



INVITATION FOR PREQUALIFICATION

Total E&P Cooperative (TEPNG COOP) wishes to invite reputable and competent **Consulting Structural Engineering** and **Consulting Mechanical/Plumbing & Electrical Engineering** firms to express interest for design consultancy services on the Construction of the proposed Recreation Centre at Plot 8, Trinity Avenue, Oniru, Lagos.

Scope of Works

1. Construction of Clubhouse fitted with gym, kitchen, restaurants, bars amongst others
2. Swimming pool
3. Sporting facilities
4. External works and infrastructures
5. Mechanical, electrical & plumbing installations

Prequalification Requirements

In order to be considered for pre-qualification, a consultant will be required to provide the following documents:

1. Evidence of Registration with the Corporate Affairs Commission (CAC) with the inclusion of Certificate of Incorporation and Articles of Association.
2. Current Company Tax Clearance Certificate corresponding with the company annual turnover for the last three (3) years.
3. Possession of experience as a Consultant in at least (3) projects of similar nature and complexity with verifiable letters of contract award and certificates of job completion within the last Five (5) years.
4. VAT Registration with TIN number and evidence of VAT remittances for the last 3years.
5. Detailed Company profile and Organization structure including names and telephone numbers of key personnel.
6. Evidence of company registration with relevant professional body in Nigeria.

Submission of Documents

1. The applicant should create a main folder named with the firms' name in the following format. e.g. "**John Doe Engineering Limited_TCOOP_Consult_Prequal**"
2. The applicant should create four (4) subfolders in the main folder and name in the following order:
 - o **Statutory**
 - o **Work experience**
 - o **Tax**
 - o **Technical**
3. Item 1 in "Prequalification requirements" above should be placed in Statutory subfolder.
4. Item 2 & 4 in "Prequalification requirements" above should be placed in Tax subfolder.

5. Item 3 in "Prequalification requirements" above should be placed in Work experience subfolder.
6. Items 5 & 6 in "Prequalification requirements" above should be placed in Technical subfolder
7. The main folder with all five (5) subfolders and attachments should be submitted via email attachment to: tender@totalupstreamng.coop
8. The total size of email attachment should not exceed 130mb

Submission Deadline

All interested applicants are required to submit the prequalification documents before by **12:00 PM on 20th January 2021**.

Terms and Conditions

1. Prequalification of consultant is neither a commitment from TEPNG COOP to invite registered vendor to bid nor a guarantee from TEPNG COOP to award a contract. However, it is a pre-requisite for the award of any contract or purchase order for the provision of institutional goods and services.
2. All applications will be evaluated based on the criteria set forth in the prequalification requirements. Only shortlisted vendors will be prequalified.
3. Any submission after the submission deadline will be disqualified.
4. TEPNG COOP reserves the right to accept or reject any or all applications.
5. TEPNG COOP reserves the right to discontinue the prequalification process, at any time without assigning any reason.