

**NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL (NAFDAC)
 Plot 2032, Olusegun Obasanjo Way, Wuse Zone 7, Abuja.
 INVITATION FOR TECHNICAL & FINANCIAL BID NATIONAL AGENCY FOR FOOD AND
 DRUG ADMINISTRATION AND CONTROL (NAFDAC)**

The National Agency for Food and Drug Administration and control (NAFDAC) is an Agency of the Federal Government established by Cap. N1. LFN, 2004 and charged with the responsibility to regulate and control, among others, the importation, exportation/manufacture, advertisement, distribution, sale and use of food, drugs, cosmetics, medical devices, packaged water chemicals and detergents.

The Agency hereby invites interested reputable and competent companies with relevant experience and good track records to respond to the invitation for technical and financial bids for the following projects.

S/N	LOT No	Project Title	Scope	Location
1	1	Lobby Redevelopment & Security Architecture Enhancement	Demolition & Associated Works, Concrete & Reinforcement Works, Floor Finishes, Step tiles, Granite Finishing, Entrance Porch & Lobby, Painting & Decorations, Glass Doors, Doors, Security cubicle, ceiling finishes, Mechanical Engineering Installations, Air-conditioning, Electrical Engineering Installations & Fittings & Fixtures.	NAFDAC Head Office Abuja.
2	2	Gate House & Lobby Redevelopment, including Security Architecture Enhancement	Demolition & Associated Works. Concrete & Reinforcement Works, Floor Finishes, Step tiles, Granite Finishing, Entrance Porch & Lobby, Masonry, Water Proofing Works, Roofing & Covering works, Painting & Decorations, Doors & Windows, ceiling finishes, Mechanical Engineering installations, Air- conditioning, Electrical Engineering Installations & Fittings & Fixtures	NAFDAC Operational Office Isolo Lagos.

BIDDING CRITERIA

Prospective bidders are required to submit the following documents along with their financial bids. Bidders/companies are not allowed to bid for more than one project.

MANDATORY REQUIREMENTS

- (1) Evidence of Registration with Corporate Affairs Commission, namely Certificate of Incorporation, memoranda & Articles of Association, form CAC7, CAC2 (Certify Tree Copy)
- (2) Tax Clearance Certificate for three years i.e. 2015, 2016, and 2017 (Expiring December 2018)
- (3) Evidence of pension clearance certificate for three years i.e. 2015, 2016 and 2017 (Expiring December 2017) issued by the National Pension Commission.
- (4) 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 (IRR) Expiring on 30/6/2019 or valid certificate issued by BPP.
- (5) Current Certificate of compliance with the Industrial Training Fund (ITF) Act 2011 (provision) valid till 31st December 2018.
- (6) Company Audited Accounts for the last three years 2015, 2016 & 2017.
- (7) Detailed Company/firms profile, indicating management structure, size, strength and number of Management, Technical & None Technical Staff, including Names, qualifications and years of experience).
- (8) Verifiable evidence of experience in similar assignments jobs executed in the last force (3) years (Tabulated) with details comprising of Client Name, Brief description of Project, Project location, Contract Value, status of Project as completed or on-going, in addition evidence of award letters, contract agreements, Payment Certificates (if on-going) and completion certificate from clients of projects Tabulated must be shown.
- (9) Evidence of technical resources and equipment to execute the assignment (Copy of proof of ownership or lease agreement must be attached).
- (10) 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 banker's letter merely stating that the applicant is a customer or maintains an account with the bank without any turnover range is not acceptable.
- (11) For Joint Venture/Partnership, Memorandum of Understanding (MOU) should be provided (all mandatory requirements are compulsory for each JV Partner)

- (12) Sworn affidavit that the company is not in receivership/bankruptcy
- (13) 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
- (14) 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

COLLECTION OF TENDER DOCUMENTS

Tender Documents in English language containing details of works can be obtained from **Monday 11 March 2019 to Monday 15 April, 2019 from 8am to 4pm** at the 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 or online direct payment (visit “ <http://www.remita.net> ”). Please ensure that you obtain evidence receipt generated i.e. Remita Retrieval Reference (RRR) of such payment, which must be presented on collection of bid document.

SUBMISSION/CLOSING OF TENDER DOCUMENTS

Technical and Financial documents are to 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 with the project name and Lot number clearly stated, the three envelopes shall be placed in a single outer envelope for submission **on or before 12:00noon Thursday 25 April 2019** and addressed to:

The Director General (NAFDAC)

Attention: Head Procurement

Procurement Unit (Third Floor)

NAFDAC Headquarters

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

Furthermore, the reverse of each scaled envelope should have the name and address of the bidder and drop in the designated tender box at the above address. Please note that late submission will be rejected and submission must be hand delivered.

OPENING OF TECHNICAL DOCUMENTS

Technical Documents shall be publicly opened immediately after the close of submission of such by **12:00noon Thursday 25 April, 2019**, at the conference room 2nd floor NAFDAC Headquarters Building. Plot 2032 Olusegun Obasanjo way, wuse Zone 7 Abuja. Interested Service providers/companies and their representatives, civil society organisations and the general public are invited to witness the opening process.

NOTES:

- (a) Bidders that met the technical requirement will be contacted at a date for the opening of their financial bid, while un-successful bids will be returned unopened

- (b) NAFDAC is not bound to award contract to any bidder and reserves the right to annul the procurement process at any time without incurring any liabilities in accordance with section 28 of the PPA 2007.
- (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) Bids must be in English Language and signed by an authorized official of the bidder.
- (f) Bidders are advised to visit the site before pricing their financial tender
- (g) Bid submission after the deadline will be rejected.

SIGNED:
MANAGEMENT
NAFDAC