

THE FEDERAL HIGH COURT OF NIGERIA

2023 INVITATION FOR PRE-QUALIFICATION FOR TENDER 2023

(1) INTRODUCTION

The Federal High Court of Nigeria wishes to pre-qualify competent contractors and other service providers who wish to tender for jobs in the various areas specified below and accordingly invites interested parties who are competent, experienced and reputable to apply.

The Services are required in our offices, Courts and official residences all over the Country's (39) Judicial Divisions, including Abuja. Below are areas to apply for pre-qualification.

(2) SCOPE OF SUPPLIES/SERVICES

(A) THE AREAS OF SERVICES REQUIRED

Lot 1	FHC/CAP/ME/001/2023 MEDICAL EQUIPMENT:
Lot 1a	Supply of Medical Equipment
Lot 1b	Supply of Drugs, Reagents and other related consumables.
	FHC/CAP/FFE/002/2023
Lot 2	FIRE FIGHTING EQUIPMENT: Supply and Servicing of Fire Fighting Equipment.
	FHC/CAP/LBPE/003/2023
Lot 3:	LIBRARY BOOKS, PERIODICALS AND EQUIPMENT:
Lot 3a	Supply of Law Books, Law Reports and other Periodicals
Lot 3b	Supply of Library Equipment.
Lot 4	FHC/CAP/CON/008/2023 TRAINING CONSULTANCY
Lot 4a	Judges and Staff Training
Lot 4b	Medical Consultancy

(3) ELIGIBILITY REQUIREMENTS

Prospective bidders are required to submit the following documents;

(a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7. Business Name is also acceptable for Services;

(b) Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name) for the last three (3) years 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 Nigeria Social Insurance Trust Fund (NSITF) Clearance 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:

- disclosing whether or not any officer of the relevant committees of the Federal High Court of Nigeria 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;

- that no Director has been convicted in any Country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter;

- that the Company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings;
- (h) Company's Audited Accounts for the last three (3) years -2020, 2021 & 2022;
- (i) 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 such as COREN, QSRBN, ARCON, CORBON etc.;
- (k) Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
- (l) Lot 1a: Letter of Authorisation from the Original Equipment Manufacturers listed in the Approved Policy for Procurement of Health and Medical Equipment for Tertiary Hospitals in Nigeria;
- (m) For Supply of Other Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
- (n) Lot 1b: Evidence of Firm's current practice Licence issued by the Pharmacy Council of Nigeria or other related regulatory professional bod(ies);
- (o) Lot 3a: Evidence of membership of Publishers or Booksellers Association of Nigeria;
- (p) Lot 4a: Evidence of Firm's current registration with relevant regulatory professional body(ies) such as Centre for Management Development (CMD);
- (q) Lot 4b: Evidence of current registration with the Medical and Dental Council of Nigeria or other related regulatory professional body(ies);

(r) For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Clearance Certificate, ITF Compliance Certificate, NSITF Clearance Certificate, IRR & Sworn Affidavit are compulsory for each JV partner)

Note: All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firm's Letter Head 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 authorised officer of the firm.

(4) SUBMISSION OF PREQUALIFICATION DOCUMENTS

Pre-qualification documents must be enclosed in a sealed envelope marked "2023 PRE-QUALIFICATION" carrying the project name, stating the LOT and the name of the bidding company boldly written at the back top left corner of the envelope and addressed to CHIEF REGISTRAR FEDERAL HIGH COURT OF NIGERIA and submitted to SECRETARY, DEPARTMENTAL TENDERS BOARD, FEDERAL HIGH COURT HEADQUARTERS (GROUND FLOOR) SHEHU SHAGARI WAY, CENTRAL BUSINESS DISTRICT, FCT ABUJA. Not later than **11:00 a.m. on 17 October, 2023**. Opening of the bid will take place at Justice Ukeje Hall (First Floor) Federal High Court Headquarters, Abuja at **11:00 a.m. on 17 October, 2023**.

(5) GENERAL INFORMATION

- (a) EOIs/Bids must be in English Language and signed by an official authorised by the bidder;
- (b) EOIs/Bids submitted after the deadline for submission would be returned un-opened;
- (c) Bidders should not bid for more than two (2) Lots;
- (d) All costs will be borne by the bidders;

- (e) The EOIs/Technical Bids will be opened in the presence of CSOs and Professional bodies and covered by video recording; invitation link will be sent to bidder who chooses to join the EOIs/bid opening online;
- (f) Goods: Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of tender documents;
- (g) Services: Only shortlisted Consultants will be invited at a later date for collection of Request for Proposals;
- (h) The Federal High Court of Nigeria is not bound to pre-qualify/shortlist 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.

SIGNED

**THE CHIEF REGISTRAR
FEDERAL HIGH COURT OF NIGERIA**