

NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL

INVITATION FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICE

The National Agency for food and Drug Administration and Control (NAFDAC), in line with its statutory mandates, intends to implement some projects, programmes under the 2016 financial year and in accordance with the public procurement Act 2007.

The Agency hereby invites interested reputable and competent companies'/consultancy firms with relevant experience and good track records to submit Expression of interest documents for the following projects and programmes

LOT NO. CS1
PROJECT TITLE: ASSETS VALUATION SERVICES
SCOPE: The Prospective Valuers are required to make market survey and valuations of Properly Plant and Equipment (PPE) acquired by the Agency which are serviceable in all NAFDAC Locations Nation-wide

LOT NO. CS2:
PROJECT TITLE: ENGAGEMENT OF EXTERNAL AUDITOR FOR NAFDAC
SCOPE: 1. The Auditor is expected to express an Independent Professional opinion on the financial statement as prepared by management of (NAFDAC) whether it's gives a true and fair view of the state of affairs of NAFDAC, have been properly prepared in accordance with the International public sector accounting standards (IPSAS) as adopted by the Financial Reporting Council of Nigeria.
2. State whether in its opinion proper accounts and other records have been kept by NAFDAC in respect of its activities, funds and properties
3. Assess and evaluate the effectiveness of internal control systems as well as undertake risk assessment.
4. The appointed external auditor shall serve for a period of 4 year' renewable once subject to satisfactory performance as evaluated by NAFDAC

LOT NO. CS3
PROJECT TITLE: MEDIA AND COMMUNICATION SERVICES
SCOPE: Placement of advertisement in print media, radio and online (internet) including production of documentaries & jingles, image, perception and promotion.

LOT NO. CS4
PROJECT TITLE: TRAVEL MANAGEMENT SERVICES
SCOPE: The prospective Travelling Agent will handle the travelling arrangement of all

NAFDAC Staff scheduled for overseas Good Manufacturing Practices (GMP). Inspection and will be responsible for making travel reservations for NAFDAC staff, issuance and delivery of local and international tickets and where possible secure seat selection and boarding passes for travelling staff in advance

2. Make recommendation to NAFDAC travel unit on more economic network routes that do not compromise safety or comfort. Provide emergency response for resolving problems with traveler on transit
3. Maintain computerized travel profiles for all NAFDAC staff as well as provide travel advisory to NAFDAC
4. Submit monthly management information reports to NAFDAC on tickets issued, used cancelled and provide details of costs, carries commissions.
5. Provide timely notification to travelers on changes to tickets particularly those which occur alter ticket issuance (fares, routing, delays, closing) and other services that may be required from time to time

LOT **CS5**

PROJECT TITLE: Procurement of a comprehensive consultancy services of site layout Architectural and Engineering Designs Including Bills of Engineering Measurement and Evaluation (BEME) for The Construction of New NAFDAC Headquarters/Laboratory Abuja.

SCOPE: Engagement of firm that can provide the following services in preparation for the construction of new NAFDAC Head office building / Laboratory complex at kyami Abuja.

- Project Manager
- Architectural consultant Structural Engineering consultant
- Quantity surveying
- Mechanical Engineering consultant
- Electrical Engineering consultant

LOT **NO** **CS6:**

PROJECT TITLE: Provision of Facility Management Services for NAFDAC Office Isolo, Plot No. 1 Oshodi Apapa Expressway Lagos

SCOPE: The Would be facility manager will be expected to provide qualified and skilled personnel with exposure and experience in the maintenance and servicing of office building including electrical, civil mechanical ventilation/air-conditioning carpentry and joinery, sewage disposal, borehole and water engineering. The facility manager will ensure smooth and effective running of the building services in addition plumbing, building fabric (doors, locks, internal and external lighting, provision of emergency maintenance /repairs.

SELECTION**CRITERIA/MANDATORY****REQUIREMENT**

Prospective bidders are required to submit a comprehensive expressions of interest document that highlight the bidding company/firms ability to carried out the service methodology for providing the services as stated above. In addition, bidders are required to states the minimum time frame for providing the needed services. The expression of interest documents must contain the following REQUIREMENTS.

MANDATORY**REQUIREMENTS**

Prospective bidders are required to submit the following documents

1. Evidence of Registration with Corporate Affairs Commission, namely Certificate of Incorporation, memoranda& Articles of Association, form CAC7 & CAC2 (Certify' True Copy)
2. Tax Clearance Certificate for three years i.e. 2013, 2014, and 2015 (Expiring December 2016)
3. Tax Clearance Certificate of at least two (2) Directors / all Partners of responding companies/firms showing history of last three years i.e. 2013, 2014, and 2015.
4. Pension Clearance Certificate for three years i.e. 2013, 2014. and 2015 (Expiring December 2016) issued by the National Pension Commission
5. Evidence of Value Added Tax Certificate
6. Evidence of Registration with the Bureau of Public Procurement on the National Database of Contractors, consultants and service providers, by inclusion Certificate of Interim Registration Report
7. Current Certificate of compliance with the Industrial Training Fund (ITF) Act 2011 (provision)
8. The companies/firms must provide a copy of its licensed authorizing it to practices as issue by the relevant professional regulatory body

OTHER ADDITIONAL REQUIREMENTS

9. Detailed Company/firms profile, indicating management structure, size, strength and numbers of Management, Technical & None Technical Staff, including Names, qualifications and years of experience).

IN-CASE**OF****LOT****CS1,**

Management and Technical staff must show certification by Estate surveyors and Valuer Registration Board of Nigeria(ESVARBON) and Nigeria Institution of Estate Surveyors and Valuers (NIESV)

IN-CASE**OF****LOT****CS2**

Management and Technical staff must show certification by Institute of Chartered Accountants

of Nigeria (ICAN) or Association of National Accountant of Nigeria (ANAN). In addition, Management and Technical staff must be IPSAS Certified, have knowledge of sage-line 500 & sage X3 Accounting packages and must be registered with the Financial Reporting council of Nigeria as well as office of the Auditor General of the Federation.

IN-CASE OF LOT CS3
Management and Technical staff must show certification by the Advertising Practitioners Council of Nigeria or any other relevant professional certification.

IN-CASE OF LOT CS4
Prospective Travel Agency must show certificate of accreditation and membership from IATA and NATA

IN-CASE OF LOT CS5
Management and Technical staff must show certificate of Registration with COREN/other Relevant Recognized Professional Bodies such as (Architects, Civil Engineers and Quantity Surveyors etc.) for Engineering staff.

IN-CASE OF LOT CS6
Management and Technical staff must show certification by Estate surveyors and Valuer Registration Board of Nigeria (ESVARBON) and Nigeria Institution of Estate Surveyors and Valuers (NIESV)

10. Verifiable evidence of experience in similar assignment of comparable complexity (Tabulated) with details comprising of Client Name, Brief description of Project, Project location. Contract Value, Implementation role, status of Project as completed or on-going, in addition evidence of award letters. Payment Certificate (if on-going) and completion certificate from clients Tabulated must be shown.

11. Evidence of technical resources and equipment to execute the assignment (Computer software with proof of acquisition or renewal of license from original software developers) Computer hardware etc

12. Evidence of financial capability with proof of access to funding or a letter from a commercial bank with assurance of willingness to provide facility to the prospective contractor if the company turn-out to be successful. (Turnover as reflected in financial Statements must correspond with that on the Tax clearance certificate). Please note that bankers letter merely stating that the applicant is a customer or maintains and account with the bank without any turnover range is not acceptable

13. Evidence of Audited financial statement for the last three years i.e. 2013, 2014 & 2015 stamp and sign by client Auditor.

14. Sworn affidavit that the company/firm is not in receivership/bankruptcy

15. Sworn affidavit that none of the directors or partners of the company / firm is an ex-convict in any country for any criminal offence relating to fraud or financial impropriety

16. Sworn affidavit that none of the officers of NAFDAC or BPP is a former or present director of the company or firm or has any pecuniary interest in the Tender

SUBMISSION OF DOCUMENTS

Interested companies/firms are required to submit their Expression of Interest (EOI) documents in sealed envelopes with the project title and Lot number clearly marked as indicated in die EOI advert and addressed to:

**The Director Special Duties
Procurement Unit (Third Floor)
NAFDAC Headquarters**

Plot 2032, Olusegun Obasanjo Way, Wuse Zone 7, Abuja

CLOSING DATE AND TIME FOR SUBMISSION OF EOI DOCUMENTS

All EOI documents must be hand delivered **on or before 12noon, Monday, 7th November 2016**. Any document received after the date and time specified above stands automatically disqualified.

OPENING OF EOI DOCUMENT

EOI documents shall be opened immediately after the close of submission at **12noon, Monday, 7th November 2016 at the conference Room 2* floor NAFDAC Headquarters Building, plot 2032 Olusegun Obasanjo Way, Wuse Zone 7, Abuja**. Interested Service providers/companies/firms and their representatives, civil society organisations and the general public are invited to witness the opening process.

NOTES:

- a. Successful Service providers/companies/Firms will be shortlisted and invited after evaluations to submit cost proposal on each applicable lot.
- b. Submitting Expression of Interest (EOI) docs not commit NAFDAC to awarding contract to any service provider/company/firm
- c. NAFDAC reserve the right to verify-claims made by any service provider/company/firm
- d. Submitting false document is an offence which will lead to disqualification and prosecution.

Signed

MANAGEMENT

NAFDAC