

**Federal Neuro-Psychiatric Hospital, Benin City**

**Registration of Contractors for Capital Projects, Consultancy Services, Minor Works, Supply of Medicine/Medical Supplies, Laboratory Reagents, General Goods and Services for the 2016 Financial Year**

**(1) Preamble**

The Federal Neuro-Psychiatric Hospital, Benin City in a bid to improve its services in the year 2016 will procure goods, works and services for both Uselu and Permanent Sites of the hospital. Consequently, the hospital is inviting reputable/competent contractor to apply for registration 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 registered contractors will be invited to tender for 2016

**(2) Registration Requirement**

**Interested companies are expected to submit the following documents for registration.**

- (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 PENCUM 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 (2016 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 Pharmacist Council of Nigeria.

**(3) Submission of Documents**

All Contractors are to submit the above stated documents in a sealed envelope tagged application for registration of Contractor for year 2016 addressed to the Head, Procurement, Procurement Unit, Federal Neuro-Psychiatric Hospital, P.M.B. 1108, Benin City, Edo State and dropped in a bid box located at 1<sup>st</sup> floor (Medical Director's Office) **not later than 11<sup>th</sup> March, 2016.**

**(4) Opening of Submitted Documents**

Submitted documents shall be opened immediately after the deadline for submission by **12.00 noon 11<sup>th</sup> March, 2016 at the Board Room, Federal Neuro-Psychiatric Hospital, P.M.B. 1108, Benin City, Edo State.**

**(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**

**(6) 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 to seek indemnity from Federal Neuro-Psychiatric Hospital by virtue of such companies having to respond to this advertisement;
- (iii) Only register contractors will be invited to tender for contracts in the year 2016.
- (iv) All expenses incurred in preparing registration responses shall be borne solely by prospective companies.

**Signed:**

**O. T. Omorodion  
Head, Procurement**