

National Agency for Food & Drug Administration and Control (NAFDAC)

Invitation to Tender

The National Agency for food and Drug Administration and Control (NAFDAC), in line (with its statutory mandates, intends to implement some projects under the 2014 financial year and in accordance with the procurement Act 2007.

The Agency hereby invites interested reputable and competent contractors with relevant experience and good track record to submit Technical /Financial bid for the following projects.

S/N	Project	Contract Number	Scope	Non-Refundable Fees
1	Construction of Perimeter Fence and Gate – House	NAFDAC/CP/14/001	The project comprises of erection of Fence & Gate-House, (Substructure & Superstructure)covering an area of about 18.72Ha of land located at Kyami District Cadastral Zone E23	20,000.00
	Construction of Perimeter Fence and Gate – House	NAFDAC/CP/14/002	The project consists of Fence & Gate -House, (Substructure & Superstructure) covering an area of about 5.03Ha of land located at unongo Mega Layout along Aliade/Oturkpo Road Greater Makurdi, Makurdi.	N20,000.00
3	Production Printing and supply of Information Education & Communication	NAFDAC/OH/14/003	This supply will entails printing of coloured posters/handbills on Mobile Authentication Service,	N20,000.00

	Materials		Health Benefits of Exclusive Breast feeding and Text Messages to check quality of Drugs	
			The scope will cover production of customize branded T-Shirt on Mobile Authentication Service,	
4	Production and Supply of Public enlightenment Materials	NAFDAC/OH/14/003	Health Benefits of Exclusive Breast feeding and Ant-counterfeiting cutting edge technologies	N20,000.00

Eligibility Requirements

Prospective bidders are required to submit the following documents

- a) Evidence of Registration with Corporate Affairs Commission (CAC), namely Certificate of Incorporation, Memo and Articles of Association
- b) Tax Clearance Certificate for three years i.e. 2011, 2012, and 2013.
- c) Valid Certificate of compliance with Pension Act issued by the National Pension Commission.
- d) Evidence of VAT Registration and Remittance.
- e) Evidence of compliance with ITF Provision, by inclusion certificate of compliance from Industrial Training Fund.
- f) Detailed Company profile, including curriculum vitae, Academic and professional Certificate of staff to be used for the projects, their work experience and attestation of their availability

- g) Evidence of experience of company/firm in at least three (3) jobs of similar nature and executed within the last three years with verifiable letters of awards, job completion certificate and final payment certificate form Government or other reputable Agencies
- h) Evidence of Financial Capability/Letter of Bank Support from a reputable Bank.
- l) Annual Accounts & Auditors Report for the last three years i.e. 2011, 2012, and 2013 duly endorsed by at least two directors of the company and stamped by a firm of chartered Accountants
- j) Sworn Affidavit indicating that all document submitted are genuine and verifiable
- k) Sworn Affidavit that the company/firm is not bankrupt and that none of the Directors has been convicted in any court of law for any criminal offence.
- l) Sworn Affidavit that no staff of NAFDAC is a Director of the Company
- m) Clear indication of Head Office Address of the company or firm
- n) Evidence of ownership of equipment for the job or lease agreement for relevant equipment needed for the project
- o) Possession of satisfactory Quality Assurance/Quality Control Manual as

Collection of Bid Documents

Interested company should collect bid document as from July, 21st 2014, upon payment of a non refundable fee of N20,000.00 naira per contract number in bank draft in favour of "National Agency for Food and Drug Administration and Control" at the procurement unit located on the third floor of the main building NAFDAC Headquarters Abuja.

Submission of Tender Documents

Completed bid should be submitted in three copies (one original and two other copies) and all pages dully endorsed by the bidders. The documents should be sealed and

labeled (Technical and Financial bid as appropriate) separately and the two envelopes be put in another envelop that should also be sealed and labeled with the contract number bidden clearly written at the top left hand corner of the envelop and addressed to

The Secretary

Tenders, NAFDAC Headquarters

Plot 203Z Olusegun Obasanjo Way,

Zone 7 Wuse, Abuja

Closing, of Submission

Submission of Technical and Financial Bids ends **on September 1st 2014** at 12.00 noon and shall be opened immediately at conference room NAFDAC Headquarters Plot 2032 Olusegun Obasanjo way zone 7 Wuse Abuja. All bidders, representative of professional bodies, civil society organization are strongly advised to be present.

Important Information

1. No Submission will be entertained after 12.00 noon on Monday 1st September, 2014.
- ii. Technical bids submitted by interested companies will be assessed and only tenders of those found technically competent, that their financial bids will be opened at a date to be announced.
- iii. NAFDAC shall reserve the right to reject any submission based on unverifiable information
- iv. NAFDAC will not be responsible for any cost or expenses incurred by any interested party(ies) in connection with any response to this invitation.
- v. This notice shall not be construed to be a commitment on the part of NAFDAC to award any form of contract to any respondent.

Signed:

Management