

## Overview

**ENVIRONMENTAL HEALTH OFFICERS REGISTRATION COUNCIL OF NIGERIA**

**P.M.B 627 GARKI, ABUJA, 900001.**

**INVITATION FOR EXPRESSION OF INTEREST/TENDER ENVIRONMENTAL HEALTH OFFICERS REGISTRATION COUNCIL OF NIGERIA**

### **(1) INTRODUCTION**

The Environmental Health Officers Registration Council of Nigeria intends to carry out the procurement of under the 2021 Appropriation Act.

Interested, reputable, experienced and capable Consultants/ Contractors are advised to submit expression of interest and tender for capital projects below:

### **(2) SCOPE OF SUPPLIES/WORKS/SERVICES**

#### **(2.1) CATEGORY A: CONSULTANCY SERVICES**

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<b>LOT NO.</b>	<b>PROJECT DETAILS</b>	<b>LOCATION</b>
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1	Development of Operational Guidelines for Registered Environmental Health Service Providers and Consulting EHOs	Headquarters
2	Establishment of Environmental Health Emergency Volunteer.	Nationwide.
3	Research on Prevention and Control of Mycotoxin poisoning in Environment and Food Product.	Headquarters
4	Digitalization of Council Documentation and Processes	Headquarters
5	Development and Production of Information, Education and Communication Tools for Improvement of Professional Practice.	Headquarters
6	Publication of Membership Registrars for EHPs (EHOs, EHTs, EHAs and EHSPs).	Nationwide.
7	Development of Guidelines for Decontamination, Disinfection of Microbial (CoVID-19 & Others) and Chemical Impacted Surface.	Headquarters
8	Development of Guideline for the Control of Pest and Vectors Infestations in Nigeria	Nationwide.

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9	Capacity Development on Pest Control and Fumigation of Various Communities in Idemili North and South,	Anambra State
10	Capacity Building and Certification of Environmental Health Volunteers on Food Safety and Hygiene.	Nationwide
11	Capacity Development for Butchers to Enhance Hygienic Behaviour while Conducting their Business Including Distribution of Hygiene Improvement Kits in Bony and Degema.	Rivers State.
12	Capacity Building and Hands – On Training on Sanitation and Hygiene for Youth Volunteers in Azuguru.	Kebbi State
13	Capacity Building for Small Scale Food Vendor on Hygiene Application from Farm to Table and kits in Zamfara.	Zamfara State-
14	Capacity Building for Environmental Health Practitioners in Zamfara.	Zamfara State.

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15	Capacity Building for Small Scale Food Vendors on Hygiene Application in Food Processing from Farm to Table in Kaduna.	Kaduna State.
16	Capacity Development for Youth on Waste Recycling Including Distribution of Business Start-up Kits for Youth at Argungu LGA, Kebbi North.	Kebbi State.
17	Empowerment Program for Training, certification, Kitting and Support for Micro Trades on Hygienic Knowledge and Application in and Around their Environment in Kano Central.	Kano State.
18	Capacity Development for Barbers, Vulcanizes, Mechanics and Manicurists to Enhance Hygiene while Conducting Their Businesses including Distribution of Hygiene Improvement Kits within Jigawa South West.	Jigawa State.
<b>(2.2) CATEGORY B: GOODS</b>		
19	Procurement of Uniform for EHOs	Nation Wide
20	Monitoring of Environmental Health Practice and Services.	Nation-wide

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21	Production of Practice Seal for Registered Environmental Health Officer: (EHOs)	Nation Wide
22	Procurement of Environmental Health Equipment for Field Operator	Head Quarters
23	Office Equipment/ Purchase of Office Equipment	Head Quarters
24	Procurement of Digital Communication Gadgets	Head Quarters
25	Procurement of e- Library Facilities and Resources for Council's Library.	Head Quarters.
26	Project Monitoring, Evaluation and Associated Logistics.	Head Quarters.

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**(2.3) CATEGORY C:**

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27	Development of Model Mini Abattoir and Hands- On-Training for butchers	Head Quarters
28	Development of Operationalization of Community waste Composting Schemes.	Head Quarters

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29	Construction of Council Head Office Complex (PHASE 1)	Head Quarters
30	Construction of Solar Street Lights in Jigawa South West.	Jigawa State
31	Development of Modern Abattoir for Improvement of Hygiene and Sanitation in Meat Handling at Argungu New Market, Kebbi North.	Kebbi State
32	Development of Modern Abattoir for Improvement of Hygiene and Sanitation in Meat Handling at Suru, Kebbi North.	Kebbi State
33	Construction Of Solar Boreholes in Jigawa South West.	Jigawa State.

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

Interested reputable contractors/consultants must have necessary competences and mandatory possess the following:

- (a) Evidence of Certificate of incorporation issued by the Corporate Affairs Corporation(CAC) including form CAC1.1 or CAC2 & CAC 7. Business is also acceptable for Consultancy Services;
- (b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31<sup>st</sup> December, 2021;
- (c) Evidence of current Pension Clearance Certificate valid till 31<sup>st</sup> December 2021;

- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2021;
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31<sup>st</sup> 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 31/12/2021 or valid Certificate issued by the BPP.;
- (g) A sworn affidavit disclosing whether or not any officer of the relevant committees of ENVIRONMENTAL HEALTH OFFICERS REGISTRATION COUNCIL OF NIGERIA or the Bureau of Public Procurement is a former or present Director, shareholder has pecuniary interest in the bidder and confirms that all information presented in its bid are true and correct in all particulars;
- (h) Audited account for the last three years – (2018, 2019 and 2020)
- (i) 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.
- (j) Company's profile with CVs of key officers including copies of Academics/Professional qualifications such as COREN, QSRBN, ARCON, CORBON, EHORECON etc.;
- (k) 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;
- (l) Category C: List of Plants/Equipment with proof of Ownership/Lease
- (m) For Joint Venture/Partnership, Memorandum of understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner).
- (n) Category A: Evidence of Firm's current registration with relevant regulatory professional body(ies);

- (o) For Training: Evidence of Registration with Centre for Management Development;
- (p) Lot 4: Evidence of Firm's Registration with the National Information Technology Development Agency (NITDA) and Computer Professionals Registration Council of Nigeria;
- (q) For Supply of Equipment: Letter of Authorisation as representatives of the Original Equipment Manufacturers (OEMs);
- (r) All documents for submission must be transmitted with a covering/ forwarding letter under the company/firms letter headed paper bearing amongst others, registration number (RC) as issued by the corporate affairs commission, contact address, telephone number (preferably GSM No.) and e-mail address. The letter headed 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 DOCUMENT (CATEGORY B & C)**

Interested companies are to collect the Standard Bidding Document (SBD) documents from the Accounts Department of No 1, Obosi Street, Off Samuel Ladoke Akintola Boulevard, Garki 11, Abuja FCT on evidence of payment of non-refundable tender fee of N10,000.00 per Lot, paid into Environmental Health Officers Registration Council of Nigeria Remita Account in any reputable commercial bank in Nigeria.

**Note:** no contractor/company shall bid for more than two (2) Lots.

#### **(5) SUBMISSION OF BID DOCUMENTS (CATEGORY B&C):**

Prospective bidders are to submit two (2) hard copies each of technical and financial shall be submitted in TWO separate envelopes enclosed in one bigger sealed envelope clearly stating the names, category and Lot numbers at the right corner of the envelope also the name of the company should be written on the reverse side of the envelope and addressed as indicated below, and submitted **not later than 12:00 noon on 6 April, 2021.**

#### **(6) SUBMISSION OF EXPRESSION OF INTEREST (CATEGORY A):**



Expression of Interest (EOI) all interested consultants shall submit one original and one photocopy of their expression in a sealed envelope clearly stating the name of project and category with lot number must be appropriately marked and addressed to:

**The Registrar,**

**Environmental Health Officers Registration Council of Nigeria.**

**No Obosi Street, Off Samuel Ladoke Akintola Boulevard, Garki 11,**

**Abuja FCT**

Name of company should be written on the reverse of the envelope and submitted **not later than 12:00 noon on 15 March, 2021.**

## **(7) OPENING OF DOCUMENTS**

### **(7.1) Category B & C Invitation to Tender (Goods and Works)**

Only the technical Bids will be opened immediately after the deadline for submission at **12:00 noon on 6 April, 2021** at the Conference Room of Environmental Health Officers Registration Council of Nigeria, Headquarters, 1 Obosi Street, off Samuel Ladoke Akintola Boulevard, Garki 11, Abuja FCT, while the Financial Bids will be kept un-opened.

### **(7.2) Category A-Expression of Interest (Eol) Consultancy Service**

Expression of Interest (Eol) documents will be opened immediately after the deadline for submission at **12:00 noon on 15 March, 2021** at the Conference Room of Environmental Health Officers Registration Council of Nigeria, Headquarters, 1 Obosi Street, off Samuel Ladoke Akintola Boulevard, Garki 11, Abuja FCT.

## **(8) GENERAL INFORMATION**

- (a) Bids must be in English language and signed by an official authorised by the bidder.
- (b) Bids/EOI submitted after the deadline for submission would be returned un-opened
- (c) Bidders/EOI should not bid for more than two (2) lots
- (d) All cost will be borne by the bidders.
- (e) Tendering of fake documents is an offence and will lead to disqualification and prosecution
- (f) Failure to adhere with the instruction stated above will earn automatic disqualification
- (g) 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 Organization in the areas of Anti-Corruption/Transparency;
- (h) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- (i) Category A: Only shortlisted firms will be invited at a later date for collection of Request for Proposals;
- (j) Category B & C: 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
- (k) EHORECON is not bound to pre-qualify/shortlist any bidder and reserves the right to annul the procurement process at any time without incurring any liabilities in accordance with Section 28 of PPA, 2007.

**SIGNED: REGISTRAR**

**EHORECON**

