

Overview

FEDERAL MINISTRY OF HEALTH

DEPARTMENT OF PUBLIC HEALTH

NATIONAL MALARIA ELIMINATION PROGRAMME (NMEP)

INVITATION TO TENDER FOR THE SUPPLY AND DELIVERY OF MALARIA VECTOR SURVEILLANCE MATERIALS AND PROVISION OF NAVISION SERVICES TO NMEP (FEDERAL MINISTRY OF HEALTH)

(1) INTRODUCTION:

The National Malaria Elimination Programme (NMEP) is soliciting for tenders from interested and reputable contractors with cognate experience relevant for the supply of Malaria Vector Surveillance Materials and provision of NAVISION Accounting Services.

(2) It is instructive to note that the NMEP is a division in the Department of Public Health, Federal Ministry of Health (FMOH) and is saddled with the responsibility of controlling Malaria in Nigeria. The NMEP, as a Principal Recipient of a Global Fund, received grant for Malaria for the year 2019 -2020 and intends to coordinate all public sector Global Fund implementation and provide National guidance regards the under listed projects:

S/N	Lot Number	Project Name	Remarks
	Lot 1&2	Supply and Delivery of Malaria Vector Surveillance to NIMR, Yaba. Lagos	Description of the Bidding Document
	Lot 3	Provision of NAVISION Software for Accounting Services to NMEP, Abuja	As in various Bidd

(3) MANDATORY ELIGIBILITY CRITERIA

- (i) Evidence of company registration with Corporate Affairs Commission (CAC) by submitting CAC Certificate, Certificate True Copy of Memorandum and Article of Association with Corporate Affairs Commission or similar government regulatory institution in your country of operation.
- (ii) Current Tax Clearance Certificate for last three (3) years (2017, 2018 and 2019) expiring by December, 2020;
- (iii) Current Company's PENCOM Compliance Certificate expiring by December, 2020;
- (iv) Current Company's ITF Compliance Certificate expiring by December, 2020;
- (v) Current Company's NSITF Compliance Certificate expiring by December, 2020;
- (vi) Duly Certified Company Audited Accounts for the last 3 years (2017, 2018 and 2019) valid till December, 2020 or tax exemption certificate, where applicable.
- (vii) A signed company cover letter showing the names, addresses/contacts of the Directors of the company and verifiable evidence of ownership of office address/ structure etc.
- (viii) Evidence of previous similar projects (at least 3 award letters and their completion certificates) done by the company for reputable Organisation/Procuring Entity by submitting Award Letters, Completion Certificates etc. Note that the award letters and completion certificate presented by the bidder will be verified by the NMEP to ensure their authenticity.
- (ix) Comprehensive company profile showing the evidence of possessing technical staff relevant to the project of bidder's interest.
- (x) Evidence of Registration with relevant Professional Body (Lot 1&2);
- (xi) Evidence of Microsoft Partnership operational License (Lot 3) only.

(4) MODE OF SUBMISSION OF TENDER DOCUMENTS FOR PROJECTS

Prospective bidders are to submit their documents in two (2) separate envelope (Original technical in Separate envelope) and (Original Financial documents in Separate envelope). Thereafter, insert the two sealed envelopes together in a bigger sealed envelope addressed to The National Coordinator, National Malaria Elimination Programme (NMEP), Abia House, First Avenue, Central Business District (CBD), Abuja and clearly marked with (the name of the Project). Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the

designated Tender Box at the office of National Coordinator, National Malaria Elimination Programme, Abia House, Central Business District, Abuja not later than **17 September, 2020** for the supply of vector surveillance materials and **7 October, 2020** for Navision (Accounting Services).

(5) COLLECTION OF TENDER DOCUMENTS FOR THE PROJECTS

Interested companies are to collect the Bidding Documents from the Procurement Unit, National Malaria Elimination Programme (NMEP), Central Business District, Abuja between 11th -16th September, 2020 for the supply of vector surveillance materials and 11th -25th September, 2020 for Navision (Accounting System Services).

(6) OPENING OF BIDS DOCUMENT FOR THE PROJECTS

In response to the Covid-19 pandemic, the presence of bidders shall not be required during Bid Opening Please, ensure that you sign the Bid Submission Register in the office of National Coordinator, National Malaria Elimination Programme (NMEP), Abia House, First Avenue, Central Business District (CBD), Abuja as the NMEP will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Head of Procurement & Supply Chain Management, NMEP, Central Business District, Abuja.

(7) GENERAL INFORMATION

- (a) Bids must be in English Language and signed by an official authorized by the bidder.
- (b) Bids submitted after the deadline for submission would be rejected and returned.
- (c) All costs will be borne by the bidders.
- (d) The NMEP is not bound to per qualify 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.

(8) NOTES/DISCLAIMER

- (i) Late submissions will not be accepted.
- (ii) NMEP shall verify any or all documents and claims made by applicants and will disqualify bidders with falsified documents and claims.
- (iii) If it is determined that submitted documents and claims have been falsified, the bidder may face prosecution in a court of Law

(iv) NMEP shall not be held responsible for any disqualified proposal because of any omission or deletion relating to the submission guidelines.

(v) This advertisement shall not be construed as a commitment on the part of NMEP award a contract to any Contractor nor shall it entitle any Contractor submitting documents to claim any indemnity from NMEP.

(vi) NMEP is not bound to shortlist any bidder, and reserves the right to annul the bidding process at any time without incurring any liabilities or providing reason.

SIGNED

MANAGEMENT