

**Federal Neuropsychiatry Hospital
Chime Avenue. New Haven,
P.M.B 1181, Enugu**

Invitation to Tender

(1.0) Introduction

The Federal Neuropsychiatric Hospital Chime Avenue, New Haven, Enugu hereby invites qualified and reputable contractors and consultants with proven competence and experience for prequalification for the under-listed projects in lots:

Lot 1 Mental Health Project for South East Zone

(i) Awareness and Advocacy Programme

Lot 2 Construction of Mental Health Clinics in the Senatorial zones in the South East

Lot 3 Installation of CT and X-RAY Machines

(2.0) PREQUALIFICATION REQUIREMENT:

- (i) Consultancy Services;
- (a) Certificate of Registration with Corporate Affairs Commission (CAC)
- (b) Company's Tax Clearance Certificate for the last three (3) successive years.
- (c) Evidence of VAT Registration
- (d) Evidence of Registration with relevant professional bodies.
- (e) Evidence of certificate/ Exemption from PENCUM in accordance with remittance of employees' pension contributions/deductions.
- (f) Evidence of regulation with relevant professional bodies i.e. ACEN, COREN, ARCON, CORBON etc.
- (g) A sworn affidavit that no officer of the institution is a former or present director or has pecuniary interest in the bid.

- (h) Verifiable list of similar jobs successfully executed in the last three (3) years including letters of award, activity description, client location, values, status (complete or on-going) etc.
- (i) Company's Audited Account.
- (j) Company's profile including qualification of key personnel and equipments status.
- (k) Any other information that may enhance the company's tender.

(ii) CONTRACTS

MANDATORY REQUIREMENTS

- (a) Certificate of Registration with Corporate Affairs Commission (CAC)
 - (b) Company's Tax Clearance Certificate for the last three (3) years ending in December 2016. These must tally with the Company's Audited Account and the NHH Management may choose to verify the documents as submitted.
 - (c) Evidence of VAT Registration and up-date remittances
 - (d) Evidence of certificate of Compliance by National Pension Commission (PENCOM).
 - (e) Evidence of certificate of Compliance by Industrial Training Fund in line with the provision of ITF Act 2011
 - (f) Work Methodology / Annual Returns.
- (2) Experience as a prime contractor on at least one (1) project of similar nature and comparable to the works under consideration within the last five (5) years (copies of letters of award / certificates of completion to be attached).
 - (3) Evidence that the bidders have the requisite plants and equipment to execute project of this nature and complexity, especially for the Instalment of procured equipments.
 - (4) Evidence of access to or availability of credit facilities, certified by the bankers.
 - (5) Company profile with CVs of key professionals including photocopies of relevant academic and professional qualifications with attestation of availability and contact phone numbers (evidence of registration with relevant regulatory professional bodies e.g. COREN, ARCON, CORBON, QSRBN);

(6) All bidders should include description of current Health, Safety and Environment (HSE) procedures, plan, manuals and HSE performance statistics over the last three (3) years e.g. accidents, fatalities.

OTHER NECESSARY REQUIREMENTS

(a) Unabridged Company Audited Annual Report for the immediate past (3) years

(b) A sworn affidavit that no partner/director has been convicted in any country for criminal offences related to fraudulent or corrupt practices, or criminal misrepresentation or falsification of facts relating to any matter and that all the required documents are both genuine and up to date

(c) A sworn affidavit disclosing whether or not any officer of NNH or BPP is a former or present Director, Shareholder or has any pecuniary Interest in the bidder and confirm that all information presented in its bid are true and correct in all materials particular.

(d) A statement indicating that the company does not at any time of this bid have any existing loan or financial liability with a bank, other financial Institutions or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last three months.

(e) Evidence of company Annual returns to CAC for the immediate past three (3) years; and

(3.0) SUBMISSION OF PRE-QUALIFICATION DOCUMENTS

(3.1) CONSULTANTS:

All interested consultants/consulting firms are required to send their technical proposals, in original and photocopy, sealed and clearly marked “Application as a Consultant Lot” at the top left hand corner of the envelope addressed as below and submitted **not later than 12noon, 2nd August, 2016.**

(3.2) CONTRACTORS:

Prequalification documents should be submitted as original and photocopy in a sealed envelope and marked “Pre-qualification for.....(Lot...) for any Lot bid for, on the left-hand corner, addressed as below and submitted **not later than 12noon, 2nd August 2016**

Note: All Documents:

(i) **Addressed The Medical director,
Federal Neuropsychiatric Hospital,
Chime Avenue, New Haven, Enugu**

(ii) Applications should be made for each Lot separately.

(iii) All prequalification documents will be opened at 2:00pm in the Board room of Federal Neuropsychiatric Hospital, Chime Avenue, New Haven, Enugu on the same day of closure of submission for each cadre, in the presence of bidders who wish to attend the opening.

(iv) All completed prequalification documents should be dropped in the Tender Boxes, located in the office of the medical director, Federal Neuropsychiatric Hospital, Chime Avenue, New Haven, Enugu on the respective days of closure of submission.

(4.0) Collection of Tender Documents

Successful bidders will be contacted and invited to collect tender documents for the respective Lots where they prequalify after payment of the requisite tender fees for each Lot.

Signed:

Dr. Jojo. U. Onwukwe

Medical Director