

8 HARVEY ROAD, OFF HERBERT MACAULAY WAY, YABA, LAGOS.

Invitation for Expression of Interest/ Pre-Qualification for Consultancy Services for the Following Lots:

Lot A: DEVELOPMENT OF WEB-PORTAL FOR HEALTH REGULATORY AGENCY

Lot B: CONSULTANCY SERVICE TO DRIVE THE REGULATORY AGENCY'S CONTINUING PROFESSIONAL DEVELOPMENT (CPD) PROGRAMME

1. PREAMBLE

Optometrists and Dispensing Opticians Registration Board of Nigeria is a regulatory agency under the Federal Ministry of Health. The agency invites competent, qualified and well-structured companies with proven capability to handle any of the above mentioned services in Lot A and Lot B.

2. (A) SCOPE OF WORK Lot A

Due to the unique data needs of the agency, providers must create an intelligent enterprise designed to develop the most appropriate and flexible solutions. This will be aimed at improving organizational performance and increase control over their IT environment.

Among others, it should it should be able to:

1. Integrate online payment into the Board website enabling payment for Board professionals from any location in the world
2. Build a database driven website, provide a custom e-commerce system and provide e-Learning applications
3. Translate the paper/offline Registration System online, provide break end office applications.
4. Provide member only portals; allowing for a single sign-on feature for the users, set up things from the users' perspective
5. Provide the platform for Desktop, Mobile and Tablet Application, Intra net, etc.

(B) SCOPE OF WORK -Lot B

- i. Conduct Continuing Professional Development activities in different zones of the country which include seminars, lectures, ground rounds etc., to update the knowledge

of practitioners and improve their knowledge, skills and competencies in the practice of the profession.

ii. Arrange for clinical presentations, workshops, management lectures and hands-on training for practitioners.

3. ELIGIBILITY OF BIDDERS

Bidders company profile shall include copies of the following documents and provide key information as highlighted below:

Registration information (Certificate of Incorporation, Form Co2 and Form Co7), Tax clearance for the last 3 years (or years in operation), VAT/TAX certified, Company profile with key policy statements and verified names and curriculum vitae of key personnel, evidence of registration with relevant professional bodies, scope of supply/service (list core areas of competence), list of project history (activity description, client, location, value status (complete or ongoing). Last 3 years audited financial report

4. INSTRUCTIONS TO INTERESTED BIDDERS

Interested parties are requested to submit:

Information on their organization and brief summaries of the key personnel to be involved in the work, particularly their experience that directly relates to the needs of the assignment a description of the projects executed methodology, client, budget and project start/end dates, a concept note on the assignment that describes in detail how the consultant would conduct the assignment if selected.

5. METHOD OF SUBMISSION

All documents in respect of the assignment must be submitted in an envelope clearly marked "ON-LINE WEB PAYMENT PORTAL" for Lot A and "CONSULTANCY FOR CPD" for Lot B, sealed and returned to: The Secretary Tenders Board, Optometrists and Dispensing Opticians Registration Board of Nigeria, Procurement Office 8, Harvey Road, Yaba Lagos, not later than two weeks from the date of this publication.

6. GENERAL INFORMATION

Contact the Secretary Tenders Board on phone 01-4533730 for any clarification Non-compliance to instructions or false claims made by applicants may lead to disqualification.

Only pre-qualified bidders will be invited to submit tenders for bids after payment of non-refundable tender fee of ₦25,000= (Twenty Five Thousand Naira) in Bank draft payable to Optometrists and Dispensing Opticians Board.

SIGNED
MANAGEMENT