

**NIGERIAN INSTITUTE FOR TRYPANOSOMIASIS RESEARCH (NITR)**  
**(Federal Ministry of Science and Technology)**  
**Private Mail Bag 2077,**  
**No. 1, Surame Road, U/Rimi GRA, Kaduna**

**INVITATION TO TENDER FOR NITR 2021 CAPITAL PROJECTS**

**1. INTRODUCTION**

In compliance with the provisions of the Public Procurement Act 2007, of the Federal Government of Nigeria, The Nigerian Institute for Trypanosomiasis Research (NITR), Kaduna, invites interested and fully qualified contractors and suppliers to apply for pre-qualification for the Institute's Year 2021 Capital Projects.

**2. SCOPE OF WORKS/SUPPLIES**

**CATEGORY A-WORKS:**

<b>LOT No</b>	<b>DESCRIPTION-WORKS</b>
A-2	Perimeter Fencing of NITR Headquarters offices, Kaduna
A-3	Perimeter Fencing of Institute's Land, at Suleja Niger state.
A-4	Construction/Provision of NITR Liaison Research Office at Uke, Nasarawa State
A-5	Construction/Provision of NITR Liaison Research Office at Owo, Ondo State.
A-6	Extension of Office Block of Building at NITR Headquarters, Kaduna.
A-7	Landscaping of NITR's Premises 4 <sup>th</sup> Phase, Kaduna
A-8	Expansion of Tsetse fly Mass Rearing Facilities at NITR Vom, Plateau State.

**CATEGORY B-GOODS:**

<b>LOT No</b>	<b>DESCRIPTION-GOODS</b>
B-1	Procurement of Office Equipment and Furniture for Directorate
B-2	Procurement of Equipment and Accessories for the Establishment of GIS Data Base for Pan African Tsetse Fly and Trypanosomiasis Eradication Campaign (PATTEC)
B-3	Procurement of Materials for Emotological Baseline Data Collection and Treatment in Bauchi and Gombe States (PATTEC).
B-4	Procurement of Animal Equipment, Drugs and other Consumables for African Animal Trypanosomiasis Research Department (AATRD).
B-5	Procurement of Research Kits-IgG4, Equipment and other Consumables for Onchocerciasis Research Department.
B-6	Procurement of Laboratory/Office Equipment and Consumables for Human African Trypanosomiasis Research Department (HATRD).
B-7	Procurement of Software, Equipment and Materials for Research Planning and Monitoring, Extension, Statistics and Socio Economic Department (RPMESSD), Kaduna.
B-8	Procurement of Scientific/Solar Equipment, Reagents and other Consumables for Vector and Parasitology Research Department (VPRD).
B-9	Procurement and Installation of Equipment for Website Development and Hosting at NITR Headquarters, Kaduna (ICTD).
B-10	Procurement of Office Equipment and Furniture for Administrative Offices, at NITR Headquarters, Kaduna (HRMD).
B-11	Procurement of Office Furniture and Equipment for Finance and Accounts Department (F & A).
B-12	Procurement of Biotechnology Research Equipment and Consumables for B.R.L.U, Kaduna
B-13	Procurement of Office Equipment for NITR Zonal, Field and Liaison Offices.

B-14	Procurement of Research Project Motor Vehicles
B-15	Procurement of Laboratory Equipment, Reagents and other Materials for CESD.

### 3. **ELIGIBILITY REQUIREMENTS**

Interested and eligible contractors are required to submit the under listed documents for pre-qualification.

- a. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC), including Form CAC 1.1 or CAC 2 and CAC 7;
- b. Evidence of Company's Tax Clearance Certificate for the last Three (3) years (2018, 2019 and 2020) 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 N50m 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 committees of the Nigerian Institute for Trypanosomiasis Research 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 no Company's Director has been convicted of any offence in the law court.
  - Authorising NITR to make enquiries about the information supplied by the Company/bidder
- h. Reference Letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project.
- i. 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.);
- j. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- k. Works: List and photographs of Plants/Equipment with proof of Ownership/Lease
- l. For Supply of Equipment: Letter of Authorisation as representative of Original Equipment Manufacturer (OEM);
- m. Audited Financial Statement of the company for the past 3 years (2018, 2019 and 2020) duly signed, and sealed by relevant firm.
- n. For ICT jobs: Evidence of current registration/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);
- o. 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) 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 and duly signed by the authorised officer of the firm.

### 4. **COLLECTION OF TENDER DOCUMENTS**

Interested companies are to collect the Bid Document from Procurement Unit at NITR Headquarters, Kaduna upon presentation of evidence of payment of a non-refundable tender fee of **₦10,000.00** per Lot, paid into the Nigerian Institute for Trypanosomiasis Research's Remita account in any reputable commercial bank in Nigeria.

**5. SUBMISSION OF TENDER DOCUMENTS**

- i. The Bid Documents (TECHNICAL) and (FINANCIAL) for each LOT must be submitted and the LOT Number clearly written on each envelope.
- ii. Each submission should be sealed in an A3 Size Envelope, containing the Technical Bid in an A4 Size Envelope and Financial Bid in an A4 size envelope. The Job LOT number must be clearly written at the top left hand corner of the A4 Size Envelope and the Name of the Company making the submission at the back of the Envelope.
- iii. The submission(s) should be addressed to the OVERSEEING DIRECTOR-GENERAL Nigerian Institute for Trypanosomiasis Research (NITR), P.M.B. 2077, No. 1, Surame Road, U/Rimi, Kaduna.
- iv. The enveloped documents should be deposited in the Tenders Box in the Office of the Ag. Head of Finance & Accounts, NITR, Kaduna, on or before **12:00 noon on Monday, 1<sup>st</sup> November, 2021**. Please, ensure that you sign the Bid Submission Register, as the NITR will not be held liable 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 Monday, 1<sup>st</sup> November, 2021**., at the NITR Headquarters Auditorium, Kaduna.

**7. ADDITIONAL INFORMATION**

- i. Late submission shall be returned un-opened.
- ii. Unsigned bid by the authorised officer of the company will be rejected.
- iii. All bidders participating in the Exercise should note that NITR is not bound to give anyone a contract. The criteria set up will be used strictly for the assessment and determination of the eventual winner.
- iv. This advertisement shall not be construed as a commitment on the part of NITR nor shall it entitle responding companies to seek any indemnity from NITR by virtue of such companies having responded to the advertisement.
- v. NITR reserves the right to reject any submission based on unverifiable information.
- vi. The implementation of the advertised projects is subject to availability of funds.
- vii. A bidder/Company shall not bid for more than two (2) Lots.
- viii. A company with history of Job abandonment need not apply;
- ix. 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;
- x. Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- xi. 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;
- xii. The NITR 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  
NITR MANAGEMENT**