

**NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL (NAFDAC)
INVITATION FOR TECHNICAL & FINANCIAL BID / EXPRESSION OF INTEREST FOR
CONSULTANCY SERVICES**

The National Agency for Food and Drug Administration and Control (NAFDAC), in line with its statutory mandates, intends to implement some projects/ programmes in accordance with the provisions of the public procurement Act

The Agency hereby invites interested reputable and competent companies / consultancy firms with relevant experience and good track records to respond to the invitation to tender/submit Expression of interest documents for the following projects and programmes.

CATEGORY 1 CONSULTANCY SERVICES

S/N	Project Title	Lot No.	Scope
1	Procurement of a comprehensive consultancy services of Architectural and Engineering Designs Including Bills of Engineering Measurement and Evaluation (BEME) for The Construction of NAFDAC state office Owerri	CSI	Engagement of firm that can provide the following services in preparation for the construction of new NAFDAC State office building Owerri <ul style="list-style-type: none"> · Project Manger · Architectural consultant · Structural Engineering consultant · Quantity surveying · Mechanical Engineering consultant · Electrical Engineering consultant
2	Procurement of a comprehensive consultancy services of Architectural and Engineering Designs Including Bills of Engineering Measurement and Evaluation (BEME) for The	CS2	Engagement of firm that can provide the following services in preparation for the construction of new NAFDAC State office building Osun <ul style="list-style-type: none"> · Project Manger

Construction of NAFDAC state office
Osun

- Architectural consultant
- Structural Engineering consultant
- Quantity surveying
- Mechanical Engineering consultant
- Electrical Engineering Consultant

Engagement of firm that can provide the following services in preparation for the construction of new NAFDAC state office building Edo

- Project Manger
- Architectural consultant
- Structural Engineering consultant

3 Procurement of a comprehensive consultancy services of Architectural and Engineering Designs Including Bills of Engineering Measurement and Evaluation (BEME) for The Construction of NAFDAC state office Edo CS3

- Quantity surveying
- Mechanical Engineering consultant
- Electrical Engineering Consultant

4 Procurement of a comprehensive consultancy services of Architectural and Engineering Designs Including Bills of Engineering Measurement and Evaluation (BEME) for The Construction of NAFDAC state office Ogun C54

- Engagement of firm that can provide the following services in preparation for the construction of new NAFDAC state office budding Ogun.
- Project Manger
 - Architectural consultant

- Structural Engineering consultant

- Quantity surveying

- Mechanical Engineering consultant

- Electrical Engineering Consultant

Engagement of firm that can provide the following services in preparation for the construction of Ports Inspection office building NAHCO Lagos.

- Project Manger

- Architectural consultant

- Structural Engineering consultant

- Quantity surveying

- Mechanical Engineering consultant

- Electrical Engineering Consultant

Engagement of firm that can provide the following services in preparation for the construction of seized drop and unwholesome regulated products warehouse at umuokeh Obowo Imo State

- Project Manger

5 Procurement of comprehensive consultancy services of Architectural and Engineering Designs Including Bills of Engineering Measurement and Evaluation (BEME) for The Construction of ports inspection office NAHCO Lagos.

6 Procurement of comprehensive consultancy services of Architectural and Engineering Designs Including Bills of Engineering Measurement and Evaluation (BEM E) for The Construction of seize d drug; and unwholesome regulated product

warehouse at Umuokeh Obowo Imo State.

- Architectural consultant
- Structural Engineering consultant
- Quantity surveying
- Mechanical Engineering consultant
- Electrical Engineering Consultant

CATEGORY II WORKS

S/N	Project Title	Lot No.	Scope
1	Castrations of Cess pool/Septic tank at NAFDAC Property 1 Isolo Industrial Estate Lagos	W1	Excavation works, concrete works, Reinforcement works and formwork

REQUIREMENTS

Prospective bidders are required to submit three (3) copies of a comprehensive expression of interest document that will highlight the bidding company/firms' ability to carried out the service, methodology for providing the services as stated above. In addition, bidders are required to state the minimum time frame for providing the needed services.

The expression of interest documents must contain the following REQUIREMENTS

MANDATORY REQUIREMENTS

Prospective bidders are required to submit the following EOI information/ documents for evaluation (in case of joint ventures or consortia provide for each component firm):

(17) Company Data: (for joint venture or consortium, provide data for lead firm)

Company Name

Business Address (not P.O. Box)

Name and phone number of primary contact person

Email address

- (2) Evidence of Registration with Corporate Affairs Commission, namely Certificate of Incorporation, memoranda & Articles of Association, form CAC7, CAC2 and CAC/BN/A1 (Certify True Copy)
- (3) Tax Clearance Certificate for three years i.e. 2013, 2014, and 2015 (Expiring December 2016)
- (4) Tax Clearance Certificate of at least two (2) Directors / all Partners of responding firm showing history of last three years i.e. 2013, 2014, and 2015.
- (5) Pension Clearance Certificate for three years i.e. 2013, 2014, and 2015 (Expiring December 2016) issued by the National Pension Commission.
- (6) Evidence of Value Added Tax Certificate
- (7) Evidence of Registration with the Bureau of Public Procurement on the National Database of Contractors, consultants and service providers, by inclusion Certificate of Interim Registration Report
- (8) Current Certificate of compliance with the industrial Training Fund (ITF) Act 2011 (provision)
- (9) The companies/firms must provide a copy of its license authorizing it to practice as issued by the relevant professional regulatory body

OTHER ADDITIONAL REQUIREMENTS

(17.0) Detailed Company/firms profile, indicating management structure, size, strength and number of Management, Technical & None Technical Staff, including Names, qualifications and years of experience).

IN CASE OF CONSULTANCY SERVICES

Management and Technical staff must show certificate of Registration / Practicing licenses issued by relevant professional regulatory bodies like:

- Architect Registration Council of Nigeria (ARCON)
- Council for Regulation of Engineering in Nigeria (COREN)
- Quantity Surveyors Registration Board of Nigeria (QSRBN)
- Council of Registered Builders of Nigeria (CORBON)

(11) Verifiable evidence of experience in similar assignment of comparable complexity (Tabulated) with details comprising of Client Name, Brief description of Project, Project location, Contract Value, Implementation role, status of Project as completed or on-going, in

addition evidence of award letters, or commission letters, Payment Certificates (if on-going) and completion certificate from clients Tabulated must be shown.

(12) Evidence of technical resources and equipment to execute the assignment (Computer software with proof of acquisition or renewal of license from original software developers) Computer hardware etc.

(13) Evidence of financial capability with proof of access to funding or a letter from a commercial bank with assurance of willingness to provide facility to the prospective contractor if the company turns-out to be successful. (Turnover as reflected in financial Statements must correspond with that on the Tax clearance certificate). Please note that bankers letter merely stating that the applicant is a customer or maintains an account with the bank without any turnover range is not acceptable.

(14) Evidence of Audited financial statement for the last three years i.e. 2013, 2014 & 2015 stamp and sign by clients Auditor.

(15) Sworn affidavit that the company/firm is not in receivership/bankruptcy

(16) Sworn affidavit 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

(17) Sworn affidavit that none of the officers of NAFDAC or BPP is a former or present Director of the company or firm or has any pecuniary interest in the Tender

SUBMISSION OF EOI DOCUMENTS

Interested companies/firms are required to submit their Expression of Interest (EOI) documents in three (3) copies one original and the other two photocopies sealed together in an envelope with the project title and Lot number clearly marked as indicated in the EOI advert and addressed to:

The Director Special Duties

Procurement Unit (Third Floor)

NAFDAC Headquarters

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

CLOSING DATE AND TIME FOR SUBMISSION OF EOI DOCUMENTS

All EOI documents must be hand delivered **on or before 12noon, Monday, 13th March 2017**. Any document received after the date and time specified above stands automatically disqualified.

OPENING OF EOI DOCUMENT

EOI documents shall be opened immediately after the close of submission at **12noon, Monday, 13th March 2017** at the conference Room 2nd floor NAFDAC Headquarters Building, plot 2032 Olusegun Obasanjo Way, Wuse Zone 7, Abuja. Interested Service providers/companies/firms and their representatives, civil society organisations and the general public are invited to witness the opening process.

CATEGORY II – LOT W1

COLLECTION OF TENDER DOCUMENTS

Tender Documents containing details of work can be obtained from **Monday 13th February 2017 to Friday 31st March 2017** from 8am to 4pm at the office of the Director Special Duties (Procurement Unit) third floor NAFDAC Headquarters Plot 2032 Olusegun Obasanjo way wuse zone 7 Abuja, upon payment of non- refundable fee of N10, 000.00 only using the Remita platform from any commercial bank of the bidders choice.

SUBMISSION / OPENING OF TECHNICAL DOCUMENTS

Technical and Financial documents for Lot W1 must be submitted in three (3) copies each, one original and the other two (2) photocopies in a separate sealed envelope and clearly Marked as Technical or Financial LOT W1 "Constructions of Cess pool/Septic tank at NAFDAC Property 1 Isolo Industrial Estate Lagos" The two envelopes shall be placed in a single outer envelope for submission **on or before 31st March 2017 by 12noon** and addressed to:

The Director Special Duties

Procurement Unit (Third Floor)

NAFDAC Headquarters

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

OPENING OF TECHNICAL DOCUMENTS

Technical Documents shall be publicly opened immediately after the close of submission of such by **12noon on Monday, 31st March 2017, at the conference room 2nd floor NAFDAC Headquarters Building, Plot 2032 Olusegun Obasanjo Way, Wuse Zone 7 Abuja.** Interested Service providers/companies/firms and their representatives, civil society organisations and the general public are invited to witness the opening process.

Notes:

- (a) Successful Service providers/companies/Firms will be shortlisted and invited after evaluations to submit cost proposal on each applicable lot.
- (b) Submitting Expression of Interest (EOI) does not commit NAFDAC to awarding contract to any service provider/ company/ firm

- (c) NAFDAC reserve the right to verify claims made by any service provider/company/firm
- (d) Submitting false document is an offence which will lead to disqualification and prosecution.
- (e) Unsigned submission will be rejected, by 'signed' we mean each page of the financial bids submitted must carry the signature of the company.
- (f) Only those that their technical bids are prequalified shall have their financial bids opened, those not qualified shall have their bids returned.

Signed:
Management
NAFDAC