

## **FEDERAL MEDICAL CENTRE, EBUTE-METTA, LAGOS**

### **INVITATION TO TENDER FOR PERSONAL PROTECTIVE EQUIPMENT UNDER COVID-19 PROCUREMENT**

#### **1.0 INTRODUCTION**

The Federal Medical Centre, Ebute-Metta, Lagos State was Appropriated Funds in the 2020 Appropriation Act (Amendment) for COVID-19 Intervention Programmes. In compliance with the Public Procurement Act 2007, the Federal Medical Centre, Ebute-Metta, Lagos State hereby invites all interested and eligible Contractors/Suppliers with relevant experience to tender for the following projects:

#### **2.0 SCOPE OF SUPPLIES**

<b>CATEGORY</b>	<b>PROJECT TITLE</b>
Lot Z1	Procurement of Personal Protective Equipment

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

#### **3.0 ELIGIBILITY REQUIREMENTS**

- i. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC), including Form CAC 1.1 or CAC 2 & 7;
- ii. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years (2017, 2018 and 2019) valid till 31<sup>st</sup> December, 2020;
- iii. Evidence of current Pension Compliance Certificate valid 31<sup>st</sup> December, 2020;
- iv. Evidence of current Industrial Training Fund (I.T.F.) Compliance Certificate valid till 31<sup>st</sup> December, 2020;
- v. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> 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 31<sup>st</sup> December, 2020 or valid Certificate issued by Bureau of Public Procurement;
- vii. Sworn Affidavit disclosing whether or not any Officer of the relevant Committees of Federal Medical Centre, Ebute-Metta, Lagos State or the Bureau of Public Procurement is a former or present Director, Shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
- viii. Company's Audited Accounts for the last three (3) years (2017, 2018 and 2019);

- ix. Evidence of financial capability to execute the Project 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;
- x. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the Project including copies of their Academic/Professional qualifications;
- xi. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Job Completion Certificates, Final Maintenance Certificates and Photographs of the Project.
- xii. 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 & Sworn Affidavit are compulsory for each JV partner);
- xiii. 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 Letter Head 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.

#### **4.0. COLLECTION OF TENDER DOCUMENTS**

Interested Companies are to collect Bidding Documents at the Procurement Department of the Hospital on evidence of payment of a non-refundable tender fee of ₦10,000.00 per Lot, paid into the Federal Medical Centre, Ebute-Metta, Lagos Remita Account.

#### **5.0. SUBMISSION OF TENDER DOCUMENTS**

Prospective Bidders are to submit Bid for each of Lot desired, two (2) hard copies each of the technical and financial bids with softcopy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid".

Thereafter, put the two sealed envelope together in a bigger sealed envelope

**Addressed to:**

**THE MEDICAL DIRECTOR, FEDERAL  
MEDICAL CENTRE, EBUTE-METTA, LAGOS.**

and clearly marked with **(the name of the project and the Lot number)** "DO NOT OPEN BEFORE **12:00 noon on Thursday, 24<sup>th</sup> December, 2020**"

Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box at the office of the **HEAD OF PROCUREMENT** not later than **12:00 noon on Thursday, 24<sup>th</sup> December, 2020.**

## **6.0 OPENING OF TECHNICAL BIDS**

Only the Technical bids will be opened immediately after the deadline for submission at **12:00 noon on Thursday, 24<sup>th</sup> December, 2020** in the Conference Room, Federal Medical Centre, Ebute-Metta, Lagos.

## **7.0 GENERAL INFORMATION**

- i. Bids must be in English language and signed by an official authorised by the bidder;
- ii. Late submission will be returned un-opened;
- iii. All costs will be borne by bidders;
- iv. This advertisement for invitation shall neither be constructed as a commitment on the part of Federal Medical Centre, Ebute-Metta, Lagos nor shall it entitle any contractor to make any claim whatsoever and/or seek any indemnity from FMC, Ebute-Meta Lagos State;
- v. 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;
- vi. Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- vii. 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;
- viii. The Federal Medical Centre, Ebute-Metta, Lagos 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**  
**HEAD OF PROCUREMENT**  
**FOR: MEDICAL DIRECTOR**