

## **National Agency for Food and Drug Administration and Control (NAFDAC)**

### **Invitation to Tender**

Bids are hereby invited from interested and reputable contractors with relevant experience and good track record in respect of the following projects.

#### **LOT 1: Completion of Existing Laboratory Building at NAFDAC Laboratory Kaduna**

##### **Scope:**

##### **The works include among others:**

- Aluminium Windows and Partitioning
- Floor and Wall Tiling
- Suspended Gypsum ceiling
- Supply and Installation of cassette Air- conditioners
- Fortification and plastering of Perimeter Fence
- Electrical and Mechanical Works
- Concrete Interlocking tiles

#### **Lot 2: Furnishing of NAFDAC Property at No. 10/16 Mobil Road Apapa Lagos**

- Supply/Installation of Office furniture

#### **LOT 3: Completion of Renovation Works at NAFDAC Laboratory Oshodi**

- Construction of drainage line and interlocking kerbs.

- Renovation of toilets facilities

**LOT 4: Renovation and Rehabilitation of NAFDAC Office Port Harcourt**

**Scope:**

**The works include among others:**

- Aluminium Windows and Partitioning
- Floor and Wall Tiling
- Suspended Gypsum ceiling
- Interlocking tiles

**LOT 5: Printing of NAFDAC Public Enlightenment Compendium:**

**Specification**

**Cover:** 250gsm Art card/Glasy Full Processed Colour (Gloss Laminated)

**Inside:** 120gsm Art Paper (Full Colour)

**Finishing:** Staple Binding, Direct Imaging Printing, full colour process (In and out), two page Di-cutting with lasser film

**Size:** A4

**No. of Pages:** 54 (Inclusive of Cover)

**Total QTY:** 10,000 copies

**LOT 6: Printing of NAFDAC in Focus: A Compendium of Press Reports on NAFDAC Activities**

**Cover:** 400gms Art Card/Glasy Full Processed Colour (Gloss Laminated) **Inside:** 90gsm Art Paper (Full Colour)

**Finishing:** Perfect Binding, full colour process (In and out), two page

**Size:** A3

**No. of Pages:** 500 (Inclusive of Cover)

**Total QTY:** 10,000 copies

**Lot 7: Design, Development and Implementation of Biometric Staff Attendance Scheme**

**Lot 8: Supply of Desktop and Laptop Computers** (in various spec. details in bid documents)

**Lot 9: Supply of Pharmaceutical Refrigerators**

**Lot 10: Renovation of NAFDAC EID Zonal and State Office, Narayi Kaduna State**

**Lot 11: Supply and Installation of Laboratory Benches at Kaduna Laboratory**

**Bidding Criteria**

All interested contractors are required to submit the following documents along with the financial bids

- i. Evidence of Company Registration with (Certificate of Incorporation) by Corporate Affairs Commission
- ii. Company Tax Clearance Certificate for the last (3) years i.e. 2008, 2009 and 2010.
- iii. Audited Accounts for the last three years
- iv. Evidence of VAT Registration Certificates and past Remittances
- v. Verifiable List of Previous/similar works successfully completed in recent past with their locations names of clients. (Copies of award letter, completion certificates/final payment certificates should be attached)
- vi. Company profile and organizational structure, including names, qualifications, resume of key personnel with addresses and phone numbers, photocopies of certificates and professional registration certificates.

vii. Evidence of financial strength to execute the project (Certified Bank Statement for the past three months), Bank reference and a letter of credit facility from a reputable commercial bank with a commitment to provide loan facility for the execution of the contract if eventually the contract is won.

viii. List of equipment and technological Capacity (State whether the equipment are leased, hired or owned, if owned attached proof)

**Collection of Tender Documents:**

Bid documents are to be collected **on or before 27<sup>th</sup> October 2011** between 10.00am and 4.00pm each day upon payment of a non refundable fee of N50,000.00 naira per lot 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 bids as appropriate) separately and the two envelopes be put in another envelop that should also be sealed and labeled with the lot number bidden, clearly written at the top left hand corner of the envelop and addressed to.

**The Secretary**

**Tenders Board**

**NAFDAC**

**Plot 2032 Olusegun Obasanjo Way**

**Wuse Zone 7**

**Abuja**

**Closing of Submission:**

All submission of tenders documents (Lot 1-11) ends on 22<sup>nd</sup> November 2011 by 12.00 noon and shall be opened immediately at conference room NAFDAC Headquarters plot 2032 Olusegun Obasanjo way zone 7 Wuse Abuja. Civil Society Organization, bidders or their representative are strongly advised to be present.

**Note:**

- Interested and eligible bidders for lot 5 and 6 may obtain samples at the address above during office hours, 10.00am -4.00pm Monday to Friday.
- No submission will be entertained after 12.00 noon Tuesday on 22<sup>nd</sup> November 2011
- Companies without the documents listed in I -IV above need not apply as they will be disqualified ab initio.
- Technical bids submitted by interested companies will be assessed and only tenders of those found technically competent, that their financial bids will be opened for evaluation.
- This notice shall not be construed to be a commitment on the part of NAFDAC to award any form of contract to any respondent nor shall it entitle any organization submitting any document to claim indemnity from the Agency.

**Signed**

**Management**

**NAFDAC...Safeguarding the Health of the Nation**