

Federal Republic of Nigeria

National Health Insurance Scheme (NHIS)

Invitation for Submission of Tenders and Expression of Interest

Introduction

The National Health Insurance Scheme (NHIS), is an agency established for the purpose of facilitating easy access of health care services to all Nigerians.

In efforts to achieving this objective, the Scheme intends to embark on the execution of various projects.

Consequently, the Scheme is inviting reputable contractors with relevant proven competence and experience to submit tenders and Expression for the execution of the following projects:

(1) DESCRIPTION OF THE PROJECTS:

Lot 1: Consultancy Services for Risk Management

Lot 2: Consultancy Services for Actuarial Valuation

Lot 3: Provision of Consultancy Services for ICT projects

Lot 4: Consultancy Services for Media Relations and Special Public communications strategies

Lot 5: Design & Installation of Call Centre Technology phone call Management System & Data Analytics and Reporting

Lot 6: Maintenance and Support of Wuse 11 Data Centre

Lot 7: Production of Radio and Television Jingles for Nation-Wide Placements

Lot 8: Half Hour Radio Magazine Programme in Hausa, Yoruba, Igbo and Pidgin

Lot 9: Provision of Insurance Cover for NHIS Vehicles

Lot 10: Provision of Insurance Cover for NHIS Properties

Lot 11: Audit of the Scheme's Account for Year 2015

Lot 12: Accreditation of Health Maintenance Organization (HMO)

Lot 13: Fixed Assets Verification and Enumeration for IPSAS Compliance

- Lot 14: Printing of Fliers, Posters, Handbills, Operational Guidelines/Blueprint, Implementation/HCFs & HMOs Quality Management Manuals, NHIS Service Tariffs, Benefit Package Pamphlets and HCF Sticker
- Lot 15: Procurement of Computer Systems, Laptops, iPads, and Printers
- Lot 16: Biometric Clock time attendance for HQ and Wuse II Office
- Lot 17: Suspended Projectors, Projector Screen, Communication System/Video Enabled
- Lot 18: Purchase of NHIS Project Vehicles
- Lot 19: Replacement of Window Blinds with Wooden Venetia Type
- Lot 20: Fencing of Allocated Land to NHIS
- Lot 21: Production of Public Enlightenment/Promotional items
- Lot 22: Interactive E-Board & Touchscreen Multifunctional Computer TV
- Lot 23: Procurement of Library Books (e-Books and Periodicals)
- Lot 24: Procurement of Diesel (AGO) for Utako and Wuse II Offices

SCOPE OF THE PROJECTS

The scope of the various projects are detailed in the standard bidding documents which shall be issued to interested bidders.

(2) ELIGIBILITY REQUIREMENTS:

Prospective bidders must possess the under-listed requirements to be eligible to participate in this procurement exercise: –

- (a) Certificate of Incorporation/Registration with Corporate Affairs Commission (CAC)
- (b) Current Tax Clearance Certificates for the last three (3) years (2013, 2014 & 2015)
- (c) Evidence of Current Pension Clearance Certificate in compliance with the Amended PenCom Reform Act 2014.
- (d) Company's Audited Accounts for the last three (3) years (2013, 2014 & 2015 respectively), showing annual turnover

- (e) Evidence of current ITF Certificate in compliance with Industrial Training Fund (ITF) Amended Act, 2011.
- (f) Evidence of Registration on the National Database of Contractors, Consultants and Service Providers by inclusion of Interim Registration Report (IRR) issued by the Bureau of Public Procurement (BPP)
- (g) Evidence of registration with the Nigeria Social Insurance Trust Fund (NSITF) (Certificate only)
- (h) Current sworn affidavit disclosing: –
 - (I) That the company is not in receivership, insolvent or bankrupt.
 - (II) That the company does not have any Director who has ever been convicted in any court in Nigeria or any other country for criminal offence in relation to fraud or financial impropriety
 - (III) Whether or not any officer of the Bureau of Public Procurement (BPP) or officer or Council Member of National Health Insurance Scheme (NHIS) is a former or present Director, Shareholder or has any pecuniary interest in the bidder.
 - (IV) That all documents submitted for the bidding are true and correct in all particulars.
- (i) Company must have current Corporate Membership Certificate with Computer Professionals Registration Council of Nigeria for Lot 15.
- (j) Company must have current Registration with National Insurance Commission (NAICOM) for Lots 9&10
- (k) Evidence of Financial Capability and Banking Support (Bank Reference from a reputable bank)
 - (l) Verifiable evidence of similar jobs successfully executed or being executed by the firm (indicating contact addresses of clients, Letters of Award and Completion Certificates)
- (m) Company Profile and Technical qualifications of key professional staff with evidence of current registration with the relevant professional Bodies

(3) COLLECTION AND SUBMISSION OF BID DOCUMENTS

Tender Fees:

A non-refundable tender fee for the project is Ten Thousand Naira (N10,000.00) only payable by all bidders. **The tender fee should be in Bank Draft payable to National Health Insurance Scheme (NHIS).**

Collection of Tender Documents:

Tender documents are obtainable from the Procurement Department, 4th Floor, National Health Insurance Scheme (NHIS) on presentation of the original copy of Receipt issued by Finance and Account Department of NHIS as evidence of payment of the tender fee.

Submission of Tender Documents:

Prospective bidders for the Consultancy Services (Lots 1-13) shall enclose three (3) Technical Documents (one (1) original and two (2) copies) in one envelop marked “Expression of Interest” with the Project Title and Lot Number boldly written at the Top Right Corner of the Envelop.

Prospective bidders for the Works and Supply of Goods Projects (Lots 14-24) shall enclose as follows:

- (a) Two (2) Technical Documents in a separate envelope (marked Technical)
- (b) Two (2) Financial Bid in another envelope (marked Financial)
- (c) Both Technical and financial documents shall be enclosed in one sealed envelope with Project Name and Lot Number.

Submissions should be addressed to:

The General Manager, Procurement Department

National Health Insurance Scheme (NHIS)

Plot 297, POW Mafemi Crescent

Utako District, Abuja

The completed and sealed bid documents should contain the bidder’s name on the reverse side of the envelope and be deposited in Tender Box in the Procurement Department between the hours 8am-5pm Monday-Friday.

CLOSING DATE & OPENING

Submission of bid documents closes on 29th November, 2016 at 12 noon prompt. Any bid received after the stated date and time shall not be considered. The submitted bids will be opened on the same day, **29th November, 2016 at 12 noon at 3Js Hotel, Opposite Customary Court of Appeal, Utako-Abuja.** Bidders/company representatives and interested members of

the public including relevant professional bodies, Civil Society and Non-Governmental Organizations are hereby invited to witness the public opening of the technical bids.

PLEASE NOTE THAT

(d) All CAC, PENCOM, ITF, TAX, BPP, FRC Certificates and/or letters may be referred to the Security Agencies, Corporate Affairs Commission (CAC), Federal Inland Revenue Services (FIRS), National Pension Commission, Bureau of Public Procurement (BPP) and other relevant bodies for verification.

(e) All documents listed above must be arranged in the order of listing in both the original and duplicate copies

(f) Only pre-qualified bidders will be invited for the next stage of the procurement process.

(g) Original documents of any aspect of a company's submission may be requested for sighting.

(h) Bidders are not permitted to bid for more than two (2) lots. **Any bidder that violates this rule shall be disqualified.**

(i) Bidders for **lot 15 should have an average annual turnover of not less than N150 million** and for lots 7,15 & 18 **should have an average annual turnover of not less than N50 million in the last three years (2013, 2014 & 2015) as indicated on the Current Tax Clearance Certificate (TCC).**

(6) DISCLAIMER:

- The NHIS is not obligated to award a contract to any bidder and/or applicant and reserves the right to cancel and/or discontinue the procurement process at any stage without incurring any liability thereby to the bidders.
- This advertisement *shall not* be construed as a commitment on the part of NHIS *nor* shall it entitle any contractor/company to make any claim or seek indemnity from the National Health Insurance Scheme (NHIS).

Signed:

**General Manager, Procurement Department,
NHIS Headquarters, Utako-Abuja**