

**FEDERAL NEURO-PSYCHIATRIC HOSPITAL, BENIN CITY
REGISTRATION OF CONTRACTORS FOR CAPITAL PROJECTS, CONSULTANCY SERVICES,
MINOR WORKS, SUPPLY OF MEDICINES/MEDICAL SUPPLIES, LABORATORY REAGENTS,
GENERAL GOODS AND SERVICES FOR THE YEAR 2017**

(1) PREAMBLE

In a bid to improve the quality of service rendered to the Public, the Federal Neuro-Psychiatric Hospital, Benin City wishes to invite suitably qualified companies to register with the Hospital with a view to bidding for Procurement of goods, works and services.

(2) REGISTRATION REQUIREMENTS

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

- (i) Evidence of Registration with Corporate Affairs Commission;
- (ii) Evidence of Corporate Tax Clearance for last three (3) years i.e. 2014, 2015, 2016;
- (iii) Evidence of VAT Registration (as applicable);
- (iv) Evidence of PENCOM registration; (as applicable);
- (v) Evidence of registration with Industrial Training Fund (IT. F); (as applicable);
- (vi) Evidence of financial capacity or possible assistant from the bank;
- (vii) Evidence of previous jobs done;
- (viii) Sworn affidavit that no member of the hospital management is a director in the company;
- (ix) Evidence of registration as a contractor/supplier of medicines and medical supplies with Federal Neuro-Psychiatric Hospital, Benin City.

(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 2017**, addressed to **Head, Procurement Unit, Federal Neuro-Psychiatric Hospital, P.M.B. 1108, Benin City, Edo State** and dropped in the designated bid box located at the **Medical Director's Office, 2nd floor, Federal Neuro-Psychiatric Hospital, Benin City, not later than 10th March, 2017**. Suppliers are advised to report at the Procurement Office, 1st floor, Federal Neuro-Psychiatric Hospital, Benin City to complete a register before submission.

(4) OPENING OF SUBMITTED DOCUMENTS

Submitted documents shall be opened immediately after the deadline for submission at **12:00 noon 10th March, 2017 at the Board Room, Federal Neuro-Psychiatric Hospital, Benin City, Edo State.**

(5) CONTACT PERSON

For all enquiries regarding the registration process, you may contact: Head, Procurement, Procurement Unit, Federal Neuro-Psychiatric Hospital, **P.M.B 1108, Benin City, Edo State. Or call: 08158370392, 08032231189.**

(6) DISCLAIMER

Please Note:

- (i) This is not an invitation to tender;
- (ii) This advertisement shall not be construed as a commitment nor shall it entitle any individual or company to make any claim or seek indemnity from Federal Neuro-Psychiatric Hospital;
- (iii) All expenses incurred in responding to this advertisement shall be born solely by prospective companies/suppliers.
- (iv) **All Certificates of Registration expires 31st December, 2017.**

Signed:

MANAGEMENT