

**NATIONAL ORTHOPAEDIC HOSPITAL,
PMB 3087, DALA, KANO STATE
INVITATION TO TENDER FOR COVID-19 EMERGENCY PROCUREMENT**

1. INTRODUCTION

In compliance with the requirements of the Public Procurement Act, 2007 and extant regulations on the Procurement of Goods, Works and Services, the National Orthopaedic Hospital Dala, Kano 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. PROJECT DESCRIPTION

CATEGORY A: GOODS

LOT 1: PROCUREMENT OF LABORATORY EQUIPMENTS/ CONSUMABLES

LOT 1A: MOLECULAR LAB EQUIPMENT/CONSUMABLES

LOT 1B: HAEMATOLOGY EQUIPMENT/ CONSUMABLES

LOT 1C: CLINICAL CHEMISTRY EQUIPMENT/CONSUMABLES

LOT 1D: MICRO BIOLOGY EQUIPMENT/ CONSUMABLES

LOT 1E: HISTO PATHOLOGY EQUIPMENT/CONSUMABLES

LOT 2: SUPPLY AND INSTALLATION OF COMPUTERIZED TOMOGRAPHY SCANNING MACHINE

CATEGORY B: WORKS

LOT 3: RENOVATION OF LABORATORY DEPARTMENT

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

3. 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:
 - disclosing whether or not any officer of the relevant committees of the National Orthopaedic Hospital, Dala, Kano State 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;
 - that none of the directors has been convicted in any country for any criminal offence including fraud or financial impropriety;
 - 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. Documentary evidence of at least three (3) similar jobs completed in the last five (5) years with Certificate of Completion or on-going projects with Interim Performance Certificate with work status at least 70% completion, Letters of Awards and photographs of the projects
- xii. 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 of Category A;
- xiii. Category B: List of Plants/Equipment with proof of Ownership/Lease;
- 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 and Sworn Affidavit are compulsory for each JV partner)
- xiv. 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. COLLECTION OF TENDER DOCUMENTS

- 4.1. Tender Documents are obtainable from the Procurement Unit, Administrative Block (1st Floor), National Orthopaedic Hospital Dala, Kano 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 National Orthopaedic Hospital Dala through TSA Account REMITA Platform at any reputable Commercial Bank in Nigeria.

5. 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 labelled "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
National Orthopaedic Hospital Dala
Kano State**

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

6. OPENING OF TECHNICAL BIDS

Only the Technical Bids shall be opened immediately after the deadline for submission of bids at **12:00 noon on Thursday, 12th November, 2020** in the Dr Kabir Abubakar Boardroom 2nd Floor Administrative Block of National Orthopaedic Hospital Dala while the financial bids shall be kept unopened. Bidders should sign the bid submission register in the Procurement Unit, Administrative Block (1st Floor), National Orthopaedic Hospital Dala. For enquiries, contact the Head of Procurement on nohdala@nohkano.gov.ng

7. GENERAL INFORMATION

- i. Submission of Tender does not mean that National Orthopaedic Hospital Dala 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), PENCOR, 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 Organization in 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. National Orthopaedic Hospital Dala 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. M.N. Salihu
Medical Director