

FEDERAL NEURO-PSYCHIATRIC HOSPITAL, YABA, LAGOS
INVITATION TO TENDER FOR COVID-19 INTERVENTION PROGRAMME
PROJECTS EMERGENCY PROCUREMENT

1. INTRODUCTION

The Federal Neuro-Psychiatric Hospital, Yaba, Lagos (a specialist hospital of the Federal Ministry of Health), in implementation of the 2020 Appropriation Act (Amendment) for COVID-19 Intervention Programmes and in compliance with the Public Procurement Act, 2007 hereby invites all interested, qualified and reputable contractors with relevant experience and track record to tender for the following projects:

2. SCOPE/DESCRIPTION OF PROJECTS

Category A: Procurement of Goods

LOT	PROJECT TITLE
M1	PROCUREMENT AND INSTALLATION OF ICU BEDDINGS
M2	PROCUREMENT AND INSTALLATION OF MOLECULAR LABORATORY EQUIPMENTS
M3	PROCUREMENT OF PERSONAL PROTECTIVE EQUIPMENTS.
M4	PROCUREMENT AND INSTALLATION OF ISOLATION TREATMENT CENTER

Category B: Procurement of Works

LOT	PROJECT TITLE
M5	PROCUREMENT OF INTENSIVE CARE UNIT/ISOLATION CENTER
M6	PROCUREMENT OF MOLECULAR LABORATORY BUILDING

3. ELIGIBILITY REQUIREMENTS

- i. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC7;
- ii. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2020;
- iii. Evidence of current Pension Compliance Certificate valid till 31st December, 2020;
- iv. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2020;
- v. Evidence of current 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 31/12/2020 or valid Certificate issued by BPP;
- vii. Company's Audited Accounts for the last three (3) Years - 2017, 2018 and 2019;
- viii. Sworn Affidavit:
 - disclosing whether or not any officer of the relevant committees of Federal Neuro-Psychiatric Hospital, Yaba 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;
 - that none of the Directors of the company has ever been convicted by any Court of Law;
 - that the Company is not bankrupt or a party to liquidation proceedings in any Court of Law;
- ix. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Completion Certificates and Photographs of the projects. Only Supplier with exceptional and convincing exposure and experience in ICU equipment and Molecular Laboratory equipment will be considered for LOT M1 & M2 respectively.

- x. Evidence of financial capability of the company 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.
- xi. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as COREN, QSRBN, ARCON, CORBON etc.;
- xii. Category A: 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;
- 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 & 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's Letter Head Paper bearing among others, the Registration Number (RC), Contact Address, Telephone Number (Preferably GSM) 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 authorised officer of the firm.

4. COLLECTION OF TENDER DOCUMENTS

The tender documents are to be collected from Procurement Office (Ground floor Administrative Building) FNPH, Yaba between the working hours of **08.00am and 04.00pm daily** upon the payment of non-refundable Tender Fee of **₦10,000.00** per LOT into the Federal Neuro-Psychiatric Hospital, Yaba's REMITA's Account in any reputable commercial bank in Nigeria and presentation of the copy of hospital's receipt. The photocopy of the receipt should be attached to the Tender Documents.

5. SUBMISSION OF TENDER DOCUMENTS

Completed tender documents should be two hard copies (Marked "Original" & "Copy") each for both Technical & Financial Bids with Soft copy of Financial bid only in MS Excel Format, packaged in two separate sealed envelopes clearly marked at the top right corner of each envelope stating the title of the project i.e. **"TECHNICAL BID FOR LOT 1:"** & **"FINANCIAL BID FOR LOT 1:"** and at the reverse side the name of the company should boldly be written. Both envelopes shall then be put in a large envelope clearly marked at the top right corner stating the title of the project and the name and address of the company at the reverse side and be dropped in the appropriate Tender Box at hospital's board room-Administrative Building. The envelope should be addressed to:

**The Medical Director,
Federal Neuro-Psychiatric Hospital,
Yaba, Lagos.**

The submission should be made not later than **12:00 noon on Wednesday, 9th December, 2020**. Late submission will be returned un-opened.

Please make sure you sign Bid Submission Register at point of submission, as the hospital will not be responsible for misplaced or wrongly submitted Bids.

6. OPENING OF TECHNICAL BIDS

Only the technical bids will be opened immediately after the deadline for submission at **12:00 noon on Wednesday, 9th December, 2020**, at the Hospital's board room.

7. NOTATION

- i. Bids must be in English Language and duly signed by official authorised by the bidder;
- ii. Bidders should not bid for more than one (1) Lot;

- iii. This publication is for information purpose only and does not constitute an offer by the Hospital to transact with any party for the project, nor does it constitute a commitment or an obligation on the part of the Hospital to award the contract to any contractor or agent;
- iv. The Hospital will not be responsible for any cost or expenses incurred by any interested company(ies) in connection with any response to this invitation and/or preparation or submission of the documents;
- v. The bidders/representatives presence and members of 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 relevant Civil Society Organizations and Professional bodies.
- vi. Bids documents can also be collated 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 FNPH, Yaba 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;
- ix. For further clarifications/enquiries please contact Procurement Officer: 08035840140 (10.00am to 03.00pm-Monday to Friday); email: bolagoke53@gmail.com.

SIGNED
Head of Procurement
For: Medical Director