

National Health Insurance Scheme

Corporate Headquarters, Abuja

Submission of Pre-Qualification and Tenders Documents

The National Health Insurance Scheme is an agency of the Federal Government of Nigeria established for the purpose of Facilitating easy access to quality healthcare services for all Nigerians.

In compliance with the Public Procurement Act 2007, the Scheme hereby invites interested and reputable firms with relevant experience and good track record to submit documents necessary for consideration.

Description of Projects

- Lot 1- Procurement of Monitoring vehicles for Headquarters, Zonal and State Offices

- Lot 2- Consultancy services for the development of the landed property for NHIS Corporate Headquarters

- Lot 3- Consultancy for Actuarial Services

- Lot 4 – Procurement of 250 KVA Generator for the Wuse II office

- Lot 5 – Provision of Insurance cover for the Scheme's vehicles

- Lot 6 – Procurement of Furniture

- Lot 7- Purchase of diesel (AGO) for the Head and Wuse II offices

- Lot8 – Procurement of Computer sets including Printer

- Lot9- Production and Airing of NHIS documentary and jingles on radio and television.

- Lot10- Procurement of Media Support Equipment for Zonal and State Offices

- Lot 11- Consultancy Services for Verification of payments to Health Providers in all the States

Requirements:

Prospective bidders are required to submit the following documents: Only companies that can show evidence of the documents should submit the pre-qualification documents:

- (i) Certificate of incorporation/Registration with Corporate Affairs Commission (CAC)
- (ii) Evidence of current Certificate from PENCMI in accordance with the Pension Reform Act of 2004
- (iii) Tax Clearance Certificate for the last three (3) years (2012, 2013 & 2014)
- (iv) A current sworn Affidavit that none of the Directors has been convicted in any court of law of any criminal offence.
- (v) Evidence of current compliance with the amended Industrial Training Fund Act, 2012
- (vi) Evidence of VAT Registration with TIN No.
- (vii) Verifiable list of similar jobs successfully executed in the last three years including letters of award, project cost and contact address of the clients
- (viii) Evidence of financial capability -to execute the projects (Bank guarantees from reputable banks will form part of the evaluation criteria)
- (x) Company profile and Technical qualification of key personnel with evidence of experiences on similar jobs.
- (xi) Company Audited Accounts for the last three years (2012, 2013 and 2014) showing annual turnover

Collection of bid documents

collect bid documents from the Head, Procurement Department, Pent House, National Health Insurance Scheme (NHIS), Plot 297, POW, Mafemi Crescent, Utako District, Abuja, upon the presentation of a proof of a non-refundable payment of N10,000.00 (Ten Thousand Naira only) UBA bank draft in favour of National Health Insurance Scheme.

Submission of Tenders and Closing date

The documents should be submitted in two separate sealed envelopes each clearly marked “**Pre-qualification Documents**” and “**Financial Bids Documents**” with the appropriate Lot number marked and project title boldly written at the right hand corner of each envelope and addressed to:

The Head, Procurement Department

National Health Insurance Scheme (NHIS)

Plot 297, POW Mafemi Crescent

Utako District,

Abuja.

The sealed envelopes should be deposited in the Tender Box in the office of the Head, Procurement Department, Penthouse, National Health Insurance Scheme (NHIS), Plot 297, POW, Mafemi Crescent, Utako District, Abuja **not later than 12 noon, May 5th 2015, Late submissions will not be accepted please.**

Please Note;

- (i) All CAC, VAT, PENCOS and TAX clearance Certificate may be referred to the security agencies, Corporate Affairs Commission, Federal Inland Revenue Service (FIRS), National Pension Commission and other relevant bodies for verification,
- (ii) The NHIS reserves the right to reject any or all the submissions that do not meet up with the requirements as specified.
- (iii) The Evaluation of the received documents shall be strictly based on the requirements as specified above.

Signed

Head, Procurement Department

For: Executive Secretary