

FEDERAL MEDICAL CENTRE, ASABA
P.M.B. 1033, ASABA, DELTA STATE, NIGERIA
INVITATION TO TENDER FOR COVID-19 INTERVENTION PROGRAMMES
PROJECTS
EMERGENCY PROCUREMENT

1. INTRODUCTION

Federal Medical Centre Asaba Delta State was appropriated Funds in the 2020 Appropriation Act (Amendment) for COVID-19 Intervention Programmes. In compliance with the Public Procurement Act, 2007, the Hospital hereby invites all interested and eligible Contractors/Suppliers with relevant experience to tender for the following:

2. SCOPE OF WORK /SUPPLY

CATEGORY	PROJECT DESCRIPTION
ML	Procurement of Molecular Laboratory Equipment
	<ol style="list-style-type: none"> 1. Procurement and Installation of Molecular Laboratory Equipment 2. Procurement and Installation of 10KVA Solar Inverter 3. Procurement of Ambulance 4. Procurement of Computer, Printer and UPS 5. Procurement of Laboratory Grade Refrigerators/Freezers 6. Procurement of Molecular Laboratory Reagents

3. ELIGIBILITY REQUIREMENTS

- i. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC), including Form CAC 1.1 or CAC 2 and CAC7;
- ii. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years (2017, 2018 and 2019) valid till 31st December, 2020;
- iii. Evidence of current Pension Compliance Certificate valid 31st December, 2020;
- iv. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2020;
- v. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2020;
- vi. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31st December, 2020, or valid Certificate issued by Bureau of Public Procurement;
- vii. Sworn Affidavit:
 - disclosing whether or not any Officer of the relevant Committees of the Federal Medical Centre Asaba Delta State or the Bureau of Public Procurement is a former or present Director, Shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
 - that the company is not in receivership, bankruptcy or insolvent;
 - that none of the Company's Directors has been convicted of fraud in any country;
- viii. Company's Audited Accounts for the last three (3) years - 2017, 2018 and 2019;
- ix. Evidence of financial capability to execute the Project by submission of Reference Letter from a reputable Commercial Bank in Nigeria indicating willingness to provide credit facility for the execution of the Project when needed;
- x. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the Project including copies of their Academic/Professional qualifications;

- x. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Job Completion Certificates, Final Maintenance Certificates and Photographs of the Project;
- xi. ML1 & 5: Letter of Authorization from the Original Equipment Manufacturers listed in the Approved Policy for Procurement of Health and Medical Equipment for Tertiary Hospitals in Nigeria, for bidders;
- xii. ML2 & 4: Letter of Authorisation as representatives of the Original Equipment Manufacturer (OEM);
- xiii. ML3: Only companies included in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles or their authorised representatives should bid for the vehicles;
- xiv. For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner);
- xv. All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No.) and e-mail address. The Letter Head Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorized Officer of the Firm.

4. COLLECTION OF TENDER DOCUMENTS

Interested Companies are to collect the Standard Bidding Documents from the Office of Head (Procurement Unit) Room 8, Administrative Block, Federal Medical Centre between the working hours of **8.30 a.m. and 4.00 p.m.** daily on the payment of a Non-refundable Tender Fee of **₦10,000:00** into **FEDERAL MEDICAL CENTRE ASABA ACCOUNT THROUGH THE REMMITTA PLATFORM**. The photocopy of teller for this payment should be attached to the Tender Documents.

5. SUBMISSION OF TENDER DOCUMENTS

Prospective Bidders are to submit two (2) hard copies each of the technical and financial bids with softcopy of financial bid only in MS Excel format, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid".

Thereafter, put the two sealed envelope together in a bigger sealed envelope

Addressed to:

**The Medical Director,
Federal Medical Centre Asaba**

and clearly marked with **(the name of the project and the Lot number e.g. Lot 1 Procurement of Molecular Laboratory Equipment Bear a statement " DO NOT OPEN BEFORE 12:00 noon on Friday, 20th November, 2020"**

Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and drop in the designated Tender Box in the Office of the **Head (Procurement) Room 8 Administration Block Federal Medical Centre Asaba** not later than **12:00 noon on Friday, 20th November, 2020**. Please, ensure that you sign the Bid Submission Register in the Office.

6. OPENING OF TECHNICAL BIDS

Only the **Technical** bids will be opened immediately after the deadline for submission at **12:00 noon** on **Friday, 20th November, 2020** in the Hospital Auditorium Building while the Financial Bids will be kept unopened. Please, ensure you sign the Bid submission Register in the (Office of Office of Head (Procurement Unit) Room 8, Administrative Block, FMC Asaba) If all Envelopes are not sealed and marked as required; the FMC Asaba will not be held liable for misplaced or wrongly submitted bids. ***For further enquiry, please contact the Head, Procurement on this e-mail address: kpobor@gmail.com***

7. GENERAL INFORMATION

- Bid must be in English Language and signed by an Official Authorised by the Bidder
- Bids submitted after the deadline for submission would be returned unopened.
- All costs will be borne by the bidders
- The Federal Medical Centre Asaba is neither committed nor obliged to pre-qualify any Contractor or to award the contract to any Supplier Agent.
- The FMC Asaba will only recognize and correspond with only authorized Officers of the tendering Companies and NOT through individuals or agents acting on their behalf.
- Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording with the presence of two (2) representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti-Corruption/Transparency;
- Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened
- This advertisement for invitation shall neither be constructed as a commitment on the part of the FMC Asaba nor shall it entitle any contractor to make any claim whatsoever and/or seek any indemnity from Federal Medical Centre Asaba
- Federal Medical Centre Asaba reserves the right to invoke the provisions of Section 28 of Public Procurement Act (PPA) without incurring any liabilities to the bidder.

Signed
Head (Procurement)
For: Medical Director