

NIGERIA INSTITUTE OF MEDICAL RESEARCH

PMB 2013, 6, EDMUND CRESCENT, YABA, LAGOS

INVITATION TO TENDER EXPRESSION OF INTEREST NIGERIA INSTITUTE OF MEDICAL RESEARCH YABA, LAGOS

(1) PREAMBLE:

The Nigerian Institute of Medical Research Yaba, Lagos invites interested competent and qualified Companies to tender/express interest for the following projects in the Institute.

(2) SCOPE OF PROJECTS

LOT	DESCRIPTION OF PROJECT
1	Construction of 2-Storey building for Researcher's Suite
2	Construction of Internal Road
3	Procurement, Installation of Furniture and Office Equipment
4	Consultancy Services (Facilitation)
5	Procurement, Installation, Training of Medical Equipment.
6	Procurement of Operational Vehicles

The Scope of Projects shall be detailed in the bidding documents to be issued

(3) MANDATORY REQUIREMENTS

(ORIGINAL DOCUMENTS MUST BE PRESENTED FOR SIGHTING)

- (i) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Forms CAC 2 & 7.
- (ii) Current Tax Clearance Certificate for the last 3 years i.e. 2015, 2016 and 2017.
- (iii) Evidence of Compliance Certificate with PENCOM valid till December 31st, 2018.
- (iv) Evidence of Compliance Certificate with Industrial Training Fund (ITF) valid till December 31 2018.

- (v) Evidence of Compliance Certificate with the National Social Insurance Trust Fund (NSITF) valid till 31 December 2018.
- (vi) Evidence of Registration on the Bureau of Public Procurement's 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;
- (vii) Current Company Audited Account for the past 3 years (2015, 2016 & 2017);
- (viii) List of verifiable essential equipment in full working condition with proof of ownership/lease;
- (ix) Current Sworn Affidavit:
 - (a) That the Director(s) of the prospective contractual company has/have never been convicted by any court of law.
 - (b) That neither the company nor any of the company's Directors is bankrupt.
 - (c) That no officer of the relevant committees of Nigerian Institute of Medical Research Yaba or Bureau of Public Procurement is a former or present Director, Shareholder or has any pecuniary interest with the bidder and to confirm that all information presented in its bids are true and correct in all particulars
 - (d) That the company is not in receivership
- (x) Evidence of financial capability to execute the project by submission of Reference Letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;
- (xi) Company Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications (in case of construction: COREN, QSRBN, ARCON, CORBON etc.);
- (xii) 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;
- (xiii) 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.

(4) COLLECTION OF TENDER DOCUMENTS/:

Contractors are to collect Financial Bid Document from the office of the procurement unit on the Ground Floor of the Institute Main Lab Complex Building upon payment of non-refundable tender fee of N10,000.00 (Ten Thousand Naira) only per lot to the Nigerian Institute of Medical Research Yaba, Lagos's remita account in any reputable commercial bank. Interest firms in Consultancy Service would not pay at this stage until after shortlisting.

(5) SUBMISSION OF TECHNICAL AND FINANCIAL BID DOCUMENTS

The Technical and Financial Bid Documents must be in two different envelope sealed tagged "Technical Bid" and "Financial Bid" respectively with the company's name and must be placed in a third sealed larger envelope marked on the top left- hand corner, the project name and lot no. and addressed to the Director-General, Nigerian Institute of Medical Research, Yaba, Lagos. Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and should be dropped in a tamper proof box provided at the procurement unit on the Ground Floor of the Institute Main Lab Complex Building **not later than 12:00 noon on Wednesday, 3 October, 2018**. Please note that the copies of the Technical Bid Documents shall be bound with a table of contents in order of listing above.

(6) SUBMISSION OF EXPRESSION OF INTEREST (EOI)

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 Director-General, Nigerian Institute of Medical Research, Yaba, Lagos. Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and should be dropped in a tamper proof box provided at the procurement unit on the Ground Floor of the Institute Main Lab Complex Building **not later than 12:00 noon on Wednesday, 3 October, 2018**

(7) OPENING OF TENDER DOCUMENTS:

The technical bids/EOI shall be opened immediately after the **deadline for submission at 12:00 noon on Wednesday, 3 October, 2018** in the Boardroom of Nigerian Institute of Medical Research, Yaba, Lagos.

NOTE:

(i) The participation in the bid process does not guarantee any person the right to be selected or awarded any contract.

(ii) Only prequalified bidders will be invited at a later date for financial bid opening, while financial bids of unsuccessful bidders will be returned un-opened;

(iii) Only shortlisted firms (for Lot 4) would be invited at a later date for collection of Request for Proposals

(iv) That by the submission of tender documents, the Institute is neither committed nor obliged to award any contract to any contractor/supplier/agency.

(v) That the advertisement for invitation to tender/expression of interest should neither be misconstrued as commitment on the part of the Institute nor should it entitle any contractor/firm to make any claims whatsoever and/or seek any indemnity from the Institute.

(vi) The Institute reserves the right to reject any or all bids of interest and to terminate the procurement process at any time without any liability to the Institute.

(vii) Any bid submitted after the closing time and date shall be returned un-opened.

ENQUIRES:

All enquires shall be directed to the Head Procurement Unit/Secretary to Tenders Board, Nigerian Institute of Medical Research, Yaba, Lagos.

SIGNED:

**DANIEL OCHIGBO
HEAD, PROCUREMENT**