

**INVITATION FOR PRE-QUALIFICATION AND TENDER NIGERIAN INSTITUTE OF MEDICAL RESEARCH PMB 2013, 6, EDMUND CRESCENT, YABA, LAGOS**

**(A) PREAMBLE**

The Nigerian Institute of Medical Research Yaba, Lagos invites interested competent and qualified Contractors to tender for the following projects in the institute.

**(B)**

<b>LOT</b>	<b>DESCRIPTION OF PROJECT</b>
1	Construction of 2-storey building for Researcher's Suite
2	Construction of Internal Road
3	Procurement, installation of Furniture and Office Equipment
4	Consultancy Services (Facilitation)
5	Procurement, installation Training of Medical Equipment

**(C) SCOPE OF PROJECTS:**

The Scope of Projects shall be detailed in the bidding documents to be issued

**(D) MANDATORY REQUIREMENTS (ORIGINAL DOCUMENTS MUST BE PRESENTED FOR SIGHTING)**

- (i) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC).
- (ii) Current Tax Clearance Certificate for the last 3 years i.e. 2015, 2016 and 2017.
- (iii) Evidence of Compliance Certificate with PENCQM valid till December 31st 2018.
- (iv) Evidence of Compliance Certificate with Mistrial Training Find (ITF) valid till December 31st 2018.
- (v) Evidence of Compliance Certificate with the National Social Insurance Trust Fund (ITF) valid till December, 31<sup>st</sup>, 2018.
- (vi) Evidence of Registration on the Bureau of Public Procurement's National Database of Contractors, Consultants and Service Providers by inclusion of Interim Registration Report (IRR).

## **(E) OTHER REQUIREMENTS**

- (i) List of at least three (3) similar and verifiable projects successfully executed by your company with locations, letter of award, completion certificates within the last five years.
- (ii) Current Company Audited Account for the past 3 years (2015, 2016 & 2017)
- (iii) List and qualifications/CV and Certificate of Technical Staff and Copies of Professional Qualifications
- (iv) List of verifiable essential equipment in full working condition with proof of ownership/lease
- (v) Current Sworn Affidavit in line with provision of part iv section 6 subsection 16(F) of the procurement Act 2007.
  - (a) That the Director(s) of the prospective contractual company has/have never been convicted by any court of law.
  - (b) That neither the company nor any of the company's Directors is bankrupt.
  - (c) That no officer of the relevant committees of Nigerian Institute of Medical Research Yaba or Bureau of Public Procurement is a former or present Director, Shareholder or has any pecuniary interest with the bidder and to confirm that all information presented in its bids are true and correct in all particulars
  - (d) That the company is not in receivership.

## **(F) COLLECTION OF BID DOCUMENTS/TENDER:**

Contractors are to collect Financial Bid Document from the office of the procurement unit on the Ground Floor of the Institute Main Lab Complex Building upon payment of non-refundable tender fee of ₦10,000,00 (Ten Thousand Naira only) per lot to the Nigerian Institute of Medical Research Yaba, Lagos.

## **(6) SUBMISSION OF TECHNICAL AND FINANCIAL BID DOCUMENTS/OPENING:**

The Technical and Financial Bid Documents must be in two different envelope sealed tagged 'Technical Bid' and 'Financial Bid' respectively with the company's name and must be placed in a sealed larger envelope marked on the top left-hand corner; the project name and lot no. and addressed to the Director-General, Nigerian Institute of Medical Research, Yaba, Lagos. The documents should be dropped in a tamper proof boot provided at the procurement unit on the Ground floor of the Institute Main Lab Complex Building. Please note that the copies of the Technical Bid Documents shall be bound with a table of contents in order of listing above

**(H) DEADLINE FOR SUBMISSION:**

The document shall be submitted **not later than 12:00 noon on 10, September, 2018.**

**(I) OPENING OF TENDER DOCUMENTS:**

The Technical Bid Documents shall be opened immediately after the deadline for submission **Monday 10, September, 2018 by 12:00 noon** at the Boardroom of Nigerian Institute of Medical Research, Yaba, Lagos.

**PLEASE NOTE:**

- (i) The participation in the bid process does not guarantee any person the right to be selected or awarded any contract.
- (ii) That by the submission of tender documents, the Institute is neither committed nor obliged to award any contract to any contractor/supplier/ agency.
- (iii) That the advertisement for invitation to tender should neither be misconstrued as commitment on the part of the Institute nor should it entitle any contractor/firm to make any demands whatsoever and/or seek any indemnity from the Institute.
- (iv) The Institute reserves the right to reject any or all bids of interest and to terminate the procurement process at any time without any liability to the Institute.
- (v) Any bid submitted after the closing time and date shall not be considered.
- (vi) If at any time during the procurement/construction process it is discovered that the submission made by any contractor is invalid/fake, the contractor will be automatically disqualified and the investment made so far in the project will be automatically voided
- (vii) Only pre-qualified bidders shall be invited for financial bid opening at a later date, while bids of unsuccessful bidders shall be returned un-opened.

**ENQUIRES:**

All enquires shall be directed to the Head Procurement Unit/Secretary to Tenders Board, Nigerian Institute of Medical Research, Yaba, Lagos.

**Signed:**

**Daniel Ochigbo**

**Head, Procurement**