

UNIVERSITY COLLEGE HOSPITAL, IBADAN, NIGERIA
INVITATION TO PREQUALIFY AND TENDER FOR COVID – 19 INTERVENTION
PROJECTS FOR 2020
EMERGENCY PROCUREMENT

1. INTRODUCTION

- 1.1 The University College Hospital, Ibadan is to provide Achievable, Realistic and Sustainable projects that will be beneficiary to both patients and members of staff in providing excellent service delivery.
- 1.2 The University College Hospital, Ibadan hereby invite interested, competent and reputable contractors with relevant experience and good track records to make submissions for pre-qualification and tender for the under listed projects:

2. SCOPE OF WORKS/SUPPLY

LOT NO	PROJECT TITLE
1	<i>Procurement and installation of Molecular Laboratory Equipment</i>
2	<i>Procurement and Installation of 1no. Sound Proof 150KVA Generator</i>
3	<i>Procurement and Installation of Computer, Printer and UPS</i>
4	<i>Procurement and Installation of Laboratory Grade Refrigerators/Freezers</i>
5	<i>Molecular Biology Consumables</i>
6	<i>Equipping (Procurement & Installation) of 10 Bedded Intensive Care Unit</i>
7	<i>Equipping (Procurement & Installation) of Isolation Centre</i>
8	<i>Procurement of 1no. Ambulance</i>
9	<i>Procurement of Personal Protective Equipment</i>

Projects listed above will be subjected to Due Process mechanism, which would be transparent to all interested and eligible bidders who wish to participate.

3. ELIGIBILITY REQUIREMENTS

Interested companies are requested to submit the following documents/information with verifiable evidences for assessment/consideration:

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including form CAC_{1.1} or CAC₂ and CAC₇
- (b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years 2017, 2018 and 2019 valid till 31st December, 2020.
- (c) Evidence of Pension Compliance Certificate valid till 31st December, 2020.
- (d) Evidence of Industrial Training fund (ITF) Compliance Certificate valid till 31st December, 2020.
- (e) Evidence of Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2020.
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service providers by submission of Interim registration Report (IRR) expiring on 31/12/2020 or valid Certificate issued by the Bureau of Public Procurement (BPP);
- (g) Sworn Affidavit disclosing whether or not any officer of the relevant Committee of the University College Hospital, Ibadan or Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all documents submitted are true and correct in particulars;
- (h) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the Project including copies of their Academic/Professional qualifications;
- (i) Company's Audited Accounts for the last three (3) years – 2017, 2018 & 2019
- (j) Evidence of Financial Capability to execute the project by submission of Reference letter from reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;

- (k) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation/Job completion Certificates and Photographs of the Projects;
- (l) Lots 1 & 4: Letter of Authorization from the Original Equipment Manufacturers (OEMs) listed in the Approved Policy for Procurement of Health and Medical Equipment for tertiary hospitals in Nigeria;
- (m) Lot 2 & 3: Letter of Authorization as representative of the Original Equipment Manufacturers (OEMs).
- (n) Lot 8: Only Companies included in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles or their authorized representatives should bid for the vehicle(s)
- (o) For Joint Venture/Partnership, Memorandum of Understanding (MOU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR, Swore Affidavit are compulsory for each JV Partner);
- (p) All documents for submission must be transmitted with a Covering/Forwarding Letter under the Company/Firm's Letter Head paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (Preferably GSM No.) and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorized officer of the firm.

4. COLLECTION OF TENDER DOCUMENTS

Interested Companies are to collect the Standard Bidding Documents (SBD) from the office of the Assistant Director (Procurement) 2nd Floor Mortuary Building on evidence of payment of non-refundable tender fee of **₦10,000.00 (Ten thousand naira only) per Lot, into the UCH's TSA REMITTA ACCOUNT** in any reputable Commercial Bank in Nigeria. The teller for this payment should be converted to the Hospital's receipt at the Finance & Accounts Department of the Hospital. Photocopy of the receipt should be attached to the Standard Bidding Documents (SBD).

5. SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit bid for the LOT, two (2) hard copies each of the **Technical and Financial Bid** with soft copy of the Financial Bid only in MS Excel format, packaged separately in a sealed envelope and clearly marked as "**Technical Bid**" and "**Financial Bid**".

Thereafter, put the two (2) sealed envelopes together in a bigger sealed envelopes and should be addressed to; **The Chief Medical Director, University College Hospital, Ibadan, Nigeria** and clearly marked with (the name of project and the Lot number) e.g. "LOT 1 *Procurement and installation of Molecular Laboratory Equipment*".

Furthermore, the reverse of each sealed envelopes should bear the name and address of the bidder and drop in the designated Tender Box in the office of the Assistant Director, Procurement (University College Hospital, Ibadan) not later than **12:00 noon on Thursday, 26th November, 2020**.

6. OPENING OF TECHNICAL BIDS

Only the technical bids will be opened immediately after the deadline for submission at **12:00 noon on Thursday, 26th November, 2020** at the Omolade Alade Hall of the School of Nursing, UCH, Ibadan, while the Financial Bids will be kept un-opened. Please, ensure that you sign the bid Submission Register in the office of Assistant Director, Procurement Department, University College Hospital, Ibadan as the University College Hospital, Ibadan will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the "Assistant Director, Procurement Department" on e-mail oyekunle.oyedele@uch-ibadan.org.ng.

7. GENERAL INFORMATION

- a. Bids must be in English Language and signed by an official authorised by the bidder;
- b. Bids submitted after the deadline for submission would be returned un-opened;
- c. All costs will be borne by the bidder;

- d. This advertisement for invitation shall neither be constructed as a commitment on the part of the University College Hospital, Ibadan, nor shall it entitle any contractor to make any claim whatsoever and /or seek any indemnity form the University College Hospital, Ibadan.
- e. Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording with the presence of two (2) representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti-Corruption/Transparency;
- f. Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- g. Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened
- h. University College Hospital, Ibadan is not bound to pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

Signed:
Assistant Director (Procurement)
For: Chief Medical Director