

**FEDERAL MEDICAL CENTRE,
P.M.B. 1004, OLD AKWANGA ROAD KEFFI
NASARAWA STATE**

**INVITATION TO TENDER FOR COVID-19 INTERVENTION PROGRAMMES
PROJECTS (EMERGENCY PROCUREMENT)**

1.0 INTRODUCTION

The Federal Medical Centre, Keffi Nasarawa State was appropriated funds in the 2020 Appropriation Act (Amended) for COVID-19 intervention programmes. In compliance with the Public Procurement Act 2007 and extant guidelines on public procurement, the Federal Medical Centre, Keffi Nasarawa State hereby invites all interested and eligible contractors/Suppliers with relevant experience to tender for the following projects:

2.0 SCOPE OF WORKS/SUPPLIES

LOT NO	PROJECT TITLE
Lot P1	Procurement & Installation of Molecular Laboratory Equipment & Training
Lot P2	Procurement & Installation of Isolation Ward Equipment & Training
Lot P3	Procurement and Installation of Intensive Care Unit (ICU) & Training
Lot P4	Procurement of Personal Protective Equipment (PPEs)

3.0 ELIGIBILITY REQUIREMENTS

- a. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including form CAC 1.1 or CAC2 and CAC7;
- b. Evidence of Company's Income Tax Clearance Certificate for the last three years (2017, 2018, & 2019) valid till 31st December, 2020;
- c. Evidence of Pension Compliance Certificate valid till 31st December, 2020;
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2020;
- e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2020;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring 31st December, 2020 or valid Certificate issued by the Bureau of Public Procurement;
- g. Sworn Affidavit disclosing whether or not any officer of the relevant committee of Federal Medical Centre, Keffi 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;
- h. Company's Audited Account for the last three years - 2017, 2018 & 2019;
 - i. 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;
 - j. Company's Profile with the Curriculum Vitae of key staff to be deployed for the project, including copies of their Academic/Professional qualifications. At least 5 trained Original Equipment Manufacturer (OEM) Biomedical Engineers in the country
 - k. 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 projects. Bidders must show evidence of ability to provide planned preventive maintenance following installation
 - l. P1, P2 & P3: Letter of Authorization from Original Equipment Manufacturers listed in the approved policy of procurement of Health and Medical Equipment for Tertiary Hospitals in Nigeria for bidders;
 - m. 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);
 - n. A Bid security of 2% of the bid price by way of Bank Guarantee issued by a reputable commercial bank acceptable to the procuring entity where applicable;
 - o. All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's letter headed 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 letterhead 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.

4.0 COLLECTION OF TENDER DOCUMENTS

Interested companies are to collect Standard Bidding Documents from the Procurement Unit with evidence of payment of non-refundable tender fee of **₦10,000.00** per Lot, paid into the TSA ACCOUNT NAME - FEDERAL MEDICAL CENTRE, KEFFI, and PURPOSE: BIDDING DOCUMENT in any reputable commercial bank in Nigeria.

5.0 SUBMISSION OF TENDER DOCUMENTS

Prospective bidders are to submit bid for each Lot desired, two (2) hard copies each of the technical bids 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 envelopes together in a bigger sealed envelope and addressed to **Medical Director/CE, Federal Medical Centre, Keffi Nasarawa State** and clearly marked with the name/title of the project.

Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated tender box at the Procurement Unit, at the administrative building, FMC KEFFI, old Akwanga Road, Keffi Nasarawa State not later than **12:00 noon on Thursday, 10th December, 2020**.

6.0 OPENING OF TECHNICAL BIDS

Only the technical bids will be opened immediately after the deadline for submission at **12:00 noon on Thursday, 10th December, 2020**, at the Board room Federal Medical Centre, Keffi, while the Financial Bids will be kept un-opened. Please, ensure that you sign the Bid submission register in the Procurement Unit, at the Administrative Building, FMC KEFFI, old Akwanga Road, Keffi Nasarawa State, as the FMC Keffi will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Head of Procurement Unit on e-mail address: procurement@fmckeffi.gov.ng

7.0 GENERAL INFORMATION

- i. Bids must be in English language and signed by an official authorised by the Bidder;
- ii. Bids submitted after deadline for submission would be returned un-opened;
- iii. Bidders should not Bid for more than one (1) Lot;
- iv. All costs will be borne by Bidders;

- v. Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- vi. Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of unsuccessful bidders will be returned un-opened;
- vii. 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 bid opening will be covered by video recording with the presence of two (2) representatives of private sector professional bodies and Civil Society Organization in the area of Anti-corruption/Transparency;
- viii. This advertisement for invitation shall neither be construed as a commitment on the part of the Federal Medical Centre, Keffi nor shall it entitle any contractor to make any claim whatsoever and /or seek any indemnity from the Federal Medical Centre, Keffi, Nasarawa State;
- ix. The Federal Medical Centre, Keffi is not bound to pre-qualify any bidder and reserve the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

SIGNED
MEDICAL DIRECTOR/CHIEF EXECUTIVE
FEDERAL MEDICAL CENTRE, KEFFI