

FEDERAL MEDICAL CENTRE
PMB 502, YENAGOA, BAYELSA STATE
INVITATION TO TENDER FOR COVID-19 INTERVENTION PROGRAMME
PROJECTS
EMERGENCY PROCUREMENT

1. INTRODUCTION

The Federal Medical Centre, Yenagoa, Bayelsa State was Appropriated Funds in the 2020 Appropriation Act (Amendment) for COVID-19 Intervention Programmes. In compliance with the requirements of the Public Procurement Act, 2007 and extant regulations on the Procurement of Goods, Works and Services, hereby invites interested, competent and reputable contractors with relevant experience and good track record to tender for the following under-listed projects:

2. SCOPE OF WORKS/SUPPLIES

LOT 1: PROCUREMENT/ INSTALLATION OF MOLECULAR LABORATORY EQUIPMENT

LOT 2: EQUIPPING/ INSTALLATION OF ISOLATION TREATMENT CENTRE

LOT 3: EQUIPPING/ INSTALLATION OF 10-BEDDED INTENSIVE CARE UNIT

LOT 4: PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR COVID-19

3. ELIGIBILITY REQUIREMENTS

Interested companies are required to submit the following documents:

- i. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC 1.1 or CAC2 and CAC7;
- ii. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years (2017, 2018 & 2019), valid till 31st December, 2020;
- iii. Evidence of Pension Compliance Certificate valid till 31st December, 2020;
- iv. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2020;
- v. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2020
- vi. Evidence of registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31st December, 2020 or valid Certificate issued by BPP;
- vii. Evidence of Financial Capability by submission of reference letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- viii. Company's Audited Accounts for the last three (3) years, 2017, 2018 & 2019 duly stamped by a reputable audit firm;
- ix. Comprehensive Company's profile showing organisational structure with Curriculum Vitae of relevant key staff to be deployed for the project, including copies of their Academic and Professional Qualifications;
- x. Documentary evidence of at least three (3) similar jobs completed for the last five (5) years with Certificate of Completion or on-going projects with Interim performance Certificate with work status at least 70% completion including Letters of Award, and photographs of the projects
- xi. A Sworn Affidavit:
 - Disclosing whether or not any officer of the relevant committees of the Federal Medical Centre, Yenagoa or the Bureau of Public Procurement is former or present Director, shareholder, or has pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars
 - None of the directors has been convicted in any country for any criminal offence including fraud or financial impropriety
 - The company is not in receivership, insolvency or bankruptcy
- xii. Letter of Authorization from the Original Equipment Manufacturers listed in the Approved Policy for Procurement of Health and Medical Equipment for Tertiary Hospitals in Nigeria LOT 1, 2 & 3;
- xiii. 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 and Sworn Affidavit are compulsory for each JV partner)

- xiv. All documents for submission must be transmitted with a covering/forwarding letter under the Company/firm letter headed paper bearing amongst others the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), contact address, telephone number (GSM) and email address. The letter headed 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

4.1. Tender Documents are obtainable from the **Procurement Unit**, Prof. E. N. Etebu Administration Block (2nd Floor), Federal Medical Centre, Yenagoa within the working hours of 8am-4pm(Monday - Friday) upon presentation of evidence of payment of non-refundable Tender Fee of **₦10,000.00** only per LOT.

4.2. Payment should be made to Federal Medical Centre, Yenagoa through **TSA Account REMITA Platform at any reputable Commercial Bank in Nigeria.**

5. SUBMISSION OF TENDER DOCUMENTS

Prospective bidders shall submit completed Technical and Financial Bids in two (2) hard copies, one copy of technical and one copy of financial bid with soft copy of financial bids in MS EXCEL format packaged separately in sealed envelopes and labelled "Technical Bid" and "Financial Bid" respectively with the company name and address indicated at the back of the envelope. The two envelopes should be enclosed in one big sealed envelope and marked (Technical and Financial), clearly stating the project name and LOT number at the top right hand corner of the envelope and address to:

**The Medical Director
Federal Medical Centre
Yenagoa, Bayelsa State**

and drop the envelope in the designated Tender box at the above address not later than **12:00 noon on Wednesday, 9th December, 2020.**

6. OPENING OF TECHNICAL BIDS

Only the Technical Bids shall be opened immediately after the deadline for submission of bids at **12:00 noon on Wednesday, 9th December, 2020** in the Boardroom of Federal Medical Centre, Yenagoa, while the Financial bids shall be kept unopened. Bidders should sign the bid submission register in the Procurement Unit, Prof. E. N. Etebu Administration Block (2nd Floor), Federal Medical Centre, Yenagoa. For further enquiries, contact the Head of Procurement on fmcynwsbulletin@yahoo.com or vebabyyme@gmail.com

7. PLEASE NOTE THAT:

- a. Submission of Tender does not mean that Federal Medical Centre, Yenagoa is under any obligation whatsoever to award your company any contract
- b. All required documents may be referred to the Security Agencies, Corporate Affairs Commission, Federal Inland Revenue Service (FIRS), PENCOR, ITF and other relevant bodies for verification
- c. All Bids submission must be in English Language
- d. Bids received after the deadline for submission shall be returned un-opened
- e. Presence of bidders/ representatives and members of the public shall not be required during 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 Organization 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 shall be invited at a later date for financial bids opening, while the financial bids of unsuccessful bidders shall be returned unopened
- h. Federal Medical Centre, Yenagoa reserves the right to annul the selection process at any time without incurring any liability in accordance with Section 28 of the Public Procurement Act, 2007

Signed
Dr. D. O. Allagoa
Medical Director