

FEDERAL NEURO-PSYCHIATRIC HOSPITAL, BENIN CITY.

**REQUEST FOR EXPRESSION OF INTEREST FOR OUTSOURCING OF SECURITY/
CLEANING AND ENVIRONMENTAL SERVICES.**

(A) PREAMBLE

The Federal Neuro-Psychiatric Hospital, Benin City wishes to bring to the attention of the General Public that the hospital intends to outsource its Security, Cleaning and Environmental Services at both its Uselu and Permanent Sites, Idunmwowina, Benin City.

Consequently, suitably qualified companies registered with the hospital are hereby invited to submit relevant documents for the underlisted:

LOT 1: Outsourcing of Security Services at Uselu, Benin City;

LOT 2: Outsourcing of Security Services at the Permanent Site, Idunmwowina; LOT 3: Outsourcing of Cleaning Services at Uselu, Benin City;

LOT 4; Outsourcing of Cleaning Services at the Permanent Site, Idunmwowina; LOT 5; Outsourcing of Environmental Services at Uselu, Benin City; and

LOT 6: Outsourcing of Environmental Services at the Permanent Site, Idunmwowina.

(B) REQUIREMENTS

Interested companies are required to submit the following documents:

- (i) Certificate of Registration with the Corporate Affairs Commission (CAC);
- (ii) Corporate Tax Clearance Certificate for the last Three (3) years i.e. 2014, 2015, 2016;
- (iii) Evidence of VAT Registration (as applicable);
- (iv) Verifiable list of similar jobs done;
- (v) Evidence of Financial Capacity or possible assistant from the bank;

- (vi) List of Key Staff and their Positions;
- (vii) Evidence of PENCOT registration; (as applicable);
- (viii) Evidence of registration with Industrial Training Fund (ITF), as applicable);
- (ix) Sworn affidavit that no member of the hospital Management is a director in the company;
- (x) Companies interested in Security Services must: – Register with NSCDC (provide updated/current evidence);
- (xi) Evidence of Registration with Bureau of Public Procurement; and
- (xii) Submission of up-to-date evidence of registration with Environmental Health Officer's Registration Council of Nigeria (EHORECON).

This requirement is applicable for Cleaning Services Only.

(C) PAYMENT FOR EXPRESSION OF INTEREST

Interested companies are to pay a non-refundable fee of N10,000.00 at the Revenue Unit of the hospital.

(D) DEADLINE FOR SUBMISSION OF DOCUMENTS

All relevant documents should be submitted in the tender box provided in the office of the Medical Director, Federal Neuro-Psychiatric Hospital, P.M.B. 1108, Benin City, Edo State in a sealed envelope and labelled "Outsourcing Services" with the LOT number at the top right hand corner of the envelope. Failure to provide any of the listed requirements may result in disqualification/rejection of documents. The name, address, e-mail address and contact phone number of the company must be written clearly at the back of the envelopes. Submission ends on the **28th September, 2017** at 12 noon. Late submissions will not be accepted.

OPENING OF SUBMITTED DOCUMENTS

Submitted documents shall be opened immediately after the deadline for submission at **12.00 noon on the 28th September, 2017** at the **Conference Hall, Federal Neuro-Psychiatric Hospital, Benin City, Edo State.**

(F) ENQUIRIES

The Medical Director

Federal Neuro-Psychiatric Hospital,

P.M.B. 1108, Benin City, Edo State.

(G) DISCLAIMER

Please Note:

1. This is not an invitation to tender.
2. 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, Benin City; and
3. All expenses incurred in responding to this advertisement shall be borne solely by prospective companies.

Signed:

MANAGEMENT