

Overview

FEDERAL NEUROPSYCHIATRIC HOSPITAL, ARO, ABEOKUTA

P. M. B. 2002, ABEOKUTA, OGUN STATE

INVITATION TO TENDER FOR YEAR 2020 PROJECT (EQUIPPING OF THE NEWLY EXPANDED ASSESSMENT/EMERGENCY UNIT AT ARO, ABEOKUTA)

(1) INTRODUCTION

The Federal Neuropsychiatric Hospital, Aro, Abeokuta was established in 1944 as an Asylum to render rehabilitation services to Soldiers that were wounded during the Second World War.

By 1954, it became a full-fledged Hospital for the provision of Mental Health Services, Training and Research in Mental Health and Neurosciences. The Hospital was finally taken over by the Federal Government of Nigeria in 1979 through Decree 92 of 1979.

In compliance with the provisions of the Public Procurement Act, 2007, the Hospital wishes to invite seasoned and qualified Contractors to submit Bids for the under-listed LOTS in respect of equipping the Newly Expanded Assessment/Emergency Unit of the Hospital which would be funded by Year 2020 Appropriation Act:

LOT NO.	PROJECT TITLE
LOT 1 (2020)	Supply of Medical/Clinical Equipment
LOT 2 (2020)	Supply of Furniture, Office Equipment and Electrical Appliances
LOT 3 (2020)	Supply and Installation of One (1) 100KVA Generator
LOT 4 (2020)	Procurement of One (1) Ambulance

(2) ELIGIBILITY REQUIREMENTS

Prospective Bidders are required to submit the following documents:

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC2 and CAC7;
- (b) Evidence of Company's Income Tax Clearance for the last three (3) years i.e. 2017, 2018 and expiring on 31st December, 2020;
- (c) Evidence of current Pension Compliance Certificate valid till 31st December, 2020;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate expiring on 31st December, 2020;
- (e) Evidence of Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate expiring on 31st December, 2020;
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31st December, or valid Certificate issued by Bureau of Public Procurement (BPP);
- (g) Current Sworn Affidavit disclosing:
 - (i) That the company is not in receivership, insolvent or bankrupt;
 - (ii) That the company does not have any Director who has ever been convicted in any Court in Nigeria or any other Country for criminal offence in relation to fraud or financial impropriety;
 - (iii) Whether or not any officer of the relevant Committee of Federal Neuropsychiatric Hospital, Aro, Abeokuta or the Bureau of Public Procurement is a former or present Director, Shareholder or has any pecuniary interest in the Bidder;
 - (iv) That all documents submitted for the bidding are true and correct in all particulars;
- (h) Company's Audited Accounts for the last three (3) years (2017, 2018 and 2019) duly signed and sealed by relevant firm;

- (i) Evidence of Financial capability to execute the project by submission of Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- (j) Company's profile with the Curriculum Vitae of key staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- (k) 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;
- (l) List of Plants/Equipment with proof of Ownership/Lease (where applicable);
- (m) For Supply of Medical Equipment: Letter of Authorisation as representative from the Approved Policy for Procurement of Health and Medical Equipment for Tertiary Hospitals in Nigeria, for Bidders of LOT 1 (2020);
- (n) For LOT 4 (2020): Only companies included in the National Automotive Design and Development Council's approved list of local manufacturers of Vehicles or their authorized representatives should bid for the Vehicle;
- (o) All documents for submission must be transmitted with a covering/forwarding letter under Company/Firm's Letterhead bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM Number) and e-mail address. The Letterhead 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.

(3) COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect Bid Documents from the office of the Head of Procurement, Ground Floor, New Administrative Building, Procurement Unit, Aro, Abeokuta between 8:00a.m and 4:00p.m on official working days and evidence of payment of a non-refundable tender fee of N 10,000.00 (Ten Thousand Naira) per LOT, paid to Federal Neuropsychiatric Hospital Remita Account in any reputable Commercial Bank in Nigeria.

(4) SUBMISSION OF TENDER DOCUMENTS

- (i) The Bid Documents (TECHNICAL) and (FINANCIAL) for each LOT must be submitted in separate envelopes and the LOT number, Title, Name and address of Bidder clearly written on each envelope;

(ii) The submission(s) should be addressed to the PROVOST AND MEDICAL DIRECTOR, FEDERAL NEUROPSYCHIATRIC HOSPITAL, P.M.B. 2002, ARO, ABEOKUTA, OGUN STATE

(iii) The enveloped documents should be hand deposited in the Tenders Box located at the Reception, Office of the Provost and Medical Director, Federal Neuropsychiatric Hospital, Aro, Abeokuta **on or before 12:00 noon on Monday, 9 November, 2020.**

(5) OPENING OF TECHNICAL BIDS

Only the Technical Bids will be opened immediately after the deadline for submission at **12:00 noon on Monday, 9 November, 2020** at the Boardroom, Post-Graduate Building, Federal Neuropsychiatric Hospital, Aro, Abeokuta, while the Financial Bids will be kept un-opened. Please ensure you obtain the Bid Submission Receipt and sign the Bid Submission Register at the Procurement Unit located in the New Administrative Block of the Hospital, Aro, Abeokuta as the Federal Neuropsychiatric Hospital, Aro, Abeokuta will not be held liable for misplaced or wrongly submitted bids.

For further enquiries, please contact Head of Procurement on e-mail: provost@neuroaro.gov.ng

(6) 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 un-opened;

(iii) Bidders should not bid for more than two (2) LOTS;

(iv) All costs will be borne by the Bidders;

(v) 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;

(vi) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);

(vii) Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;

(viii) The Federal Neuropsychiatric Hospital, Aro, Abeokuta is not bound to pre-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;

SIGNED:

FEDERAL NEUROPSYCHIATRIC HOSPITAL,

ARO, ABEOKUTA MANAGEMENT