

REGISTRATION OF CONTRACTORS FOR CAPITAL PROJECTS, CONSULTANCY SERVICES, MINOR WORKS, SUPPLY OF MEDICINE/MEDICAL SUPPLIES, LABORATORY REAGENTS, GENERAL GOODS AND SERVICES FOR THE 2018 FINANCIAL YEAR. FEDERAL NEUROPSYCHIATRIC HOSPITAL, USELU BENIN CITY.

(1) PREAMBLE

The Federal Neuro-Psychiatric Hospital Benin City in a bid to improve its services in the year 2018 will procure goods, works and services for both Uselu and Permanent Sites of the Hospital. Consequently, the hospital is inviting reputable/competent contractors to apply for registration with a view to bidding for the procurement of such goods, works and services. Interested contractors are hereby invited to submit relevant documents as only registered contractors will be invited to tender for 2018.

(2) REGISTRATION REQUIREMENTS

Interested companies are expected to submit the following documents for registration:

- (i) Evidence of registration with the Corporate Affairs Commission (C.A.C);
- (ii) Evidence of Tax Clearance for the last three (3) years; i.e. 2015, 2016 and 2017;
- (iii) Evidence of PENCOM Registration; (as applicable)
- (iv) Evidence of registration with the Industrial Training Fund (ITF) (as applicable);
- (v) Evidence of Value Added Tax (VAT) Registration; (as applicable)
- (vi) Evidence of registration with the Bureau of Public Procurement (BPP);
- (vii) Evidence of financial capacity to undertake the project -Bank Guarantee;
- (viii) Company Profile including registered office address, functional contact and e-mail address with telephone number;
- (ix) Evidence of similar projects previously completed in last three (3) years. The use of unverifiable Projects may lead to disqualification;
- (x) Sworn affidavit that no member of the Federal Neuro-Psychiatric Hospital Management is a Director in the company.

(xi) Companies interested in supply of medicines (medical supplies) are to enclose up to date

(i) Registration of premises with Pharmacist Council of Nigeria; and

(ii) Registration of Superintendent Pharmacist with Pharmacist council of Nigeria

(3) SUBMISSION OF DOCUMENTS

All Contractors are to submit the above stated documents in a sealed envelope tagged Application for registration of Contractor for the year 2018 addressed to the Head of Procurement Unit, Federal Neuro-Psychiatric Hospital P.M.B. 1108, Benin City, Edo State and dropped in a bid box located at 1st floor (Medical Director's Office) not later than **September 14, 2018**.

(4) OPENING OF SUBMITTED DOCUMENTS

Submitted documents shall be opened immediately after the deadline for submission at **12:00pm, September 14, 2018** at the Board room, Federal Neuro-Psychiatric Hospital, Benin City

(5) Bidders are to report to the Procurement Unit to complete a register before submission.

(6) ENQUIRIES

All enquiries regarding this notice shall be directed to: Head, Procurement Unit. Federal Neuro Psychiatric Hospital, PMB 1108, Benin City, Edo State.

(7) DISCLAIMER

Please Note:

(i) This is not an invitation letter

(ii) The advertisement shall not be construed as a commitment nor shall it entitle any company to make any claim to seek indemnity from Federal Neuro-Psychiatric Hospital by virtue of such companies having to respond to this advertisement;

(iii) Only registered contractors will be invited to tender for contracts in the year 2018

(iv) All expenses incurred in preparing registration responses shall be borne solely by prospective companies.

SIGNED

O.T. OMORODION

HEAD, PROCUREMENT