

UNIVERSITY COLLEGE HOSPITAL, IBADAN, NIGERIA
INVITATION TO PREQUALIFY AND TENDER FOR COVID – 19 INTERVENTION
PROJECTS FOR 2021
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 WORK/SUPPLY

LOT NO	PROJECT TITLE
1	<i>Construction of a Standard Molecular Biology Laboratory</i>
2	<i>Procurement, Installation and Training of Molecular Laboratory Equipment</i>
3	<i>Procurement of Molecular Biology Consumables</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 valid till 31st December, 2021;
- (c) Evidence of Pension Clearance Certificate valid till 31st December, 2021 (applicable where number of staff is at least 15);
- (d) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2021 (applicable where number of staff is at least 5 or at least ₦50m turnover);
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2021;
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2021 or valid Certificate issued by 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 such as COREN, ARCON, QSRBN, CORBON etc;
- (i) Company's Audited Accounts for the last three (3) years – 2018, 2019 & 2020.
- (j) 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) 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, for bidders of Lot 2;
- (m) 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).
- (n) 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 processing tender fee of **₦10,000.00 (Ten thousand naira only) into the UCH 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 CONSTRUCTION OF A STANDARD MOLECULAR BIOLOGY LABORATORY"

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 **2:00p.m on Thursday, 2nd September, 2021**.

6. **OPENING OF TECHNICAL BIDS**

Only the technical bids will be opened immediately after the deadline for submission at **2:00p.m on Thursday, 2nd September, 2021** in the 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 authorized 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 from 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 (link will be sent to bidders) 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) The University College Hospital, Ibadan is not bound to pre-qualify and bidders and liabilities in accordance with Section 28 of the Public Procurement Act 2007.

Signed:
Head (Procurement)
For: Chief Medical Director