

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.

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.

Description of Projects

Lot 1 – Procurement and supply of optical scanning device for forms processing

Lot 2 – Supply and installation of forms tracking management system and electronic integrated multimedia queue management system for customer service center

Lot 3 – Customer care Centre remodeling and branding

Lot 4 – Provision of Security Services for Head office and Wuse II Office

Lot 5 – Provision of Cleaning Services for Head office and Wuse II Office

Lot 6 – Provision of Generator Maintenance Services for

Head office and Wuse II Office

Lot7 – Engagement of Consultant for the reviewing of operational Guidelines, benefit Packages and Tariffs.

Lot 8- Engagement of Consultant for the development of Protocol for offenses, breaches, penalties/Sanctions and presentation to relevant stakeholders.

Lot 9 – Supply of Beverage?

Lot 10 – Purchase of Drivers' Uniforms

Lot 11 – Production and Airing of Radio Magazine in Local languages

Lot 12 – Printing of NHIS Documents and Pull up banners.

Lot 13 – Production of corporate Gift Items

Lot 14 – Media Consultancy Services

Lot 15 – Consultancy Services for Redesign of Reception Area and Approach view of the NHIS Head office

Lot 16 – Consultancy Services for the Design of NHIS Prototype offices for the Zonal and State offices of the federation

Lot 17- Production and Erection of bill boards

Lot 18- Maintenance and Retainer ship of Operating software for automated contribution disbursement

Requirements:

Prospective bidders are required to submit the following documents: Only companies that can show evidence of the documents should submit the pre-qualification documents:

(i) Certificate of incorporation/Registration with Corporate Affairs Commission (CAC)

(ii) Evidence of current Certificate from PENCUM in accordance with the Pension Reform Act of 2004

(iii) Tax Clearance Certificate for the last three (3) years (2012, 2013 & 2014)

(iv) A current sworn Affidavit that none of the Directors has been convicted in any court of law of any criminal offence.

(v) Evidence of current compliance with the amended Industrial Training Fund Act, 2012

- (vi) Evidence of VAT Registration with TIN No.
- (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)
- (xi) Company profile and Technical qualification of key personnel with evidence of experiences on similar jobs
- (x) Company Audited Accounts for the last three years (2012, 2013 and 2014) showing annual turnover

Collection of Bid Documents

Interested firms are to collect bid documents from the Head, Procurement Department, Pent, House, National Health Insurance Scheme (NHIS),

Plot 297, POW, Mafemi Crescent,

Utako District, Abuja, upon the presentation of a proof of a non- refundable payment of N10,000.00 (Ten Thousand Naira only) UBA bank draft in favour of National Health Insurance Scheme.

Submission of Tenders and Closing date

The documents should be submitted in two separate sealed envelopes each clearly marked “**Pre-qualification Documents**” and “**Financial Bids Documents**” with the appropriate Lot number marked and project title boldly written at the right hand corner of each envelope and addressed to:

The Head, Procurement Department

National Health insurance Scheme (NHIS)

Plot 297, POW Mafemi Crescent

Utako District, Abuja

The sealed envelopes should be deposited in the Tender Box in the ; Office of the Head, Procurement Department, Penthouse, National Health Insurance Scheme (NHIS), Plot 297, POW, Mafemi Crescent, Utako District, Abuja **not later than 12 noon, June 16th, 2015.**

Late submissions will not be accepted please.

Please Note:

(i) All CAC, VAT, PENCOM 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.

(iii) The Evaluation of the received documents shall be strictly based on the requirements as specified above.

Signed

Head, Procurement Department

For: Executive Secretary