

**NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL
INVITATION FOR TECHNICAL & FINANCIAL BIDS/ EXPRESSION OF INTEREST**

(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 with relevant experience and good track records to respond to the invitation for technical and financial bids for the following projects

(2) SCOPE OF WORKS AND SERVICE

Category A Works

LOT NO	PROJECT TITLE	SCOPE	LOCATION
1	Constructions of Bungalow height office, warehouse. Generator house, car park with drive-in and compound beautification for NAFDAC, KEBBI STATE.	Office block: foundation type, strip footing with isolated columns/bases, Walls. Vibrated sand create-blocks and concrete fascia. Roof carcasses. Treated hardwood timber. Roof covering. Stone coated aluminium sheets. Services UPVC conduit piping for electrical, fire and communication cables. Finishes plaster, board ceiling, cement/sand rendering, porcelain/ granite floor, Doors and windows, Aluminium, stainless steel and black steel doors, etc.	Birnin Kebbi, Kebbi State

2	<p>Constructions of Bungalow height office, warehouse, Generator house, car park with drive-in and compound beautification for NAFDAC, KWARA STATE.</p>	<p>Office block: foundation type, strip footing with isolated columns/bases. Walls. Vibrated sand create-blocks and concrete fascia. Roof carcasses. Treated hardwood timber. Roof covering. Stone coated aluminium sheets. Services UPVC conduit piping for electrical, fire and communication cables. Finishes plaster, board ceiling, cement/sand rendering, porcelain/ granite floor. Doors and windows, Aluminium, stainless steel and black steel doors, etc.</p>	<p>Ilorin Kwara State</p>
3	<p>Constructions of Bungalow height office, warehouse, Generator house, car park with drive-in and compound beautification for NAFDAC, Ogun State</p>	<p>Office block; foundation type, strip footing with isolated columns/bases, walls. Vibrated sand create-blocks and concrete fascia, Roof carcasses. Treated hardwood timber. Roof covering. Stone coated aluminium sheets. Services UPVC conduit piping for electrical, fire and communication cables. Finishes plaster, board ceiling, cement/sand rendering, porcelain/granite floor. Doors and windows Aluminium, stainless steel and black steel doors, etc.</p>	<p>Abeokuta, Ogun State.</p>

4	<p>Constructions of Bungalow height office, warehouse, Generator house, car park with drive-in and compound beautification for NAFDAC, OSUN STATE.</p>	<p>Office block: foundation type, strip footing with isolated columns/ bases, walls, vibrated sand create- blocks and concrete fascia. Roof carcasses, Treated hardwood timber, Roof covering. Stone coated aluminium sheets. Services UPVC conduit piping for electrical, fire and communication cables. Finishes plaster, board ceiling, cement/sand rendering, porcelain/granite floor. Doors and windows, Aluminium, stainless steel and black steel doors, etc.</p>	<p>Osogbo/ Gbonga Rd. Abere Osun State.</p>
5	<p>Constructions of Bungalow height office, warehouse, Generator house, car park with drive-in and compound beautification for NAFDAC, YOBE STATE.</p>	<p>Office block: foundation type, strip footing with isolated columns/ bases, Walls Vibrated sand create- blocks and concrete fascia. Roof carcasses. Treated hardwood timber. Roof covering. Stone coated aluminium sheets. Services UPVC conduit piping for electrical, fire and communication cables. Finishes plaster, board ceiling, cement/ sand rendering, porcelain/granite floor. Doors and windows, Aluminium, stainless steel and black steel doors, etc.</p>	<p>Damaturu, Yobe State</p>

	CATEGORY B (CONSULTANCY SERVICE)	EXPRESSION OF INTEREST	
6	Engagement of Broker for insurance of NAFDAC Assets and Properties	The Broker will provide insurance services for the assets and properties of NAFDAC Nationwide.	NAFDAC offices Nationwide.

(3) ELIGIBILITY REQUIREMENTS

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.

- (a) Evidence of Registration with Corporate Affairs Commission, namely Certificate of Incorporation, memoranda & Articles of Association, form CAC7, CAC2 (Certify True Copy)
- (b) Tax Clearance Certificate for three years i.e. 2016, 2017, and 2018 (Expiring December 2019)
- (c) Evidence of pension clearance certificate for three years i.e. 2016, 2017, and 2018 (Valid till December 2019) issued by the National Pension Commission.
- (d) 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 31/1/2020 or valid certificate issued by BPP;
- (e) Current certificate of compliance with the industrial Training Fund (ITF) Act 2011 (provision) valid till 31st December 2019;
- (f) Current Certificate of compliance with the Nigerian Social Insurance Trust Fund (NSITF), valid till 31st December, 2019.

(g) Company Audited Accounts for the last three years (2016, 2017 and 2018) duly signed & stamp by ICAN/ANAN licensed Auditors.

(h) Detailed Company profile, indicating management structure, size, strength and number of Management, Technical & None Technical Staff, includes Names, qualifications and years of experience. Key personnel to be deployed or available for the project must be registered members of ARCON, COREN, CORBON & QSRBN etc.

(i) Verifiable evidence of at least three (3) similar assignment or jobs executed in the last five (5) 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.

(j) Evidence of technical resources and equipment to execute the assignment (Copy of proof of ownership or lease agreement must be attached).

(k) Evidence of financial capability by submission of reference letter from a commercial bank in Nigeria indicating 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 commitment is not acceptable.

(l) For Joint Venture/Partnership, Memorandum of understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner)

(m) 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 is not in receivership/bankruptcy
- that none of the Directors of the company is an ex-convict in any country for any criminal offence relating to fraud or financial impropriety:

(n) Companies responding to engagement of Broker for insurance of NAFDAC Assets and Properties must show the following:

- Evidence of current Registration and licensed by the National insurance Commission (NAICOM) to operate as an Insurance broker.
- Evidence of current membership of Nigerian Council of Registered Insurance Brokers (NCRIB).
- Evidence of registration of membership of Chartered Institute of Insurer (NIA)

(o) All documents for submission must be transmitted with a covering/ forwarding letter under the Company/Firm letter headed paper 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.

NOTE: Failure to comply with the above will lead to disqualification of the bid.

COLLECTION OF TENDER DOCUMENTS (CATEGORY A)

Tender Documents in English language containing details of works can be 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 tender fee of N10, 000.00 only per Lot 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.

(5) SUBMISSION OF TENDER DOCUMENTS (CATEGORY A)

Technical and Financial bids 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 clearly stated, the three envelopes shall be placed in a single outer envelope **on or before 12:00 noon on Monday, 24 February, 2020** 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 sealed envelope should bear 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 returned un-opened and submission must be hand delivered.

(6) OPENING OF TECHNICAL DOCUMENTS (CATEGORY A)

Only the technical documents shall be publicly opened immediately after the deadline for submission at **12:00 noon on Monday, 24 February, 2020**, 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 public are invited to witness the opening process.

(7) SUBMISSION OF EOI DOCUMENTS (CATEGORY B)

Companies / firms interested in Lot 6 are to submit their EOI documents in three (3) copies one original and the other two photocopies sealed together in an envelope with the titled “Engagement of Broker for Insurance of NAFDAC Assets and Properties” clearly stated on the top of the envelope, addressed and hand-delivered to:

The Director General (NAFDAC)

Attention: Head Procurement

Procurement Unit (Third Floor)

NAFDAC Headquarters

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

on or before 12:00 noon on Monday, 27 January, 2020

(8) OPENING DATES OF EOI (CATEGORY B)

All EOI documents the opening will commence immediately after the deadline for submission at **12:00 noon on Monday, 27 January, 2020** at the conference room 2nd floor NAFDAC Headquarters Building, Plot 2032 Olusegun Obasanjo Way Wuse Zone 7 Abuja. Interested companies/firms and their representatives, civil society organisations and the general public are invited to witness the opening process.

NOTES:

- (a) NAFDAC reserve the right to verify claims made by any service provider/company/firm
- (b) Submitting false document is an offence, which will lead to disqualification and prosecution.

- (c) Category A: 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;
- (d) Category B: Only shortlisted firms will be contacted at a later date for collection of Request for Proposals;
- (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 returned un-opened.
- (h) 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

SIGNED:

MANAGEMENT

NAFDAC