

**Federal Neuro-Psychiatric Hospital,**

**Benin City**

**Pre-Qualification of Contractors for Capital Projects, Consultancy Services, Minor Works, Supply of Medicine/Medical Supplies, Laboratory Reagents, General Goods and Services for the 2015 Financial Year.**

**Preamble**

(1) The Federal Neuro-Psychiatric Hospital, Benin City in a bid to improve its services in the year 2015 will procure goods, works and services for both Uselu and Permanent Site of the Hospital. Consequently, the hospital is inviting reputable/competent contractors to apply for Pre-qualification with a view to bidding for the procurement of such goods, works and services, interested contractors are hereby requested to submit relevant documents as only prequalified contractors will be invited to tender for 2015.

**Pre-Qualification Requirement**

**Interested companies are expected to submit the following documents for pre-qualification;**

- (a) Evidence of registration with Corporate Affairs Commission:
- (b) Evidence Of Corporate Tax Clearance for last three (3) years; (as applicable)
- (c) Evidence of VAT Registration (as applicable)
- (d) Evidence of PEN COM Registration; (as applicable)
- (e) Evidence of registration with Industrial Training Fund (ITF); (as applicable)
- (f) Evidence of Financial capacity or possible assistance from bank;
- (g) Evidence of Technical Ability; (as applicable)
- (h) Evidence of similar projects previously completed in last three (3) years.

The use of unverifiable projects may lead to disqualification;

- (i) Evidence of registration as a contractor with Federal Neuro-Psychiatric Hospital, Benin City (2015 registration as a contractor);
- (j) Sworn affidavit that no member of the hospital management is a director in the company;
- (k) Companies interested in supply of medicines (medical supplies) are to enclose up to date;
- (i) Registration of premises with Pharmacists Council of Nigeria; and
- (ii) Registration of Superintendent Pharmacist with Pharmacists Council of Nigeria.

### **(3) Submission of Documents**

All contractors are to submit the above stated documents in a sealed envelope tagged application for prequalification of Contractor for the year 2015 addressed to Head, Procurement, Procurement Unit, Federal Neuropsychiatry Hospital, **P.M.B, 1108, Benin City, Edo State not later than 18<sup>th</sup> March, 2015**

### **(4) Opening of Submitted Documents**

Submitted documents shall be opened immediately after the deadline for submission at **12:00 noon on 18<sup>th</sup> March, 2015** at the **Board room, Federal Neuro-Psychiatric Hospital, P.M.B, 1108, BeninCity.**

### **(5) Contact Person**

For all enquiries regarding the registration process, you may contact;

**Head, Procurement, Procurement Unit,  
Federal Neuro-Psychiatric Hospital  
P.M.B, 1108,  
Benin City,  
Edo State**

### **(8) Disclaimer**

**Please Note;**

- (i) This is not an invitation to tender.

(ii) The advertisement shall not be construed as a commitment nor shall it entitle any company to make any claim or seek indemnity from Federal Neuro-Psychiatric hospital by virtue of such companies having to respond to this advertisement;

(iii) Only Pre-qualified contractors will be invited to tender for contracts in the year 2015

(iv) All Certificates of Registration expire **31<sup>st</sup> December, 2015.**

(v) All expenses Incurred in preparing pre-qualification responses shall be borne solely by prospective companies

**Signed:**

**O.I Omorodion**

**Head, Procurement**