

FEDERAL MEDICAL CENTRE,

P.M.B 1004, OLD AKWANGA ROAD, KEFFI, NASARAWA STATE

INVITATION TO TENDER FOR WORKS, GOODS AND SERVICES, FEDERAL MEDICAL CENTRE, KEFFI, NASARAWA STATE

(1.0) INTRODUCTION

(1.0) The Federal Medical Centre, Keffi Nasarawa State in furtherance of its statutory responsibility/mandate intends to implement some Capital Projects through funding from the 2018 budget appropriation.

(1.2) Experienced and competent Consultants are invited to submit Expression of Interest (Eoi) for the Consultancy Services while Contractors are invited to collect and submit bids for Goods and Works

(1.0) SCOPE OF WORKS/SUPPLIES/SERVICES

WORKS

PACKAGE	LOT NO	WORKS
A	Lot 1	Renovation of Primary Health Care Centre in Lafia

GOODS

PACKAGE	LOT NO	SUPPLY
B	Lot 2	Supply of Office Furniture
	Lots 3	Supply of Split Air Conditioners

CONSULTANCY SERVICES

PACKAGE	LOT NO	CONSULTANCY/DESCRIPTION OF SERVICES
C	Lot 4	Awareness campaign on social consequences of Sickle Cell Disorder for North Central
	Lot 5	Free Medical Mission/HCT (1 st quarter) in Nasarawa State
	Lot 6	Free Medical Mission/HCT (3 rd quarter) in Nasarawa State
	Lot 7	Free Medical Outreach for the sick (1 st quarter)

	Lot 8	Free Medical Outreach for the sick (2 nd quarter)
	Lot 9	Sensitization on HIV and AIDS in Lafia LGA Nasarawa State

Details are contained in the Bid Documents.

(3.0) ELIGIBILITY REQUIREMENTS

Interested companies should submit the following documents:

- (i) Evidence of Certificate of Incorporation with Corporate Affairs Commission (CAC) including form CAC2 and CAC7;
- (ii) Evidence of company income's Tax Clearance Certificate for the last three years valid till 31 December, 2018 with minimum average turnover of N20m;
- (iii) Evidence of current Pension Compliance Certificate valid till 31 December, 2018;
- (iv) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31 December, 2018;
- (v) Evidence of current Nigeria social insurance trust fund (NSITF) compliance certificate valid till 31 December, 2018;
- (vi) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring January 1, 2019 or valid certificate issued by the BPP;
- (vii) Evidence of firm's Registration with relevant Medical professional bodies with current practicing licenses to practice as consultants; example: MDCAN;
- (viii) Sworn affidavit disclosing whether or not any officer of the relevant committee of Federal Medical Centre, KEFFI 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;
- (ix) Company's Audited Account for the last three years (2015, 2016 & 2017);
- (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, indicating copies of their academic/professional qualifications (eg COREN, QSRBN, ARCON CORBON etc for Works),

(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) For Joint Ventures/Partnership, Memorandum of Understanding (MoU) should be provided (each JV partner should also have the entire mandatory eligibility requirement.)

(xiv) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's letter headed 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 FOR SUPPLY AND WORKS

Interested companies (for Supply and Works) are to collect Standard Bidding Documents from the Head of Procurement unit with evidence of payment of non-refundable fee of N10, 000.00 per Lot, paid into the TSA ACCOUNT name- Federal Medical Centre, Keffi, Purpose: Bidding Document in any reputable commercial bank in Nigeria.

(5.0) SUBMISSION OF TENDER DOCUMENT FOR SUPPLY AND WORKS

Prospective bidders are to submit bid for each lot desired, two (2) hard copies each of the technical and financial bids with softcopy of the financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to Medical Director/CE, Federal Medical Centre, Keffi, Nasarawa State and clearly marked with the name/title of the project.

Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and dropped in the designated tender box at the Procurement Unit, procurement office at the administrative building, FMC Keffi, old Akwanga Road. Keffi, Nasarawa State within official working Days/Hours (8am – 4pm) **not later than 12:00 noon on Tuesday 27 November, 2018.**

(6.0) OPENING OF BID (GOODS & WORKS)

The technical bids will be opened immediately after the deadline for submission at **12:00 noon on Tuesday, 27 November, 2018** (for Goods and Works) at the Federal Medical Centre, Keffi conference hall opposite the Mortuary, in the presence of all the 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 the head of Procurement Unit, Procurement office at the administrative building, FMC Keffi, old Akwanga Road, Keffi Nasarawa State as the FMC, Keffi will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Head of Procurement Unit on e-mail address: rabbastephen@gmail.com

(7.0) SUBMISSION OF EOI DOCUMENTS

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 Medical Director/CE, Federal Medical Centre, Keffi, Nasarawa State and clearly marked with the name/title of the project. Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and dropped in the designated tender box at the Procurement Unit at the administrative building, FMC KEFFI, old Akwanga Road, Keffi, Nasarawa State within official working Days/Hours (8am – 4pm) **not later than 12:00 noon on Tuesday, 30 October, 2018.**

(8.0) OPENING OF EOI DOCUMENTS

The Eoi documents will be opened immediately after the deadline for submission on **Tuesday 30 October, 2018 at 12:00** in the conference hall opposite the mortuary of the hospital, in the presence of bidders or their representatives. Please, ensure that you sign the bid submission register in the office of the Head of Procurement Unit, at the Procurement Unit Administrative building, FMC, Keffi as the FMC Keffi will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Head of Procurement Unit on e-mail address: rabbastephen@gmail.com

(9.0) GENERAL INFORMATION

- (i) All bidders and/or their representatives, Relevant professional bodies and NGOs are invited to witness the public opening of bids
- (ii) Bids/Eoi must be in English language and signed by an official authorized by the Bidder;
- (iii) Bids/Eoi submitted after dead line for submission would be returned un-opened;
- (iv) Bidders should not Bid for more than two (2) Lots;
- (v) All cost will be borne by the Bidders;
- (vi) All pre-qualified bidders (for Goods & Works) will be contacted at a later date for financial bid opening, while the financial bids of un-successful bidders will be returned un-opened;
- (vii) Shortlisted firms (for Consultancy Services) will be invited at a later date for collection of Request for Proposals;

(viii) The Federal Medical Centre, Keffi is not bound to pre-qualify any bidder and reserve 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

MEDICAL DIRECTOR/CHIEF EXECUTIVE

FEDERAL MEDICAL CENTRE, KEFFI