

# Overview

## **FEDERAL MINISTRY OF HEALTH**

## **DEPARTMENT OF PUBLIC HEALTH**

## **NATIONAL TUBERCULOSIS, LEPROSY AND BURULI-ULCER CONTROL PROGRAMME**

## **INVITATION TO TENDER/EXPRESSION OF INTEREST FEDERAL MINISTRY OF HEALTH**

### **(I) INTRODUCTION**

The National Tuberculosis and Leprosy Control Programme (NTBLCP) is a division in the Department of Public Health, Federal Ministry of Health (FMOH) and is saddled with the responsibility of controlling Tuberculosis In Nigeria. The NTBLCP received a Global Fund grant for Tuberculosis for the year 2021 to 2023 as a Principal Recipient. The role in the grant is to coordinate all public sector Global Fund implementation and provide national guidance.

### **(II) SCOPE OF SERVICES AND SUPPLIES**

NTBLCP is soliciting for interested and reputable Services providers, Contractors, Suppliers, Consultants and Organizations with relevant experience in the following Services during the grant implementation period:

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#### **CATEGORY A: SUPPLIES/WORKS**

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##### **Printing of Tools**

#### **LOT 1:**

(1a) Printing of Recording and Reporting Tools

(1b) Printing of Paediatric TB desk guide

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(1c) Printing of Filexy Poster.

(1d) Printing of Performance Quality Evaluation (PQE) Guide, Desk Guides and Poster

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**Procurement of Laptops, and IT Equipment**

(2a) Procurement of Laptops.

(2b) Procurement of Toners for printers

**LOT 2:**

(2c) Engagement of Office Internet Provider

(2d) Procurement of Microsoft office 365 License

(2e) Procurement of Antivirus software

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**Procurement of Rain Boots**

**LOT3:**

(3a) Rain boots (different sizes)

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**Procurement of Spare Parts and Fixing of Defective Microscopes**

**LOT 4:**

(4a) Procurement of various microscopes parts and installation In different parts of Nig

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**CATEGORY B SERVICES**

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**Consultancy Services**

**LOT 5:**

(5a) Consultancy Services to review and adopt PQE materials (Guide, training package  
CATALYTIC.

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(5b) Consultancy service for the Conduct of baseline assessment and target setting of (priority states) that will be engaged to implement PQE – CATALYTIC- Consultancy serv

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### **(III) ELIGIBILITY REQUIREMENTS**

(i) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7. Business Name is acceptable for Category B;

(ii) Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name) for the last three (3) years valid till 31<sup>st</sup> December, 2021;

(iii) Evidence of current Pension Clearance Certificate valid till 31<sup>st</sup> December 2021 (where applicable);

(iv) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2021 (where applicable);

(v) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31<sup>st</sup> December 2021;

(vi) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2021 or valid Certificate issued by BPP.;

(vii) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the National Tuberculosis Leprosy and Burull-Ulcer Control Programme 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;

(viii) Company's Audited Accounts for the last three (3) years – 2018, 2019, 2020;

(ix) Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;

(x) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;

(xi) 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.

(xii) Letter of Authorization from Original Equipment Manufacturers for LOTS No 2 and 4;

(xiii) Letter of Accreditation or Affiliation with Microsoft for LOT 2d;

(xiv) Lot 5: Evidence of Firm's current registration with relevant regulatory professional body(ies);

(xv) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

#### **(IV) COLLECTION OF TENDER DOCUMENTS (CATEGORY A)**

Interested companies are to download the Standard Bidding Document (SBD) from the NTBLCP website [www.ntblcp.org.ng](http://www.ntblcp.org.ng) or obtain copies at the PSM Office of the National Tuberculosis, Leprosy and Buruli-Ulcer Control Programme, 4<sup>th</sup> floor, S.H.M. Complex, Plot 1186, Cadastral Zone B06, Mabushi District, Abuja FCT. The Bid Documents are available at no cost to interested bidders. Interested firms in Category B will not collect documents at this stage until after shortlisting.

#### **(V) SUBMISSION OF TENDER DOCUMENTS (CATEGORY A)**

Prospective bidders are to submit bid for each of the Lot desired, three (3) hard copies each (one original & two copies) of the requested documents and Financial quotations to be submitted in separate envelopes (within the sealed financial envelope, electronic copies of the financial bids are to be submitted in a flash drive). Thereafter, put the two in one sealed envelope addressed to:

**Chairman Procurement Evaluation Committee**

**National Tuberculosis, Leprosy and Buruli-Ulcer Control Programme**

**4<sup>th</sup> Floor, S.H.M. Complex, Plot 1186, Cadastral Zone B06,**

**Mabushi District, Abuja FCT.**

The envelope should be clearly marked with (the name of the project and the Lot number). Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box **not later than 12:00 noon on Monday, 21 June, 2021**.

Interested Firms in Category B: are to submit the Expression of Interest (EOI) for each of the Lot desired, in three (3) hard copies each (one original & two copies). The EOI should be addressed as indicated above and submitted **not later than 12:00 noon on Monday, 24 May, 2021**.

## **(VI) OPENING OF EOI AND TECHNICAL BIDS**

The EOI and technical bids will be opened immediately after the deadlines for submission at **12:00 noon on Monday, 24 May, 2021 and 12:00 noon on Monday, 21 June, 2021** respectively, at the NTBLCP conference room at the above stated address, while financial bids will be kept un-opened. Please, ensure that you sign the Bid Submission Register at the NTBLCP reception, NTBLCP will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact on email [procurement@ntblcp.org.ng](mailto:procurement@ntblcp.org.ng). Any bid submission via email will be disqualified.

## **(VII) GENERAL INFORMATION**

- (i) Bids must be in English Language and signed by an official authorised by the bidder;
- (ii) Bids submitted after the deadline for submission would be returned unopened;
- (iii) All costs will be borne by the bidder;
- (iv) The detailed specifications of the supplies and Terms of Reference for services are assessable in the web site of NTBLCP ([ntbicp.org.ng](http://ntbicp.org.ng)).
- (v) Only price quotations of vendors with complete documentation will be considered.
- (vi) 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 Organisation in the areas of Anti-Corruption/Transparency and shall be made available to bidders upon request;
- (vii) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);

(viii) 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 unsuccessful bidders will be returned un-opened

(ix) Category B: Only shortlisted firms will be invited at a later date for collection of Request for Proposals (RfPs);

(x) The NTBLCP is not bound to contract 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 Public Procurement Act 2007.

**SIGNED:**

**THE PROCUREMENT MANAGER,**

**NATIONAL TUBERCULOSIS, LEPROSY AND BURULI-ULCER CONTROL PROGRAMME**