

HEALTH RECORDS OFFICERS REGISTRATION BOARD OF NIGERIA

CAP.166 LFN 1990 (Establish by Decree 39, 1989)

No. 10 Kukawa Street, Off Gimbiya Street Area 11, Garki, Abuja

INVITATION FOR EXPRESSION OF INTEREST (EOI) HEALTH RECORDS OFFICERS REGISTRATION BOARD OF NIGERIA

(1.0) INTRODUCTION

Health Records Officers Registration Board of Nigeria (HRORBN) was established by Decree 39 of 1989 now Cap H2 2004. The Art confers on the Board the powers to control and regulate the practice of Health Records Management in Nigeria and matters relating thereto.

The Federal Government of Nigeria has allocated funds to Health Records officers Registration Board in the 2018 capital appropriation for the procurement of Goods, Works and Services for the execution of policies, programs and projects towards achieving the mandates of the Health Records officers Registration Board of Nigeria. The board wishes to invite qualified, interested and eligible vendors, contractors and consultants to participate in the bidding process.

(2.0) SCOPE OF THE ASSIGNMENT

Lot 1: Development of a National Electronic Health Records System for Nigeria (E -HEALTH)

Lot 2: Development of Electronic Health Records for Training of Health Records Officers to be use In the School of Health Information Management Nationwide.

Lot 3: Development of HCP Space Microsite covering Health Records Officers (HROs) Electronic database, LMS (learning Module), Examination and Licencing/Certificate portal and Interactive Platform for registered members.

(3.0) MANDATORY REQUIREMENT

Interested end competent Contractors wishing to carry out the above listed jobs are required to submit the following documents which will be subject to verification by the Board.

- (1) Evidence of Registration with Corporate Affairs commission (CAC) by Inclusion Certificate of Incorporation and Article of Association (FORM CAC 02 and CAC 07 Also included)
- (2) Tax Clearance Certificate of last three years (2015, 2016 and 2017) verifiable from Federal Inland Revenue Services (FIRS) as at December 31, 2017.

- (3) A Company's Audited Accounts for the same number of years mention in 2 above duly endorsed by a Certified Accounting firm.
- (4) Evidence of compliance with Industrial Training Fund (ITF) Amendment Act 2011 by Inclusion compliance certificate from Industrial Training Fund as at 31 December 2017.
- (5) Evidence of compliance with Nigeria Social insurance Trust Fund (NSITF) Act by inclusion certificate of compliance as at 31 December 2017.
- (6) Evidence of compliance with Pension Reform Act 2004 by Inclusion compliance certificate from National Pension commission (PENCOM)
- (7) Evidence of Registration on Bureau of Public Procurement (BPP) Database for contractors, consultants and service provider by inclusion certificate of Interim Registration Report (IRR) valid till 1 Jan 2019 issued by the BPP.
- (8) Evidence of compliance with the National Information Technology Development Agency (NITDA) Act 2007 by inclusion of certificate of compliance
- (9) A Sworn affidavit disclosing whether or not any officer of HRORBN or BPP is a former or present Director, shareholder or has any pecuniary interest in the bidder and that no partner/Director have being convicted in any country for criminal offences related to fraudulent or corrupt practices or criminal misrepresentation or falsification of facts relating to any matter and that the company's not under receivable, the subject of any form of winding up petition or proceedings, insolvency or Bankruptcy.

(3.1) OTHER REQUIREMENTS

- (i) Detail Company's profile showing verifiable evidence of possession of experience in the similar job by at least two projects of similar nature and backed up with letters of award and job completion certificates in the last five years.
- (ii) Evidence of financial capability to execute the project including reference letter from a reputable commercial Banks indicating willingness to provide credit facility for the execution of the project when needed.
- (iii) Verifiable evidence of possession of adequate qualified personnel with their curriculum vitae, Copies of academic and professional qualification and registration with relevant professional bodies as at date.
- (iv) Company's Audited Accounts for the last three (3) years (2015,2016 & 2017 prepared, duly signed and stamped by an accredited audit firm.

(v) For joint venture partnership, Memorandum of Understanding (MoU) should be provided (all the eligibility requirements are Compulsory for each partner)

(vi) Name, email address and phone no of contact person on company's letter headed paper.

Finally, the burden of proving fulfilment of the requirements stated above shall lie on the supplier or contractor.

(4.0) COLLECTION OF EXPRESSION OF INTEREST (EOI) DOCUMENT

Short listed firms are to collect Request for Proposal Documents from procurement office, HRORBN No 10 Kukawa Street off Gimbiya Street Area 11 Garki Abuja on the presentation of original receipt of non -refundable tender fee of 10,000.00 (Ten thousand naira only) paid into Health Records officers Registration Board of Nigeria TSA/REMITA A/C, No Consultant is allowed to bid for more than two lots.

(5.0) SUBMISSION OF EXPRESSION OF INTEREST (EOI) DOCUMENTS

Interested Consultants should submit One (1) Original and two (2) photocopies of their Expression of interest (EOI) enclosed in a sealed envelope boldly marked at the top-right corner "EOI for Consultancy Services for Category Lot 1, 2 or 3 With the name of the firm written at the back of the envelope The sealed envelope should be registered with procurement unit HRORBN No 10 Kukawa Street off Gimbiya Street Area 11 Garki Abuja and delivered in a tamper proof box **not later than 12pm, Tuesday 13 November 2018**. And should be addressed to;

The Registrar/CEO

Health Records officers Registration Board of Nigeria,

No 10 Kukawa Street off Gimbiya Street, Area 11 Garki Abuja

PUBLIC OPENING OF BIDS

All bids submitted will be publicly opened immediately after the deadline for submission **at 12.00pm Tuesday the 13 November, 2018** at the conference Hall of Health Records Officers Registration Board of Nigeria No 10 Kukawa Street off Gimbiya Street Area 11 Garki Abuja. All Consultants and their representatives that submitted tender documents, Civil /Transparency Society, and the general public are hereby invited to attend the bids opening session.

Prospective Investors may obtain further Information at the address above between 9.00am – 4.00pm, Mondays through Fridays or through the following contact details +2348163428889, +2348030765244, hrorbnprocurement@gmail.com

(6.0) IMPORTANT NOTICE

- (i) All Expression of Interest (Eols) must be in English Language and signed by an official authorized by the bidder.
- (ii) Every document submitted shall be subject to verification.
- (iii) Bidding documents should contain a table of contents and must be properly paginated and items required above to be arranged in the order of sequences in listed.
- (iv) Bids submitted after the deadline for submission would be returned unopened.

SIGNED:

**REGISTRAR/CEO
HEALTH RECORDS OFFICERS REGISTRATION BOARD OF NIGERIA**