

## Overview

### **INVITATION FOR EXPRESSION OF INTEREST NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL (NAFDAC)**

#### **(1) INTRODUCTION**

The National Agency for Food and Drug Administration and Control (NAFDAC) is the Agency of the Federal Government established by Decree No. 15 of 1993 as amended (now Cap. N1, LFN, 2004) and charge with the responsibility among others of regulating and controlling, the importation, manufacture, exportation, distribution, advertisement, and sale of drug, food, chemicals, medical devices, packaged water, detergents and cosmetics.

The Agency hereby invites interested reputable and competent companies/Firms with relevant experience and good track records to submit expression of interest for the maintenance of Laboratory Equipment and instruments at the following NAFDAC Laboratories.

#### **(2) SCOPE OF SERVICES**

<b>LOT NO.</b>	<b>Project Title</b>	<b>Location</b>	<b>Scope/Nature of Maintenance</b>
1.	Maintenance of Laboratory Equipment and Instruments	Oshodi Laboratory	<ul style="list-style-type: none"><li>• Preventive maintenance</li><li>• Corrective maintenance</li><li>• Repairs &amp; Replacement of parts &amp; accessories</li></ul>

2.	Maintenance of Laboratory Equipment and Instruments	Yaba Laboratory	<ul style="list-style-type: none"> <li>• Preventive Maintenance</li> <li>• Corrective Maintenance</li> <li>• Repairs &amp; Replacement of parts &amp; accessories</li> </ul>
3.	Maintenance of Laboratory Equipment and Instruments	Kaduna Laboratory	<ul style="list-style-type: none"> <li>• Preventive maintenance</li> <li>• Corrective Maintenance</li> <li>• Repairs &amp; Replacement of parts &amp; accessories</li> </ul>
4.	Maintenance of Laboratory Equipment and Instruments	Agulu Laboratory	<ul style="list-style-type: none"> <li>• Preventive maintenance</li> <li>• Corrective Maintenance,</li> <li>• Repairs &amp; Replacement of parts &amp; accessories</li> </ul>
5.	Maintenance of Laboratory Equipment and Instruments	Port	<ul style="list-style-type: none"> <li>• Preventive maintenance</li> </ul>

		Harcourt/Calabar	<ul style="list-style-type: none"> <li>• Corrective Maintenance</li> </ul>
		Laboratories	<ul style="list-style-type: none"> <li>• Repairs &amp; Replacement of parts &amp; accessories</li> </ul>
6.	Maintenance of Laboratory Equipment and Instruments	Maiduguri Laboratory	<ul style="list-style-type: none"> <li>• Preventive Maintenance</li> <li>• Corrective Maintenance</li> <li>• Repairs &amp; Replacement of parts &amp; accessories</li> </ul>

### **(3) ELIGIBILITY REQUIREMENTS**

Prospective bidders are required to submit expression of interest that highlights the bidding company/firm ability to carry out the procurement. The documents must contain the following:

- (a) Evidence of Registration with Corporate Affairs Commission, namely Certificate of Incorporation, Memoranda & Articles of Association, form CAC1.1 or CAC7, CAC2 (Certify True Copy)
- (b) Evidence of Company Income's Tax Clearance Certificate for the last three (3) years valid till 31st December, 2020;
- (c) Evidence of current Pension Compliance Certificate valid till 31st December, 2020;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2020;

(e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2020;

(f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2020 or valid Certificate issued by BPP.

(g) Sworn Affidavit:

– disclosing whether or not any officer of the relevant committees of the National Agency for Food and Drug Administration and Control 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 the company/firm is not in receivership/bankruptcy

– that none of the directors or partners of the company/firm is an ex-convict in any country for any criminal offence relating to fraud or financial impropriety

(h) Detailed Company/firms profile, indicating Management structure, size, strength and numbers of Management, Technical & Non Technical Staff, including Names, educational and professional qualifications, years of experience, photocopies of qualifications from relevant professional bodies/Schools attended must be attached. In addition, companies and firms must show that:

(i) They have a qualified Instrument Engineer with at least 10 years' experience

(ii) They have at least 10 years' industry experience in carrying out Laboratory equipment maintenance.

(iii) They possess requisite competency or expertise on current equipment maintenance techniques like (UHPLC, HPLC, UV, FTIR, POLARIMETER, AASGC/MS, pH Meter, weight balances etc.)

- (iv) All Primary reference materials and devices to be employed by the company/firm for maintenance should be traceable
- (v) They are knowledgeable in safety requirements in Laboratory environment.
- (vi) They have an agreement with the original equipment manufacturer or its local representative in Nigeria.
- (i) Verifiable documentary evidences of at least three (3) similar assignment in the last five (5) years of comparable complexity (Tabulated) with details comprising of Client Name, Brief description of Project, Project location, year, Contract Value, Implementation role, the status of services provided as completed or on-going, in addition, evidence of award letters, or commission letters, Payment Certificate (if on-going) and Completion Certificate from clients as Tabulated must be shown.
- (j) Evidence of technical resources and equipment to execute the assignment. Proof of acquisition or lease agreement must be shown.
- (k) 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. Please note that Banker's letter merely stating that the applicant is a customer or maintains an account with the bank is not acceptable.
- (l) Evidence of Audited Financial Statement for the last three years i.e. 2017, 2018 & 2019 stamped and signed by client Auditor. (Turnover, as reflected in Financial Statements, must correspond with that on the Tax clearance certificate)
- (m) Companies/Firms responding must be ISO 9000 certified.
- (n) All documents for submission must be transmitted with a covering/forwarding letter under the Company/Firm letterhead bearing amongst others, the Registration Number (RC) as issued by corporate affairs commission (CAC), Contact Address, Telephone Number (GSM), and E-mail Address. The Letter Headed paper must bear the Names and Nationalities of the Directors of the company/firms at the bottom of the page and duly signed by the authorized officer of the company/firm and documents/information must be arranged and submitted in the sequence/order as listed above.

**(4) SUBMISSION OF EOI**

Interested companies/firms are required to submit their Expression of Interest (EOI) in sealed envelopes with the project title clearly marked as indicated above. The EOI document must be addressed to:

**The Director General (NAFDAC)**

**Attention: Head Procurement**

**Procurement Unit (Third Floor)**

**NAFDAC Headquarters**

**Plot 2032, Olusegun Obasanjo Way, Wuse Zone 7, Abuja.**

All EOI must be delivered on or before **12:00 noon, Wednesday, 17 February, 2021**. Any document received after the date and time specified above stands automatically disqualified.

**(5) OPENING OF EOI**

EOI documents shall be opened immediately after the close of submission at **12:00 noon, Wednesday, 17 February, 2021** at the conference Room 2nd floor NAFDAC Headquarters Building, plot 2032 Olusegun Obasanjo Way, Wuse Zone 7, Abuja.

**(6) NOTES**

(a) Only shortlisted firms will be invited at a later date for collection of Request for Proposals.

(b) 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.

(c) Bidders can submit through Post (Courier Services).

(d) Submitting Expression of Interest (EOI) does not commit NAFDAC to awarding contract to any service provider/company/firm.

(e) NAFDAC reserves the right to verify claims made by any service provider/company/firm.

(f) Companies/Firms are not allowed to bid for more than two (2) projects.

(g) Submitting false document is an offence, which will lead to disqualification and prosecution.

(h) NAFDAC is not bound to shortlist any firm 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:**

**Management**

**NAFDAC**