

FEDERAL AIRPORTS AUTHORITY OF NIGERIA
INVITATION TO PRE-QUALIFICATION FOR PROCUREMENT OF MEDICAL DRUGS,
REAGENTS AND EQUIPMENT UNDER FAAN 2023 IGR BUDGET

1. INTRODUCTION

In compliance with the Public Procurement Act 2007, The Federal Airports Authority of Nigeria (FAAN) intends to undertake the under listed projects under its 2023 financial year (IGR) budget. Consequently, the Authority wishes to invite competent and reputable registered Pharmaceutical/Chemical Companies and Drugs and Laboratory Devices Manufacturers Distributor/Representatives to submit tender in the following projects.

2. LIST OF PROJECTS

Lot 1: Supply of Medicines and Medical Disposables

Lot 2: Supply of Laboratory Reagents

Lot 3: Supply of Medical Equipment

3. ELIGIBILITY REQUIREMENTS

- a) Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including certified true copy of Memorandum and Articles of Association forms CAC 2 and CAC7 (where applicable);
- b) Evidence of Company's Income Tax Clearance Certificates (or personal income Tax clearance certificates of all partners in case of Business name) for the last three (3) years (2020, 2021 & 2022) valid till 31st December 2023;
- c) Evidence of Pension Clearance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 15 and above).
- d) Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2023 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2023;
- f) Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2023 or valid Certificate issued by BPP;
- g) Sworn affidavit from Court of competent jurisdiction in Nigeria (Federal or State), Including

stamped passport photograph and signature of deponent/declarant;

- disclosing whether or not any officer of the relevant committees of the Federal Airports Authority of Nigeria or Bureau of Public Procurement (BPP) is a former or present Director, shareholder or has any pecuniary interest in the company;
- Confirm that all information presented in its bids are true and correct in all particulars.
- That no director has been convicted in any county for any criminal offence relating to fraud impropriety or criminal misrepresentation of falsification of facts relating to any matter.
- That the company is not in receivership, the subject of any form or bankruptcy proceedings of the subject of any form of winding up petition or proceeding
- That the company does not have existing loan or financial liability with a bank, other financial institutions of third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months.

h) Company's Audited Accounts for the last three years (2020, 2021 & 2022)

i) Evidence of financial capability to execute the project by submission of Reference letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;

j) Company's profile, with Curriculum Vitae of key personnel showing verifiable evidence of their academic, professional qualifications and experience including membership of professional qualifications and experience including membership of professional regulatory bodies.

k) Verifiable documentary evidence of at least three (3) similar jobs completed/ongoing` project in the last five (5) years including letters of awards, Contract Agreements, job completion etc;

l) Clear indication of Head office address (PCN) registered Premise of the company quoting (applicable to lot 1 only)

m) Letter of introduction

n) Superintendent Pharmacist current license to practice for the year 2023 (Not Applicable to lots 2 & 3)

o) Manufacturers, Dealers/Approved Representatives of the Medical equipment as approved by the Bureau of Public procurement (Applicable to lots 2 & 3 only)

p) Installation of equipment and training on operation of equipment (Applicable to lots 2 & 3)

q) For supply of Equipment: letter of authorization from the Original Equipment Manufacturer(s) or evidence of proficiency in the installation and training on operation of

such equipment is required.

r) All documents for submission must be submitted with a Covering/Forwarding letter under the Company's letter head paper bearing amongst others, the Registration Number (RC) as issued by the CAC, Contact Address, Telephone Number (preferably GSM No) fax and email 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. SUBMISSION OF DOCUMENTS

- Prospective bidders are to submit two (2) hard copies along with their soft copies. The Bids for each of the Lot desired are to be packaged separately in sealed envelopes and clearly marked as "Technical Bid' Thereafter, put the two (2) sealed envelopes in a bigger sealed envelope addressed to The General Manager (Procurement), FAAN Headquarters Annex, Ikeja – Lagos, from 8:30am to 4:00pm, Monday to Friday.
- The lot number must clearly write at the top left corner of the envelope.
- All documents must be submitted to the office of The General Manager (Procurement), FAAN Headquarters, Ikeja – Lagos, from 8:30am to 4:00pm, Monday to Friday.
- Contacts: Phone No. 08033011334 or 08034706549 (available within the hours of 8am – 4pm, Monday to Friday), Email Address: procurement@faannigeria.org
- Submission of expression of interest documents shall close at exactly **11:30 am on Wednesday 4th October, 2023.**

4. OPENING OF TENDER DOCUMENTS

Bid documents shall be opened immediately after deadline for submission at 11:30 am on Wednesday 4th October, 2023, at the the procurement department, Maintenance Yard, FAAN headquarters Annex, Ikeja, Lagos.

5. IMPORTANT INFORMATION

- Documents are to be submitted on-lot-by-lot basis and no company is allowed to submit bid documents for more than one (1) lot. Violators shall be disqualified.
- FAAN reserves the right to verify the authenticity of any claims made on the bid documents submitted by companies
- Failure to comply with the instruction(s) and provide any required document(s) shall automatically result in disqualification.
- Original of all the above-listed eligibility documents may be requested for sighting as at

when needed.

- Late submissions will be returned unopened
- All submissions must be in English Language
- Submissions should be clear on the areas of lot of interest.
- Bidders can submit through Post (Courier Services); provided the bid is received before deadline
- Only pre-qualified bidders will be invited at a later stage for collection of financial tender documents
- At a later stage, prequalified bidders would be requested to submit the updated copies of their statutory documents e.g. Tax, PENCOM, ITF, NSITF, BPP and any other relevant document. Failure to do so shall lead to disqualification
- This advertisement shall not be construed as a commitment on the part of FAAN, nor shall it entitle a bidder to make any claim(s) whatsoever and/or seek any indemnity from the FAAN, by virtue of such bidder having responded to this publication.
- FAAN is not bound to prequalify and bidder 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.

SIGNED