

# Overview

## **UNIVERSITY OF MEDICAL SCIENCES**

**LAJE ROAD, ONDO CITY, ONDO STATE**

### **INVITATION FOR PREQUALIFICATION FOR THE PROCUREMENT OF MEDICAL REHABILITATION EQUIPMENT REHABILITATION FOR THE YEAR 2021 ZONAL TETFUND INTERVENTION PROJECT**

#### **(1) INTRODUCTION**

(1.1) University of Medical Sciences, Ondo (UNIMED) is a university of medical sciences in Ondo City, Nigeria, owned by the Ondo State Government, established in 2015. It is the third specialized medical university in Africa and Nigeria's first specialized medical university to be accredited by the National Universities Commission.

The procurement of the medical equipment is proposed for the sole purpose to equip the Faculty of Medical Rehabilitation; to acquaint the student with cutting edge technology equipment through facilitation of their understanding of the course; the course is introduced newly in the institution to impart knowledge medical science for the development of the Ondo states and the country among other issues.

(1.2) The University is seeking for the interested, reputable, and competent contractors to participate in the procurement process for the supply, installation, testing and commissioning for the Faculty of Medical Rehabilitation.

#### **(2) SCOPE OF WORKS/SUPPLY**

The procurement is the Supply, Installation, Testing and Commissioning of Medical Science Equipment for the Faculty of Medical Rehabilitation. The details of the project scope is captured in the Bills of Quantities to be issued only to the prequalified companies at the end of the technical evaluation process.

#### **(3) ELIGIBILITY REQUIREMENTS:**

(a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 and CAC7;

(b) Evidence of Company Income's Tax Clearance Certificate for the last three (3) years valid till 31<sup>st</sup> December, 2022;

- (c) Evidence of Pension Clearance Certificate valid till 31<sup>st</sup> December, 2022 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- (d) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2022 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31<sup>st</sup> December, 2022;
- (f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2022 or valid Certificate issued by BPP.
- (g) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the University of Medical Sciences, Ondo City or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
- (h) Company's Audited Accounts for the last three (3) years -2019, 2020 &2021;
- (i) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- (j) Letter of Authorisation from the Original Equipment Manufacturers listed in the Approved Policy for Procurement of Health and Medical Equipment for Tertiary Hospitals;
- (k) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each ,JV partner)
- (l) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

#### **(4) SUBMISSION OF PRE-QUALIFICATION DOCUMENTS:**

Prospective bidders are to submit technical profiles: two (2) hard copies each of the technical bids, packaged in a bigger envelope and addressed to the office of The Vice-Chancellor, University of Medical Sciences, Ondo City, Ondo State. Furthermore, the reverse of the sealed envelope should bear the name and address of the bidder and be dropped in the designated Tenders' Box at the Procurement Unit of the University not later than **12:00 noon Wednesday, 23 March 2022**.

Procurement Unit

UNIMED Laje Campus, Vice-Chancellor's Temporary Office

Ondo City, Ondo State, Nigeria.

PMB 536,

Email: [info@unimed.edu.ng](mailto:info@unimed.edu.ng)

Tel: +234-805-145-8525, +234-814-725-8808

#### **(5) OPENING OF PRE-QUALIFICATION BIDS:**

The technical bids will be opened immediately after the deadline for submission **12:00 noon Wednesday, 23 March 2022** at the Council Chamber, University of Medical Sciences, Ondo City, Laje Campus. Please, ensure that you sign the Bid Submission Register in the office of the Senior Procurement Officer, Procurement Unit, Vice-Chancellor's office complex, University of Medical Sciences, Laje, Ondo City as the University of Medical Sciences, Ondo City will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact:

Procurement Unit

UNIVERSITY OF MEDICAL SCIENCES Laje Campus,

Vice-Chancellor's Office

Ondo City, Ondo State, Nigeria.

PMB 536,

Email: [info@unimed.edu.ng](mailto:info@unimed.edu.ng)

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## **(6) GENERAL INFORMATION**

- (a) Bids must be in English Language and signed by an official authorised by the bidder;
- (b) Bids submitted after the deadline for submission would be returned un-opened;
- (c) All costs will be borne by the bidders;
- (d) Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording (invitation link will be sent to bidders to join the bid opening online) with the physical presence of two (2) representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti- Corruption/Transparency;
- (e) Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- (f) Only pre-qualified bidders at technical evaluation will be invited at a later date for virtual financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
- (g) The University of Medical Sciences, Ondo City, Ondo State is not bound to pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

**SIGNED**

**DR WOLEOLA J. EKUNDAYO**

**REGISTRAR/SECRETARY TO THE GOVERNING COUNCIL**

**UNIVERSITY OF MEDICAL SCIENCES, ONDO CITY, ONDO STATE**