

UNIVERSITY OF LAGOS, NIGERIA

INVITATION FOR PRE-QUALIFICATION FOR SUPPLY OF MEDICAMENTS UNIVERSITY OF LAGOS, NIGERIA

INTRODUCTION

The University of Lagos a Federal Tertiary Institution established by the University of Lagos Act, 1967(as amended) CAP U9 Laws of the Federal Republic of Nigeria, 2004 and having its main campus at Akoka, Yaba, Lagos, Nigeria is desirous of procuring medicaments. The source of fund shall be National Health Insurance Scheme (NHIS). Interested and reputable bidders are hereby invited to submit the under-listed prequalification documents.

CATEGORIES

For the purpose of prequalification, suppliers and/or manufacturers must offer products that conform to NAFDAC recommendations with respect to Good Manufacturing Practices. The wide therapeutic range of pharmaceuticals, as well as their origin of manufacture has made it necessary to divide suppliers into two classes:

- (1) Suppliers of pharmaceuticals with single origin of manufacture, a single and limited source (innovative/original products)

Suppliers can be manufacturers or non-manufacturers, whether agents, distributors, or representatives

Marketing of the pharmaceuticals must be authorized by the Pharmacists' Council of Nigeria (PCN).

- (2) Suppliers of pharmaceuticals with several origins of manufacture (multisource or generic)

Suppliers can be manufacturers or non-manufacturers, whether agents, distributors or representatives

Marketing of the pharmaceuticals must be authorized by the Pharmacists' Council of Nigeria (PCN)

ELIGIBILITY REQUIREMENTS

Bidders are mandated to submit the documents listed hereunder as same shall comprise the Prequalification documents:

(a) Certificate of Incorporation with the Corporate Affairs Commission (CAC), Memorandum and Article of Association of the company along with Particulars of Directors (Form C07) and up to date Annual Returns with CAC .

(b) Company's Current Tax Clearance Certificate for the last three (3) years (2015, 2016 and 2017) valid for 2018.

(c) Pension Clearance Certificate valid for 2018 issued by the National Pension Commission (PENCOM)

(d) Industrial Training Fund (I.T.F) Certificate of Compliance valid for 2018

(e) Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid for 2018.

(f) Current Sworn Affidavit certifying as follows:

The company is not in receivership, subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings.

The company does not have any director who has been convicted by any court in Nigeria and any other country for criminal offences in relation to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter.

That no officer of the University of Lagos or BPP is a former or present director or shareholder of the company or has any pecuniary interest in the bidder.

That all information presented in the documents are true and correct in all particulars.

(g) Evidence of work experience as the main contractor executing or having executed a minimum of three (3) Contracts for Supply of Medicament, two of which must have been in the last five (5) years. Copy of awards and completion Certificate where applicable are to be enclosed

(h) Evidence of registration on the National data base of Contractors, Consultants and Service Providers by inclusion of Interim Registration Report valid for 2018 issued by the Bureau of Public Procurement (BPP)

(i) Practice License of the Superintendent Pharmacist valid for 2018

(j) Evidence of Certificate of Registration of Premises with the Pharmacists' Council of Nigeria (PCN) valid for 2018

(k) Evidence of at least One PCN Registered Pharmacist on the Board of Directors of the Company as listed in Corporate Affairs Commission Form C07- Particulars of Directors (copy of Certificate must be attached)

(l) Agents, distributors or representatives must submit letter of accreditation from the manufacturer confirming their status as a representatives or agents

SUBMISSION OF PREQUALIFICATION

Please note that Bidders are mandated to submit Pre-qualification Documents as stated below:

Two (2) sets of the Pre-qualification documents should be submitted, an original and a copy version in A4 sized paper, spiral bound, numbered serially with documents arranged orderly and duly signed by your Company Authorized signature

The two (2) sets of the Pre-qualification documents (i.e. The original and the copy version documents should be packaged in an envelope, clearly labeled with the bidder's name and the name of the Project boldly marked on the envelope as : **PREQUALIFICATION DOCUMENTS FOR SUPPLY OF MEDICAMENTS** to be submitted to:

The Registrar,

5th Floor, Council Affairs Office,

Room 524, University of Lagos,

Akoka, Yaba, Lagos

The deadline for submission of Prequalification documents shall not be later than **10.00am on Tuesday, 3rd July 2018.**

OPENING OF PRE-QUALIFICATION DOCUMENTS

The Prequalification documents shall be opened immediately following the deadline for the submission of bids as indicated above at the University Council Chamber in the presence of all bidders and interested members of the public. For clarification on the advertisement:

Please send an email to: procurementunit@unilag.edu.ng

IMPORTANT INFORMATION

(i) Failure to comply with the above requirements shall be automatically result in disqualification.

(ii) The University Management reserves the right to verify the authenticity of any claim made in the Tender documents submitted by bidders

(iii) The University Management reserves the right to annul the selection process at any time without incurring any liabilities attributing any reason thereof

(iv) The University shall not be responsible for any cost incurred by the bidders in connection with response to this advertisement

(v) Participation in this process and any related process neither creates any commitment nor establishes any legal relationship with the University of Lagos. It is merely a precondition for further consideration of the Tender.

DR.(MRS) TAIWO F.IPAYE, FNIM

REGISTRAR & SECRETARY TO COUNCIL