

## **NATIONAL EAR CARE CENTRE KADUNA**

**No 3, GOLF COURSE ROAD/ INDEPENDENCE WAY KADUNA**

### **INVITATION TO TENDER/EXPRESSION OF INTEREST NATIONAL EAR CARE CENTRE KADUNA**

#### **(1.0) INTRODUCTION**

National Ear Care Centre, Kaduna was established to offer quality and reliable Ear, Nose and Throat specialist services based on international best practices, standards and to promote deafness prevention activities in the communities. In compliance with section 25(2) (ii) of the Public Procurement Act 2007, National Ear Care Centre Kaduna hereby invites interested, competent and reputable bidders with relevant experience to submit technical and financial bids.

#### **(2.0) SCOPE OF SUPPLY**

<b>CATEGORY A</b>	<b>SUPPLY &amp; INSTALLATION OF MEDICAL EQUIPMENT</b>
Lot 1	Procurement of Radiology Equipment
Lot 2	Procurement of Laboratory Equipment
Lot 3	Procurement of Theatre Equipment
Lot 4	Procurement of Audiology Equipment
Lot 5	Procurement of Ent And Other Instruments
<b>CATEGORY B</b>	<b>PROCUREMENT OF GOODS</b>
Lot 6	Procurement of Utility Vehicles
Lot 7	Procurement of Office Furniture & Fittings
<b>CATEGORY C</b>	<b>PROCUREMENT OF WORKS</b>
Lot 8	Construction of Internal Roads & Drainages
Lot 9	Rehabilitation of Gate & Gate House, Fencing of Porous Accesses
Lot 10	Expansion of Pharmacy/ Health Information Block
Lot 11	Rehabilitation of Old Audiology & Amenity Block
<b>CATEGORY D</b>	<b>PROCUREMENT OF CONSULTANCY SERVICES</b>
Lot 12	Computerization of Hospital Patient Records & Clinical Activities

### **(3.0) ELIGIBILITY CRITERIA**

- (1) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Form CAC2 and CAC7;
- (2) Evidence of Company Income's Tax Clearance Certificate for the last three (3) years (2015, 2016 & 2017) valid till 31<sup>st</sup> December, 2018;
- (3) Evidence of current Pension Compliance Certificate valid till 31<sup>st</sup> December, 2018;
- (4) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2018;
- (5) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> December, 2018;
- (6) Evidence of Registration on the National Database of Federal Contractors. Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 1/1/2019 or valid Certificate issued by BPP.
- (7) Evidence of previous experience on supply or medical equipment, utility vehicle, furniture fittings, construction activities and Computerization of hospital facilities by inclusion of a minimum of three (3) Job Complete, Certificates for such activity.
- (8) Detailed company profile to include Memorandum and Article of Association with Curriculum Vitae of Key personnel's to be deployed for the project, including copies of their Academic/Professional qualifications: COREN, QSRBN, ARCON, CORBON for category C, ICAN/ANAN for Lot 12)
- (9) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the National Ear Care Centre, Kaduna or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder, that the company is not bankrupt, in receivership or under liquidation or involved in any litigation which can potentially affect the company's ability to effectively discharge then responsibility if engaged and to confirm that all information presented in its bid are true and correct in all particulars;
- (10) Evidence of current CAC Annual Returns inclusion of CAC's Letter of Acknowledgement of filing Annual Returns(s).
- (11) Only companies included in the National Automotive Design and Development Council's approval list of local Manufacturers of vehicles or their authorised representatives should bid for the procurement of Utility Vehicles (LOTS)

(12) Bidders bidding for Lots 8, 9, 10 & 11 must be companies duly incorporated as construction companies by Corporate Affairs Commission;

(13) Category A: Letter of Authorization from the original manufacturers in accordance with approved policy for procurement of Health and Medical equipment for Tertiary Hospitals in Nigeria

(14) 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 authorized officer of the firm.

#### **(4.0) COLLECTION OF TENDER DOCUMENTS**

Interested companies are to collect the Standard Bidding Document (SBD) from the Procurement Unit (ROOM B9) of National Ear Care Centre Kaduna with the payment of non-refundable tender fee of N10,000.00 per Lot, paid into the National Ear Care Centre Kaduna's Remits account in any commercial bank.

Note that interested firms for Category D are not required to pay at this stage. Only shortlisted bidders in Category D will be contacted at a later date for collection of Request for Proposal (RfP).

#### **(5.0) SUBMISSION OF BIDS CATEGORY A – C**

The Technical and Financial Proposals shall be prepared as separate documents. Two (2) copies each of the technical and financial proposal must be SEPERATELY packaged in sealed envelopes, clearly marked as either "Financial or Technical Proposal", as appropriate and put together in a SINGLE (bigger) envelope which should be marked "CONTRACTOR NAME" and address to The office of Head of Procurement Unit (ROOM B9) National Ear Care Centre Kaduna No. 3, Golf Course Road/ Independence Way Kaduna **not later than 12:00Noon Monday, 10 December, 2018.**

#### **(6.0) SUBMISSION OF EOI DOCUMENTS -Category D**

Interested firms are to submit two (2) bound of Expression of Interest (Eoi) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to The office of Head of Procurement Unit (ROOM B9) National Ear Care Centre Kaduna No. 3, Golf Course Road/ Independence Way Kaduna, Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box Procurement unit **not later than 12:00Noon Monday, 12 November, 2018**

## **(7.0) OPENING OF EOI DOCUMENTS – Category D**

The Eoi documents will be opened immediately after the deadline for submission **12:00Noon Monday, 12 November, 2018** at the conference hall of National Ear Care Centre Kaduna in the presence of bidders or their representatives. Please, ensure that you sign the Bid Submission Register in the office of Head of Procurement (ROOM B9) National Ear Care Centre Kaduna No. 3, Golf Course Road/ Independence Way Kaduna, as the National Ear Care Centre Kaduna will not be held liable for misplaced or wrongly submitted bids.

## **(8.0) OPENING OF BID – Category A-C**

The technical bids will be opened immediately after the deadline for submission **12:00Noon Monday, 10 December, 2018** at the conference hall of National Ear Care Centre Kaduna in the presence of bidders or their representatives, while the Financial bids will be kept un-opened. Please, ensure that you sign the Bid Submission Register in the office of Head of Procurement (ROOM B9) National Ear Care Centre Kaduna No. 3, Golf Course Road/ Independence Way Kaduna, as the National Ear Care Centre Kaduna will not be held liable for misplaced or wrongly submitted bids.

## **(9.0) GENERAL FORMATION**

- (1) The scope of supply above does not constitute conclusive descriptions & specifications of items, detail descriptions & specifications shall be found in the bid document.
- (2) Bidders should not bid for more than two (2) Lots
- (3) Only bidders whose technical bids fulfill the minimum eligibility requirements would have their financial bids considered. All enquires should be directed to the address where bid documents were collected.
- (4) Bids submitted after the deadline for submission would be returned un-opened.

## **(10.0) DISCLAIMER**

This advertisement is published for information purposes only and does not constitute offer by the procuring entity to transact with any party for the supply of goods, works and services, nor does it constitute a commitment or obligation on the part of the procuring entity to procure goods. The procuring entity will not be responsible for any cost or expenses incurred by any interested party(s) in connection with any response to this invitation and or the preparation or submission in response to an inquiry. The entity is not bound to shortlist any bidder and reserve the right to annul the selection process at any time without incurring any liability and assigning any reason thereof.

**SIGNED:**

## MANAGEMENT