

**FEDERAL MEDICAL CENTRE
PMB 502, YENAGOA
BAYELSA STATE**

INVITATION TO TENDER FOR COVID-19 EMERGENCY PROCUREMENT

1.0 INTRODUCTION

In compliance with the requirements of the Public Procurement Act, 2007 and extant regulations on the Procurement of Goods, Works and Services, the Federal Medical Centre, Yenagoa, Bayelsa State, in furtherance of its responsibility as a tertiary health institution in the management of COVID-19 pandemic, hereby invites interested, competent and reputable contractors with relevant experience, requisite expertise and good track record to submit Technical/Financial Bids for the under-listed projects.

2.0 PROJECT DESCRIPTION

CATEGORY A: GOODS

LOT 1: PROCUREMENT OF PPES / LABORATORY CONSUMABLES

CATEGORY B: NON-CONSULTANCY SERVICES

LOT 2: DECONTAMINATION OF THE ENTIRE HOSPITAL

The scope of work is as detailed in the Standard Bidding Document to be issued to Bidders

3.0 ELIGIBILITY REQUIREMENTS

Interested companies are required to submit the following documents:

- i. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC2 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 till 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 BPP;
- vii. A Sworn Affidavit:
 - a. disclosing whether or not any officer of the relevant committees of the Federal Medical Centre, Yenagoa or the Bureau of Public Procurement is former or present Director, shareholder, or has pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
 - b. that none of the directors has been convicted in any country for any criminal offence including fraud or financial impropriety
 - c. that the company is not in receivership, insolvency or bankruptcy
- viii. Evidence of Financial Capability 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;
- ix. Company's Audited Accounts for the last three (3) years, 2017, 2018 and 2019 duly stamped by a reputable audit firm;
- x. Comprehensive Company's profile showing organizational structure with Curriculum Vitae of relevant key staff to be deployed for the project, including copies of their Academic and Professional Qualifications;
- xi. Evidence of performance of at least three (3) similar jobs completed for the last five (5) years with Certificate of Completion or on-going projects with Interim performance Certificate with work status at least 70% completion including Letters of Award, and photographs of the projects
- xii. 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 and Sworn Affidavit are compulsory for each JV partner)
- xiii. All documents for submission must be transmitted with a covering/forwarding letter under the company/firm letter headed paper bearing amongst others the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), contact address, telephone number (GSM) and email

address. The letter headed 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

4.1. Tender Documents are obtainable from the **Procurement Unit**, Prof. E. N. Etebu Administration Block (2nd Floor), Federal Medical Centre, Yenagoa within the working hours of 8am-4pm(Monday - Friday) upon presentation of evidence of payment of non-refundable Tender Fee of **₦10,000.00** only per LOT.

4.2. Payment should be made to Federal Medical Centre, Yenagoa through **TSA Account REMITA Platform at any reputable Commercial Bank in Nigeria**

5.0 SUBMISSION OF TENDER DOCUMENTS

- i. Prospective bidders shall submit completed Technical and Financial Bids in two (2) hard copies, one copy of technical and one copy of financial bid with soft copy financial bids in MS EXCEL format packaged separately in sealed envelopes and labeled "Technical Bid" and "Financial Bid" respectively with the company name and address indicated at the back of the envelope. The two envelopes should be enclosed in one big sealed envelope and marked (Technical and Financial), clearly stating the project name and LOT number at the top right hand corner of the envelope and address to:

**The Medical Director
Federal Medical Centre
Yenagoa, Bayelsa State**

- ii. And drop the envelope in the designated Tender box at the above address not later than **12:00 noon on Tuesday 27th October, 2020.**

6.0 OPENING OF TECHNICAL BIDS

Only the Technical Bids shall be opened immediately after the deadline for submission of bids at **12:00 noon on Tuesday 27th October, 2020** in the Boardroom of Federal Medical Centre, Yenagoa, while the Financial bids shall be kept unopened. Bidders should sign the bid submission register in the Procurement Unit, Prof. E. N. Etebu Administration Block (2nd Floor), Federal Medical Centre, Yenagoa. For further enquiries contact the Head of Procurement on fmcynwsbulletin@yahoo.com or evebabyyme@gmail.com

7.0 PLEASE NOTE THAT:

- i. Submission of Tender does not mean that Federal Medical Centre, Yenagoa is under any obligation whatsoever to award your company any contract
- ii. All required documents may be referred to the Security Agencies, Corporate Affairs Commission, Federal Inland Revenue Service (FIRS), PENCOM, ITF and other relevant bodies for verification
- iii. All Bids submission must be in English Language
- iv. Bids received after the deadline for submission shall be returned un-opened
- v. Presence of bidders/ representatives and members of the public shall not be required during 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 the areas of Anti-Corruption/Transparency;
- vi. Bid documents can also be collected in soft copies and Bidders can submit through Post Courier Services)
- vii. Only pre-qualified bidders at technical evaluation shall be invited at a later date for financial bids opening, while the financial bids of unsuccessful bidders shall be returned unopened
- viii. Federal Medical Centre, Yenagoa reserves the right to annul the selection process at any time without incurring any liability in accordance with Section 28 of the Public Procurement Act, 2007

**Signed
Dr. D. O. Allagoa
Medical Director**