

Overview

NATIONAL AGENCY FOR FOOD AND DRUG ADMINISTRATION AND CONTROL (NAFDAC)

INVITATION FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES NAFDAC

The National Agency For Food and Drug Administration and Control (NAFDAC) is the Agency of the Federal Government established by Decree No. 15 of 1993 as amended (now Cap. N1, LFN, 2004) and charge with the responsibility among others of regulating and controlling, the importation, manufacture, exportation, distribution, advertisement, and sale of drug, food, chemicals, medical devices, packaged water, detergents and cosmetics,

The Agency hereby invites interested reputable and competent companies/ firms with relevant experience and good track records to respond to the invitation for Expression of Interest (EOI) for the following projects.

CONSULTANCY SERVICES

S/N	PROJECT TITLE	LOT NO.	SCOPE
1	Procurement of comprehensive consultancy services for Architectural and Engineering Designs Including Bills of Engineering Measurement and Evaluation (BEME) for The Construction of NAFDAC Headquarters Building Kyami District, Abuja	CS/001 /2020/Abuja	Engagement of firm that can provide the following services in preparation for the construction of new NAFDAC Head Office Building C omplex at KyamiDistrict, Abuja. <ul style="list-style-type: none">Architectural consultant

		<ul style="list-style-type: none"> • Structural Engineering consultant • Quantity surveying • Mechanical Engineering consultant • Electrical Engineering consultant
<p>2 Procurement of comprehensive consultancy services of Architectural and Engineering Designs Including Bills of Engineering Measurement and Evaluation (BEME) for The Construction of new Laboratory, and Office Complex with chemical stores, warehouse storage, staff clinic and perimeter fence at Oshodi, Lagos</p>	<p>CS/002/2020/Lagos</p>	<p>Engagement of firm that can provide the following services in preparation for the construction of new Laboratory, and Office Complex with chemical stores, warehouse storage, staff clinic and perimeter fence at Oshodi, Lagos.</p> <ul style="list-style-type: none"> • Architectural consultant • Structural Engineering consultant • Quantity surveying

	<ul style="list-style-type: none"> • Mechanical Engineering consultant • Electrical Engineering
<p>3 Procurement of consultancy services for Remodelling and expansion of Drug, Biologies and Vaccine Laboratory Yaba, Lagos. CS/003/2020/Lagos</p>	<p>Engagement of firm that can provide the following services in preparation for the Remodelling and Expansion of Drug, Biologies and Vaccine Laboratory, Yaba, Lagos • Architectural consultant</p>

ELIGIBILITY REQUIREMENT

Prospective bidders are required to submit a comprehensive expression of interest document that highlights the bidding company/firms' ability to carry out the service. The expression of interest documents must contain the following:

(1) Company Data: (for Joint Venture or Consortium, provide data for the lead firm)

Company Name

Business Address (not P.O. Box)

Name and phone number of the primary contact person

Email address

(2) Evidence of Registration with Corporate Affairs Commission, namely Certificate of Incorporation, Memoranda & Articles of Association, form CAC7, CAC2 and CAC/BN/A1 (Certify True Copy)

(3) Evidence of Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners) for the last three years i.e. 2017, 2018, and 2019 expiring on 31st December, 2020;

(4) Evidence of Pension Clearance Certificate for three years i.e. 2017, 2018, and 2019 expiring on 31st December, 2020 where applicable.

(5) Evidence of current Industrial Training Fund (ITF) Compliance Certificate expiring on 31st December, 2020

(6) Evidence of Nigeria Social Insurance Trust Fund (NSITF) compliance certificate valid till 31st December 2020

(7) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 30/06/2020 or valid Certificate issued by BPP

(8) The companies/firms must provide a copy of its license authorizing it to practice as issued by the relevant professional regulatory bodies

(9) Sworn Affidavit:

that the company/firm is not in receivership/bankruptcy

that none of the directors or partners of the company/firm is an ex-convict in any country for any criminal offence relating to fraud or financial impropriety

disclosing whether or not any officer of the relevant committees of the National Agency For Food And Drug Administration And Control 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;

(10) Detailed Company/firms profile, indicating Management structure, size, strength and numbers of Management, Technical & Non Technical Staff, including Names, qualifications and years of experience, photocopies of qualifications from relevant professional bodies must be attached

(11) Verifiable evidences of at least three experience in similar assignment of comparable complexity (Tabulated) with details comprising of Client Name, Brief description of Project, Project location, Contract Value, Implementation role, the status of Project as completed or on-going, in addition, evidence of award letters, or commission letters, Payment Certificate (if on-going) and Completion Certificate from clients as Tabulated must be shown.

(12) Evidence of technical resources and equipment to execute the assignment (Computer software with proof of acquisition or renewal of license from original software developers) Computer hardware etc.

(13) Evidence of financial capability with proof of access to funding or a letter from a Commercial bank with an assurance of willingness to provide a facility to the prospective consulting firm if the company/firm turn-out to be successful. Please note that Banker's letter merely stating that the applicant is a customer or maintains an account with the bank without commitment is not acceptable.

(14) Evidence of Audited Financial Statement for the last three years i.e. 2017, 2018 & 2019 stamp and sign by client Auditor.(Turnover, as reflected in Financial Statements, must correspond with that on the Tax clearance certificate)

(15) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR& Sworn Affidavit are compulsory for each JV partner);

(16) All documents for submission must be transmitted with a covering/forwarding letter under the Company/Firm letterhead bearing amongst others, the Registration Number (RC) as issued by corporate affairs commission (CAC), Contact Address, Telephone Number (GSM), and E-mail Address. The Letter Headed paper must bear the Names and Nationalities of the Directors of the company/firms at the bottom of the page and duly signed by the authorized officer of the company/firm and documents/information must be arranged and submitted in the sequence/order as listed above.

SUBMISSION OF DOCUMENTS

Interested companies/firms are required to submit their Expression of Interest (EOI) documents in sealed envelopes with the project title clearly marked as indicated (procurement of comprehensive consultancy services for Architectural and Engineering Designs Including Bills of Engineering Measurement and Evaluation (BEME) for The Construction of NAFDAC state offices). The EOI document must be addressed to:

The Director-General (NAFDAC)

Attention: Head Procurement Procurement Unit (Third Floor)

NAFDAC Headquarters

Plot 2032, Olusegun Obasanjo Way, WuseZone 7, Abuja.

CLOSING DATE AND TIME FOR SUBMISSION OF EOI DOCUMENTS

All EOI documents must be hand-delivered on or before **12:00 noon on Thursday, 11 June, 2020**. Any document received after submission deadline shall be returned un-opened.

OPENING OF EOI DOCUMENTS

EOI documents shall be opened immediately after the close of submission at **12:00 noon on Thursday, 11 June, 2020** at the conference Room 2nd floor NAFDAC Headquarters Building, Plot 2032, Olusegun Obasanjo Way, Wuse Zone 7, Abuja. Interested Service providers/companies/firms and their representatives, civil society organisations and the general public are invited to witness the opening process.

Notes:

(a) Successful Service providers/companies/Firms will be shortlisted and invited to collect Request for Proposal on each applicable Lot No.

- (b) Submitting Expression of Interest (EOI) does not commit NAFDAC to award the contract to any service provider/company/firm
- (c) NAFDAC reserve the right to verify claims made by any service provider/company/firm
- (d) Submitting false documents is an offence, which will lead to disqualification and prosecution.
- (e) Firms should not bid for more than two (2) Lots;
- (f) NAFDAC is not bound to shortlist 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: MANAGEMENT

NAFDAC