopes are not sealed and marked as required by Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education will assume no responsibility for the misplacement or premature opening of the Tender

18. Submission Deadline

18.1 Tenders/quotations must be received by Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education at the address specified in no later than the date and time specified in the Bulletin.

18.2 The Tender may be hand delivered, posted by registered mail or sent by courier. Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education shall, on request, provide the Bidder/Vendor with a receipt showing the date and time when its Tender was received.

19. Late Tenders/quotations

19.1 Any Tender received by Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education after the deadline for submission of Tenders/quotations in accordance with ITT Clause 33 shall be declared late, will be rejected, and returned unopened to the Bidder/Vendor.

F. Tender Opening and Evaluation

20. Tender Opening

20.1 Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education shall open the Tenders/quotations in public made at the time, on the date, and only at the one place specified in the SIT. Tenders/quotations for which an acceptable notice of withdrawal has been submitted shall not be opened. Bidder/Vendors or their authorised representatives shall be allowed to attend and witness the opening of Tenders/quotations, and shall sign a register evidencing their attendance.

20.2 The name of the Bidder/Vendor, total amount of each Tender, number of corrections, discounts, and the presence or absence of requisite Tender Security, any alternatives, if so permitted, and such other details as Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education, at its discretion, may consider appropriate, shall be read out aloud and recorded. Only discounts and alternative offers read out at the Tender opening shall be considered for evaluation. All pages of the original Tender, except for un-amended printed literature, will be initialled by a minimum of three (3) members of Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education's Tender Opening Committee.

20.3 Minutes of the Tender opening[1] shall be made by Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education and furnished to any Bidder/Vendor upon receipt of a written request. The minutes shall include, as a minimum: the name of the Bidder/Vendor the Tender Price, per lot if applicable, including any discounts and alternative offers.

20.4 Tenders/quotations not opened and read out at the Tender opening shall not be considered, irrespective of the circumstances, and shall be returned unopened to the Bidder/Vendor.

20.5 No Tender/Quotation shall be rejected at the Tender opening, except for late Tenders/quotations, which shall be returned unopened to the Bidder/Vendor

21. Bidder/Vendor Contacting Lagos State

21.1 Following the opening of the Tenders/quotations and until the Contract is signed no Bidder/Vendor shall make any unsolicited communication to Lagos State University – Africa Centre of Excellence for Innovative and Transformative

[1] A copy of the Minutes, signed by the Chairperson of the Tender Opening Session, should be sent to the Public Procurement Agency for contracts that are subject to prior review.

University – Africa Centre of Excellence for Innovative and Transformative STEM Education

STEM Education or try in any way to influence Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education's examination and evaluation of the Tenders/quotations.

21.2 Any effort by a Bidder/Vendor to influence Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education in its decisions on the examination, evaluation, comparison, and post-qualification of the Tenders/quotations or Contract award may result in the rejection of its Tender.

21.3 Notwithstanding from the time of Tender opening to the time of Contract award, if any Bidder/Vendor wishes to contact Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education on any matter related to the tendering process, it should do so in writing.

22. Quotation Responsive ness

22.1 Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education's determination of a Quotation's responsiveness is to be based on the contents of the Quotation itself without recourse to extrinsic evidence.

22.2 A substantially responsive Quotation is one that conforms in all respects to the requirements of the Quotation Document

23. Technical Evaluation

23.1 Next, Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education shall examine the Quotation to confirm that all terms and

conditions specified in the GCC and the SCC have been accepted by the Bidder/Vendor without any material deviation or reservation.

23.2 Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education shall evaluate the technical aspects of the Quotation submitted in accordance with to confirm that all requirements specified in the Quotation Document have been met without any material deviation or reservation.

23.3 If, after the examination of the terms and conditions and the technical aspects of the Quotation, Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education determines that the Quotation is not substantially responsive in accordance with, it shall reject the Quotation.

24. Financial Evaluation

24.1 Next, Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education shall evaluate the financial offer of each Quotation that has been determined substantially responsive up to this stage of the evaluation.

24.2 To evaluate a Quotation financially, Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education shall consider the following:

(a) The Quotation price, excluding Provisional Sums and the provision, if any, for contingencies in the Summary Description of items to be supplied, but including Daywork, where priced competitively;

(b) Price adjustment for correction of arithmetical errors

(c) Appropriate adjustments in order to take into consideration discounts or other price modifications offered

(d) Appropriate adjustments for any other acceptable variations or deviations and

(e) Application of all the evaluation factors.

24.3 Variations, deviations, and alternative offers and other factors which are in excess of the requirements of the Quotation Document or otherwise result in unsolicited benefits for Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education will not be taken into account in Quotation evaluation.

25. Lowest Evaluated Quotation

25.1 Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education shall compare all substantially responsive Quotations/quotations to determine the lowest-evaluated Quotation

G. Contract Award

26. Award Criteria

26.1 Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education shall award the Contract to the Bidder/Vendor whose offer is substantially responsive to the Quotation Document and that has been determined to be the Lowest Evaluated Responsive Quotation, provided further that the Bidder/Vendor is determined to be qualified to perform the Contract satisfactorily.

27. Notification of Award

27.1 Prior to the expiration of the period of Quotation validity, Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education shall notify the successful Bidder/Vendor, in writing, that its Quotation has been accepted.

27.2 The Notification of Award shall constitute a binding Contract between the parties until contract signature.

27.3 The Notification of Award shall state the value of the proposed Contract and the time within which the Contract shall be signed.

28. Contract Signing

28.1 At the same time as Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education issues the Notification of Award, Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education shall send the Contract Agreement and all documents forming the Contract, to the successful Bidder/Vendor.

28.2 Within twenty-one (21) days of receipt of the Contract Agreement, to Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education, the successful Bidder/Vendor shall sign, date, and return the Contract Agreement to Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education.

28.3 Failure of the successful Bidder/Vendor to submit the Letter of Acceptance shall constitute sufficient grounds for the annulment of the award and forfeiture of the Quotation. In that event, Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education may award the Contract to the next lowest evaluated responsive Bidder/Vendor at their quoted price (corrected for any arithmetical errors), who is assessed by Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education to be qualified to perform the Contract satisfactorily.

Section 2. Quotation and Contract Forms

Form	Title
	Quotation Forms
W – 1	Quotation Submission Sheet
W – 2	Bidder/Vendor Information Sheet
W – 3	Tender Fee
	Contract Forms
W – 4	Notification of Award
W – 5	Contract Agreement Form

Quotation Submission Sheet (Form W-1)

Invitation for Quotation No: 10th January, 2024

Quotation Package No: LASU/CIPPR/2338B

To: Director's Office
Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education**,** P.M.B. 0001, Lagos Badagry Expressway, Ojo, Lagos

Name and address of Employer: Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education**,** P.M.B. 0001, Lagos Badagry Expressway, Ojo, Lagos

We, the undersigned, offer to execute the following Goods and Related Services, viz:

The total price of our Quotation is:
Naira:
(to be determined)

Our Quotation shall be valid for the period stated in the Letter of Award and it shall remain binding upon us and may be accepted at any time before the expiration of that period

We are not participating as Bidder/Vendors in more than one Quotation in this process. We understand that your written Notification of Award shall constitute the acceptance of our Quotation and shall become a binding Contract between us, until a formal Contract is prepared and executed.

We understand that you are not bound to accept the lowest evaluated Quotation or any other Quotation that you may receive.

Signed

In the capacity of:

Duly authorised to sign the Quotation on behalf of the Bidder/Vendor.

Bidder/Vendor Information Sheet (Form W-2)

Notes on Bidder/Vendor Information Sheet

This note is for information only to assist the procuring entity in the completion of the Form when preparing the Quotation Document, but this note should not be included in the issued Quotation Document.

The information to be filled in by Bidder/Vendors/Vendors in the following pages will be used for purposes of verification of eligibility and qualification of the Bidder/Vendor as provided for in relevant Clauses of the Instructions to Bidder/Vendors/Vendors. The Bidder/Vendor, if prequalified earlier, should complete updated information only

Invitation for Quotation No:		Date	
Quotation Package No:			

A. Individual Bidder/Vendors/Vendors

1.	***General Information of the Bidder/Vendor***	
1.1	Bidder/Vendor's Legal Name	
1.2	Bidder/Vendor's legal address in Country of Registration	
1.3	Bidder/Vendor's legal status	
	Proprietorship	
	Partnership	
	Limited Liability Company (Registered under the Companies Act,)	
	Others	

1.4	Bidder/Vendor's Year of Registration	
1.5	Bidder/Vendor's Authorised Representative Information	
	Name	
	Address	
	Telephone / Fax Numbers	
	e-mail address	
1.6	Bidder/Vendor's Value Added Tax Registration Number	
1.7	Bidder/Vendor's Income Tax Identification Number (TIN)	
1.9	Bidder/Vendor to attach copies of following documentation:	(a) Articles of Incorporation or Registration of firm. (b) Latest Income Tax Clearance Certificate (c) Latest VAT Clearance Certificate (d) Original letter naming the person authorised to sign on behalf of the Bidder/Vendor. (e) Others *(to be completed by Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education if required)*
2. Qualification Information of the Bidder/Vendor		
Information on Equipment		
Personnel Information		
2.1	Qualifications and experience of key personnel proposed for administration and execution of the Contract. Att	

	Position	Name	Years of Experience (General)	Years of Experience (in proposed position)
	(a) (b) (c)			

Tender Fee (Form W-3)

Evidence of the non-refundable Tender fee of Twenty-Five Thousand Naira (N25,000), payable to ACEITSE's Account, should be presented

Notification of Award (Form W-4)

Contract No: Date:
To:

[Name of Contractor]

This is to notify you that your Quotation dated *[insert date]* for the execution of the Goods for *[name of project/Contract]* for the Contract Price of Naira *[amount in figures and in words]*, is hereby accepted by *[Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education]*.

You are requested to proceed with the execution of the Goods on the basis that this Notification of Award shall constitute the formation of a Contract, which shall become binding.

We attach the Contract Agreement and Special Conditions of Contract for your perusal and signature.

Signed

Duly authorised to sign for and on behalf of
[name of Procuring Entity

Date:

Contract Agreement (Form W-5)

THIS AGREEMENT made the *[day]* day of *[month][year]* between *[name and address of Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education]* (hereinafter called " Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education") of the one part and *[name and address of Contractor]* (hereinafter called "the Contractor") of the other part:

WHEREAS Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education invited Quotations/quotations for certain Goods, viz, *[brief description of Goods]* and has accepted a Quotation by the Contractor for the execution of those Goods in the sum of Naira *[Contract price in figures and in words]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General Conditions of Contract hereafter referred to.
2. The documents forming the Contract shall be interpreted in the following order of priority:
    a. the signed Contract Agreement;
    b. the letter of Notification of Award
    c. the completed Quotation Submission Sheet as submitted by the Bidder/Vendor;
    d. the priced Description of items to be supplied as submitted by the Bidder/Vendor;
    e. the Special Conditions of Contract;
    f. the General Conditions of Contract;
    g. the Particular and General Specifications;
    h. the Drawings/Description of the items
3. In consideration of the payments to be made by Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education to the Contractor as hereinafter mentioned, the Contractor hereby covenants with Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education to execute and complete the Goods and to remedy any defects therein in conformity in all respects with the provisions of the Contract.
4. Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education hereby covenants to pay the Contractor in consideration of the execution and completion of the Goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Nigeria on the day, month and year first written above.

	Lagos State University – Africa Centre of Excellence for Innovative and Transformative STEM Education:	For the Contractor:
Signature		
Print Name		
Title		
In the presence of		
Name		
Address		

ANNEXTURE 1a: Description/Picture of Office Furniture and Equipment (Lot 1)

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

Furniture and equipment for the New STEM Education Laboratory Building

Description of Items in Lot 1 – Office furniture and Equipment

SN	Description	Qty	Specification
1.	Office table (Director)	1	2m Glass top table (see attached picture)
2.	Office table (Second office)	1	1.6m Executive Table
3.	Office table (Director) Ante	1	1.2m table
4.	Office table (Second office) Ante	2	1.2m table
5.	Office chair (Director)	1	Executive chair. See attached Picture
6.	Office chair (Second office)	1	Executive Chair (Kidney)
7.	Visitors' chairs (Director)	2	C-Leg visitor Chair
8.	Visitors' chairs (Second office)	2	C-Leg visitor Chair
9.	Visitors' chairs (Director) Ante	2	C-Leg visitor Chair
10.	Visitors' chairs (Second office) Ante	2	C-Leg visitor Chair
11.	White boards for 3 labs and 1 classroom	4	8x4 ft White Board
12.	White board for 1 lab and 1 classroom and 1 seminar room	3	6x4 ft White Board
13.	Refrigerator (Director)	1	HT Ref HR185CS
14.	Refrigerator (Second office)	1	HR-134MBS R6 SLV
15.	Television set (Director)	1	43-inch LG Television Fouani Nigeria
16.	Television set (Director)	1	32-inch LG Television Fouani Nigeria
17.	GoTv (Director)	1	As specified
18.	GoTv (Second office)	1	As specified
19.	Air conditioners (Director)	3	1.5 HP Panasonic
20.	Air conditioners (Second office)	3	1.5 HP Panasonic
21.	Air conditioners (Seminar Rooms)	4	1.5 HP Panasonic
22.	Air conditioners (Laboratories)	5	1.5 HP Panasonic

23.	3kg CO2 Fire Extinguishers	5	Lagos Fire Service prescription
24.	Fire Buckets	6	Lagos Fire Service prescription
25.	Fire Notice boards	2	Lagos Fire Service prescription
26.	Fire Exit board	2	Lagos Fire Service prescription
27.	6kg DCP Fire extinguishers	2	Lagos Fire Service prescription

ANNEXTURE 1a: Description/Picture of Classroom/seminar room furniture (Lot 2)

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

Furniture and equipment for the New STEM Education Laboratory Building

Description of Items in Lot 2 – Laboratory Equipment

SN	Description	Qty	Specification
1.	Air conditioners (Laboratories)	15	1.5 HP Panasonic
2.	Ceiling Fans (Laboratories)	20	OX Giant 60''
3.	Data Projectors and Screens	4	ACER 4500 Lumen Projector with 72"by 72"

ANNEXTURE 1c: Description/Picture of Laboratory Tables with accompanying equipment (Lot 3)

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

Furniture and equipment for the New STEM Education Laboratory Building

Description of Items in Lot 3 – Classroom/ seminar Tables and Lab Stools

SN	Description	Qty	Specification
1.	Visitors' chairs - Sofa (Director)	2	Three-seater Sofa (Imported)
2.	Classroom chairs for ICT Lab	32	Reading Chairs
3.	Classroom chairs	65	Reading Chairs
4.	Classroom tables	65	Wooden top, galvanised pipe body. See details below
5.	Laboratory stools	100	Wooden top, galvanised pipe body. See details below

ANNEXTURE 1d: Description/Picture of Ancillary Laboratory Installation (Lot 4)

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

Furniture and equipment for the New STEM Education Laboratory Building

Description of Items in Lot 4

Lot 3: Laboratory tables with accompanying equipment			
1.	Laboratory tables (Island tables)	8	2m by 1.3m by 90cm Island tables with durable tops (Treslab). See detailed specification below
2.	Laboratory tables (Island tables)	4	2m by 0.65m by 90cm Island tables with durable tops (Treslab). See detailed specification below
3.	Laboratory tables (Island tables)	4	3m by 1.3m by 90cm Island tables with durable tops (Treslab). See detailed specification below
4.	Laboratory tables (Island tables)	2	3m by 0.65m by 90cm Island tables with durable tops (Treslab). See detailed specification below
5.	Demonstration platform	3	3000 x 1500 x 200 high
6.	Laboratory tables (Teacher's tables)	3	2m by 0.65m by 90cm Island tables with durable tops (Treslab). See detailed specification below
7.	Adjunct for laboratory tables: (a) Gas outlets (only Bio & Chem) (b) Electric sockets (All labs) (c) Sink with water taps (only Bio & Chem) (d) Drawers and cabinets (only Bio & Chem)	Lot	As indicated below
8.	Water connection to tables (Physics, Chemistry, Biology labs)	Lot	Durable piping
9.	Gas connection to tables i.e. gas piping	Lot	Durable piping (PAP pipes)
10.	Gas Cylinder	1	50kg Gas Cylinder together with housing
11.	Shelves for storing chemicals, consumables, and equipment in adjunct rooms – Biology/Chemistry labs	2	1.2m by 400mm by 2m (twin door); five shelves

Full Specification of Laboratory Tables and Accessories

SN	QTY	DESCRIPTION	
1	3	Demonstration Platform, Measuring 3000 x 1500 x 200 high	phy, chem, bio
2	3	Teacher's Table (Demonstration) 2000 x 650 x 900 mm high to Include:	phy, chem, bio
		* 2 Nos. Cupboard Unit Master Demo C1/D1-0600	
		* 1 No. Knee Space Panel - 900 X 700 x 10mm	
		* 1 No. Teacher's Demo Table - Back Cover - 1900 X 780 X 10mm	
		* 1 No. WORKTOP - TRESLAB	
		* 1 No. DRAINAGE - SINKS (PP) (Burtech)	
		* 1 No. SUPPLY - WATER TAPS - 1-WAY BRASS	
		* 1 No. GAS TAPS - 1-WAY	
		* 1 No. ELECTRICAL SOCKETS - TWIN, 13-AMP C/W PP TURET - SINGLE SIDED	
3	4	Island Table - 2400 X 1300 X 900mm and consists of:	Biology Lab
		* 4 Nos. Cupboard Unit C1D1-0500	
		* 4 Nos. Knee Space Panel - 700 X 700 x 10mm	
		* 1 No. Extension/Support Leg 1200 x 60 x 880mm	
		* 2 Nos. End Panel - Center - 550 X 760 x 10mm	
		* 1 No. WORKTOP - TRESLAB	
		* 2 Nos. Reagent Racks	
		* 1 No. DRAINAGE - SINKS (PP) (Burtech)	
		* 1 No. SUPPLY - WATER TAPS - 2-WAY BRASS	
		* 2 Nos. GAS TAPS - 2-WAY	
		* 2 Nos. Electrical Sockets - Twin, 13-Amp C/W PP Turet - Double Sided	
4	2	Wall Table - 2400 X 650 X 900mm and consists of:	Biology Lab
	2	* 2 Nos. Cupboard Unit C1D1-0500	
	2	* 2 Nos. Knee Space Panel - 700 X 700 x 10mm	
	1	* 1 No. Extension/Support Leg 600 x 60 x 880mm	
	2	* 2 Nos. End Panel - Center - 550 X 760 x 10mm	
	1	* 1 No. WORKTOP - TRESLAB	
	2	* 2 Nos. Reagent Racks	

	1	* 1 No. DRAINAGE - SINKS (PP) (Burtech)	
	1	* 1 No. SUPPLY - WATER TAPS - 2-WAY BRASS	
	2	* 2 Nos. GAS TAPS - 2-WAY	
	2	* 2 Nos. Electrical Sockets - Twin, 13-Amp C/W PP Turet - Double Sided	
5	4	Island Table - 2000 X 1300 X 900mm and consists of:	Chemistry Lab
	4	* 4 Nos. Cupboard Unit C1D1-0500	
	2	* 2 Nos. Knee Space Panel - 700 X 700 x 10mm	
	2	* 2 Nos. End Panel - Center - 550 X 760 x 10mm	
	1	* 1 No. WORKTOP - TRESLAB	
	2	* 2 Nos. Reagent Racks	
	1	* 1 No. DRAINAGE - SINKS (PP) (Burtech)	
	1	* 1 No. SUPPLY - WATER TAPS - 2-WAY BRASS	
	2	* 2 Nos. GAS TAPS - 2-WAY	
	2	* 2 Nos. Electrical Sockets - Twin, 13-Amp C/W PP Turet - Double Sided	
6	2	Wall Table - 2000 X 650 X 900mm and consists of:	Chemistry Lab
	2	* 2 Nos. Cupboard Unit C1D1-0500	
	1	* 1 Nos. Knee Space Panel - 700 X 700 x 10mm	
	2	* 2 Nos. End Panel - Center - 550 X 760 x 10mm	
	1	* 1 No. WORKTOP - TRESLAB	
	2	* 2 Nos. Reagent Racks	
	1	* 1 No. DRAINAGE - SINKS (PP) (Burtech)	
	1	* 1 No. SUPPLY - WATER TAPS - 2-WAY BRASS	
	2	* 2 Nos. GAS TAPS - 2-WAY	
	2	* 2 Nos. Electrical Sockets - Twin, 13-Amp C/W PP Turet - Double Sided	
7	4	Island Table - 2000 X 1300 X 900mm and consists of: **Physics**	Physics Lab
	4	* 4 Nos. Cupboard Unit C1D1-0500	
	2	* 2 Nos. Knee Space Panel - 700 X 700 x 10mm	
	2	* 2 Nos. End Panel - Center - 550 X 760 x 10mm	
	1	* 1 No. WORKTOP - TRESLAB	
	2	* 2 Nos. GAS TAPS - 2-WAY	
	2	* 2 Nos. Electrical Sockets - Twin, 13-Amp C/W PP Turet - Double Sided	

8	2	Wall Table - 2000 X 650 X 900mm and consists of: Physics	Physics Lab
	2	* 2 Nos. Cupboard Unit C1D1-0500	
	1	* 1 Nos. Knee Space Panel - 700 X 700 x 10mm	
	2	* 2 Nos. End Panel - Center - 550 X 760 x 10mm	
	1	* 1 No. WORKTOP - TRESLAB	
	2	* 2 Nos. GAS TAPS - 2-WAY	
	2	* 2 Nos. Electrical Sockets - Twin, 13-Amp C/W PP Turet - Double Sided	
9	2	Wall Table - 3000 X 650 X 900mm and consists of:	Prep Room, chem & bio
	3	* 3 Nos. Cupboard Unit C1D1-0500	
	2	* 2 Nos. Knee Space Panel - 700 X 700 x 10mm	
	2	* 2 Nos. End Panel - Center - 550 X 760 x 10mm	
	1	* 1 No. WORKTOP - TRESLAB	
	1	* 1 No. Reagent Racks	
	1	* 1 No. DRAINAGE - SINKS (PP) (Burtech)	
	1	* 1 No. SUPPLY - WATER TAPS - 2-WAY BRASS	
	1	* 1 Nos. GAS TAPS - 2-WAY	
	1	* 1 Nos. Electrical Sockets - Twin, 13-Amp C/W PP Turet - Double Sided	
10	3	Storage Cupboard With Glass Door, 1200 x 300 x 2000mm High	Phy, Chem, Bio
Internal Connections			
11	15	Water Installation (Supply & Drainage) To Tables	Internal, All Labs
12	39	Gas Installation (Internal) to Tables:	Internal, All Labs
13	39	Electrical Installation To Tables	Internal, All Labs
14	21	Civil Works To Tables	Internal, All Labs
External Connections			
15	1	Gas Installation (Internal & External) complete with:	External Gas & Housing
		* 2 Nos. 50 kg Gas-filled Cylinders	
		* 1 Nos. Industrial Regulator	
		* 1 Nos. Change Over Manifold	
		* Lot. Copper Pipes and Fittings	

		* Protective Gas Housing	
16	1	Civil Works: To Include (Cutting, Digging, Plastering,	Soakaway Pit For Water
		Soak-away pit system	
		Measuring : 1200 x 750 x 1200 deep (Internal Diameter)	
Computer Table			
17	15	Computer Table: 1500 x 600 x 800mm high & consisting of:	2 Students Each
		* 3 Nos. Support Leg	
		* 2 No. Underbench CPU Cubicle	
		* 2 No. Knee Space Panel	
		* 1 No. Work Top	
		* 2 No. Drilled hole, for computer cable	
		* 2 No. Keyboard Panel Drawer	
	1	* 2 No. 13-Amp	
18	1	Teachers Computer Table	

ANNEX 2a: ATTENDANCE SHEET FOR SUBMISSION OF REQUEST FOR QUOTATION

LAGOS STATE UNIVERSITY, OJO

AFRICA CENTRE OF EXCELLENCE FOR INNOVATIVE AND TRANSFORMATIVE STEM EDUCATION

ACEITSE PROCUREMENT UNIT

VENDOR'S REGISTER OF ATTENDANCE LIST FOR SUBMISSION OF PROCUREMENT OF OFFICE EQUIPMENT AND FURNITURE AT PROCUREMENT UNIT, 2ND FLOOR, SENATE BUILDING, LAGOS STATE UNIVERSITY.

LOT 1: office furniture and equipment

S/N	NAME OF COMPANY	VENDORS NAME	SIGNATURE AND DATE OF SUBMISSION
1			
2			
3			
4			

ANNEX 2b: ATTENDANCE SHEET FOR SUBMISSION OF REQUEST FOR QUOTATION

LAGOS STATE UNIVERSITY, OJO

AFRICA CENTRE OF EXCELLENCE FOR INNOVATIVE AND TRANSFORMATIVE STEM EDUCATION

ACEITSE PROCUREMENT UNIT

VENDOR'S REGISTER OF ATTENDANCE LIST FOR SUBMISSION OF QUOTATION OF CLASSROOM/SEMINAR ROOM FURNITURE AT PROCUREMENT UNIT, 2ND FLOOR, SENATE BUILDING, LAGOS STATE UNIVERSITY.

LOT 2: Classroom/Seminar room furniture

S/N	NAME OF COMPANY	VENDORS NAME	SIGNATURE AND DATE OF SUBMISSION
1			
2			
3			
4			

ANNEX 2c: ATTENDANCE SHEET FOR SUBMISSION OF REQUEST FOR QUOTATION

LAGOS STATE UNIVERSITY, OJO

AFRICA CENTRE OF EXCELLENCE FOR INNOVATIVE AND TRANSFORMATIVE STEM EDUCATION

ACEITSE PROCUREMENT UNIT

VENDOR'S REGISTER OF ATTENDANCE LIST FOR SUBMISSION OF QUOTATION FOR THE PROCUREMENT OF LABORATORY TABLES WITH ACCOMPANYING EQUIPMENT AT PROCUREMENT UNIT, 2ND FLOOR, SENATE BUILDING, LAGOS STATE UNIVERSITY.

LOT 3: Laboratory tables with accompanying equipment

S/N	NAME OF COMPANY	VENDORS NAME	SIGNATURE AND DATE OF SUBMISSION
1			
2			
3			
4			

ANNEX 2d: ATTENDANCE SHEET FOR SUBMISSION OF REQUEST FOR QUOTATION

LAGOS STATE UNIVERSITY, OJO

AFRICA CENTRE OF EXCELLENCE FOR INNOVATIVE AND TRANSFORMATIVE STEM EDUCATION

ACEITSE PROCUREMENT UNIT

VENDOR'S REGISTER OF ATTENDANCE LIST FOR SUBMISSION OF QUOTATION FOR THE PROCUREMENT OF ANCILLARY LABORATORY INSTALLATION AT PROCUREMENT UNIT, 2ND FLOOR, SENATE BUILDING, LAGOS STATE UNIVERSITY.

LOT 4: Ancillary Laboratory Installation

S/N	NAME OF COMPANY	VENDORS NAME	SIGNATURE AND DATE OF SUBMISSION
1			
2			
3			
4			

ANNEX 3:

Acknowledgement slip

The original copy of this document was submitted by ---------- to the Procurement Unit, 2nd Floor, Senate Building, Lagos State University, Africa Centre of Excellence for Innovative and Transformative STEM Education (ACEITSE)

ANNEX 4: ACEITSE PROCUREMENT COMMITTEE ATTENDNACE LIST

LAGOS STATE UNIVERSITY, OJO

AFRICA CENTRE OF EXCELLENCE FOR INNOVATIVE AND TRANSFORMATIVE STEM EDUCATION

ACEITSE PROCUREMENT COMMITTEE ATTENDNACE LIST

S/N	NAME	DESIGNATION	SIGNATURE	DATE
1				
2				
3				
4				

ANNEX 5: PROCUREMENT OF FURNITURE AND EQUIPMENT INTO ACEITSE'S STEM EDUCATION LABORATORY BUILDING

LAGOS STATE UNIVERSITY, OJO

AFRICA CENTRE OF EXCELLENCE FOR INNOVATIVE AND TRANSFORMATIVE STEM EDUCATION

AWARD RECOMMENDATION

PROCUREMENT TO ACEITSE LABORATORY BUILDING

S/N	NAME OF CONTRACTOR	FINANCIAL BID OFFER	VALIDITY PERIOD	SIGNATURE
1				
2				
3				
4				

Prof. Rasheed SANNI
Centre Leader

Mr. Olabisi YUSUF
Project Accountant

Prof Michael Olatunji Ahove
Environmental and safeguard Officer

Mrs B.E Agoro
Project Procurement Officer