

## **National Health Insurance Scheme Corporate Headquarters, Abuja**

### **Submission of Pre-Qualification and Tenders Documents**

The National Health Insurance Scheme is an agency of the Federal Government of Nigeria established for the purpose of Facilitating easy access to quality healthcare services for all Nigerians. The Scheme intends to undertake the procurement of Digital Corporate Information Display System and Digital Conference Systems.

In compliance with the Public Procurement Act 2007, the Scheme hereby invites interested and reputable firms with relevant experience and good track record to submit documents necessary for consideration for the execution these projects.

### **Description of Projects**

Lot 1: Digital Wireless Conference System.

Lot 2: Digital Touch Screen Information Display Systems

### **Requirements**

Prospective bidders are required to submit the following documents:

- i. Certificate of incorporation/Registration with Corporate Affairs Commission (CAC)
- ii. Evidence of Certification/Exemption from PENCOS in accordance with the Pension Reform Act of 2004
- iii. Tax Clearance Certificate for the last three (3) years (2009, 2010 & 2011)
- iv. A sworn Affidavit that none of the Directors has been convicted in any court of law of any criminal offence.
- v. Evidence of VAT Registration with TIN No.

- vi. Evidence of Registration with financial Reporting Council of Nigeria.
- vii. Verifiable list of similar jobs successfully executed in the last three years including letters of award, project cost and contact address of the clients
- viii. Evidence of financial capability to execute the projects (Bank guarantees from reputable banks will form part of the evaluation criteria)
- ix. Company profile and Technical qualification of key personnel with evidence of experiences on similar jobs.
- x. Company Audited Accounts for the last three years (2009, 2010 and 2011) showing annual turnover

### **Collection of bid documents**

Interested firms are to collect bid documents from the Head, Procurement Division, Room 209, National Health Insurance Scheme (NHIS), Plot 297, Shehu Yar'Adua Way Utako District, Abuja. Upon the presentation of a proof of a non refundable payment of N20,000.00 (Twenty Thousand Naira only) bank draft in favour of National Health Insurance Scheme.

### **Submission of Tenders and Closing date:**

Two copies of the documents in a sealed envelope and clearly marked "Pre-qualification/Financial Bids Documents" with appropriate Lot number marked with project title boldly written at the right hand corner of the envelope should be addressed to:

**The Head, Procurement Division**

**National Health Insurance Scheme (NHIS)**

**Plot 297, Shehu Yar'Adua Way**

**Utako District,**

**Abuja.**

The sealed envelope should be deposited in the Tender Box in the office of the Head, Procurement Division, Room 209, National Health Insurance Scheme (NHIS), Plot 297, Shehu Yar'Adua Way Utako District, Abuja on or before 18<sup>th</sup> October, 2012, by 4:30pm. Late submissions will not be accepted please.

**Opening:**

Opening of the received documents will commence on 19<sup>th</sup> October, 2012 by 10.00am at the NHIS Board Room. All bidders and/or their representatives, Relevant Professional Bodies and NGOs are invited to witness the Public Opening exercise accordingly.

**Please Note:**

- i. All CAC, VAT, PENCOS and TAX Clearance Certificate may be referred to the security agencies, Corporate Affairs Commission, Federal Inland Revenue Service (FIRS), National Pension Commission and other relevant bodies for verification.
  
- ii. The NHIS reserves the right to reject any or all the submissions that do not meet up with the requirements as specified.
  
- ii. The Evaluation of the received documents shall be strictly based on the requirements as specified above; and
  
- iv. Only the financial bids of companies that have been successfully screened and found competent will be considered.

**Signed**

**Head, Procurement Division**

**For: Executive Secretary**