

**UNIVERSITY OF CALABAR TEACHING HOSPITAL CALABAR  
PMB 1271, CALABAR**

**INVITATION TO TENDER FOR COVID-19 INTERVENTION  
PROGRAMME PROJECTS FOR 2020  
EMERGENCY PROCUREMENT**

**A. INTRODUCTION**

The University of Calabar Teaching Hospital, Calabar (UCTH, Calabar), a tertiary health institution, in implementation of her 2020 Appropriation Act (Amendment) for COVID-19 Intervention Programmes and in compliance with the Public Procurement ACT, 2007 hereby invites interested, qualified and reputable contractors with relevant experience and track record to tender for the following projects:

**B. PROJECT DESCRIPTION**

<b>LOT NO</b>	<b>DESCRIPTION</b>
LOT 1	Procurement & Installation of Molecular Laboratory Equipment
LOT 2	Procurement & Installation of ICU Equipment
LOT 3	Procurement & Installation of Isolation Centre Equipment
LOT 4	Procurement of Personal Protective Equipment

**C. ELIGIBILITY REQUIREMENTS**

Bidders should submit the following documents in their technical profile:

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC 1.1 or CAC<sub>2</sub> and CAC<sub>7</sub>;
- b. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31<sup>st</sup> December, 2020.
- c. Evidence of current Pension Compliance Certificate valid till 31<sup>st</sup> December, 2020;
- d. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2020;
- e. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> 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 on 31/12/2020 or valid Certificate issued by BPP;
- g. Company Audited Accounts for the last three (3) years (i.e. 2017, 2018 and 2019)
- h. Sworn Affidavit:

- i. disclosing whether or not any officer of the relevant committees of the University of Calabar Teaching Hospital, Calabar 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;
- ii. that none of the Directors of the company has ever been convicted by any Court of Law;
- iii. that the Company is not bankrupt or a party to liquidation proceedings in any Court of Law;
- i. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of award, Valuation Certificates, Completion Certificates and Photographs of the projects. Only Supplier with exceptional and convincing exposure and experience in Molecular Laboratory Equipment and ICU Equipment will be considered for LOT 1 and LOT 2 respectively.
- j. Evidence of financial capacity of the company 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;
- k. Company's profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications;
- l. Letter of Authorization from the Original Equipment Manufacturers (OEM) listed in the Approved Policy for Procurement of Health and Medical Equipment for Tertiary Hospital in Nigeria, for bidders of Lots 1, 2 & 3;
- 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. All documents for submission must be transmitted with a covering/Forwarding letter under the Company/Firm's Letter Head Paper bearing among others, the Registration Number (RC), Contact Address, Telephone Number (Preferably GSM) 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 authorized officer of the firm.

#### **D. COLLECTION OF TENDER DOCUMENTS**

The tender documents are to be collected from Procurement Office, UCTH, Calabar between the working hours of 08.30am and 04.00pm daily upon the payment of non-refundable Tender Fee of ₦10,000.00 per LOT into University of

Calabar Teaching Hospital REMITA's Account in any reputable commercial bank in Nigeria and presentation of the copy of Hospital's receipt. The photocopy of the receipt should be attached to the Tender Documents. The Teller for the payment should be converted to Hospital Receipt at the Finance & Accounts Department of the University of Calabar Teaching Hospital.

#### **E. SUBMISSION OF TENDER DOCUMENTS**

Completed tender documents should be two Hard copies (Marked "Original" & "Copy) each for both Technical & Financial Bids with Soft copy of Financial bid only in MS Excel Format, packaged in two separated sealed envelopes clearly marked at the top right corner of each envelope stating the title of the project i.e. "TECHNICAL BIDS FOR LOT 1:" & FINANCIAL BIDS FOR LOT 1:" and at the reverse side the name of the company should boldly be written. Both envelopes shall then be put in a large envelope clearly marked at the top right corner stating the title of the project and the name and address of the company at the reverse side and be left in the appropriate Tender Box at Procurement Office, Administrative Building, to be addressed to:

The Chief Medical Director,  
University of Calabar Teaching Hospital  
PMB 1271,  
Calabar.

The submission should be made not later than **12:00 noon on Friday, 4<sup>th</sup> December, 2020**. Late submission will be returned un-opened. Please make sure you signed Bid Submission Register at Procurement Office, Administrative Building UCTH, Calabar, as Hospital will not be held responsible for misplaced or wrongly submitted Bids.

#### **F. OPENING OF TECHNICAL BIDS**

Only the technical bids will be opened immediately after the deadline for submission at **12:00 noon on Friday, 4<sup>th</sup> December, 2020** at the Hospital's Board Room.

#### **G. NOTATION**

- Bids must be in English Language and duly signed by official authorised by the bidder;
- Bidders should not bid for more than two (2) Lots;
- This publication is for information purpose only and does not constitute an offer by the Hospital to transact with any party for the project, nor does it constitute a commitment or an obligation on the part of the Hospital to award the contract to any contractor or agent.

- The Hospital will not be responsible for any cost or expenses incurred by any interested company(ies) in connection with any response to this invitation and/or preparation or submission of the documents;
- Bids submitted after the dateline shall be returned unopened;
- All costs will be borne by the bidder.
- This advertisement for invitation shall neither be constructed as a commitment on the part of the University of Calabar Teaching Hospital, Calabar, nor shall it entitle any contractor to make any claim whatsoever and/or seek any indemnity from the University of Calabar Teaching Hospital, Calabar.
- The bidders/representative presence and members of 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 relevant Civil Society Organizations and Professional bodies.
- Bids documents can also be collated in soft copies and Bidders can submit through Post (Courier Services);
- 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.
- The UCTH, Calabar is not bound to pre-qualify any bidder and reserves 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;
- For further clarifications/enquiries please contact Procurement Officer on 08056573230 or ihwopaul@gmail.com(10.00am to 03.00pm Monday to Friday).

SIGNED

Head of Procurement  
For: Chief Medical Director