

FEDERAL MEDICAL CENTRE

PMB 502, YENAGOA, BAYELSA STATE

INVITATION TO TENDER FOR CAPITAL PROJECTS

(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 Federal Medical Centre, Yenagoa, Bayelsa State, hereby invites interested, competent and reputable contractors with relevant experience, requisite expertise and good track record to tender for the under-listed 2023 capital projects

(2) PROJECT DESCRIPTION

CATEGORY A: WORKS

LOT NO	PROJECT NAME	PP S/N
Lot 1	Construction of Transparent Roof Sheets on Steel/ Metal Struts Members Over the Administration Building/ Repairs of Leaking Roofs	Serial No. 000028
Lot 2	Renovation and Expansion of Mother and Child Group of Complexes	Serial No. 000029

CATEGORY B: GOODS

LOT NO	PROJECT NAME	PP S/N
Lot 3	Furnishing of Female Ward. General Hospital. Abua	Serial No. 000034
Lot 4	Furnishing of Male Ward. General Hospital, Abua	Serial No. 000035
Lot 5	Purchase of Office Furniture and Fittings	Serial No. 000030

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

(3) ELIGIBILITY REQUIREMENTS

Interested companies are required to submit the following documents:

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC1.1 or CAC2 and CAC7;
- (b) Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the 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 Current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2022 (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 Nigerian 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 31st December, 2023 or valid Certificate issued by BPP;
- (g) A Sworn Affidavit:
 - 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;
 - that none of the Company's 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;

- (h) Reference letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- (i) Works: List of Plants, Equipment with proof of Ownership, Lease Agreement.
- (j) Company's Audited Accounts for the last three (3) years 2020, 2021, & 2022;
- (k) Comprehensive Company's profile showing organisational structure with Curriculum Vitae of relevant key staff to be deployed for the project, including copies of their Academic and Professional Qualifications such as COREN, QSRBN, ARCON, CORBON, etc.:
- (l) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Award, Valuation Certificates, Job Completion Certificates and photographs of the projects:
- (m) Category B: 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.

Note: 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.

Failure to submit any of the above listed documents shall be sufficient grounds for disqualification.

(4) COLLECTION OF TENDER DOCUMENTS

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 N10,000.00 only per LOT, paid into the Federal Medical Centre, Yenagoa's TSA at any reputable Commercial Bank in Nigeria.

(5) SUBMISSION OF TENDER DOCUMENTS

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 Ag. Medical Director

Federal Medical Centre,

Yenagoa, Bayelsa State

and drop the envelope in the designated Tender box at the above address not later than **12:00 noon on Wednesday, 15 November, 2023**

(5.1) OPENING OF TECHNICAL BIDS

Only the Technical Bids shall be opened immediately after the deadline for submission at **12:00 noon on Wednesday, 15 November, 2023**, in the Boardroom of Federal Medical Centre, Yenagoa while the financial bids shall be kept unopened. Bidders should ensure to sign the Bid Submission Register in the Procurement Unit, Prof. E. N. Etebu Administration Block (2nd Floor). Federal Medical Centre Yenagoa, as the Federal Medical Centre, Yenagoa shall not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Head of Procurement on ebiteinye5@gmail.com

(6.0) GENERAL INFORMATION

- (i) All Bids submission must be in English Language and signed by an official authorised by the bidder:
- (ii) Submission of Tender does not mean that Federal Medical Centre, Yenagoa is under any obligation whatsoever to award your company any contract
- (iii) All costs will be borne by the bidders
- (iv) Bids received after the deadline for submission shall be returned un-opened
- (v) Bidders should not bid for more than two (2) Lots
- (vi) Evaluation of Bids and documents shall be strictly based on the requirements specified above
- (vii) The Technical Bids will be opened in the presence of two (2) representatives of Civil Society Organisations in the areas of Anti-Corruption/Transparency and private sector Professional bodies and covered by video recording (invitation link will be sent to bidders who chooses to join the bid opening online)
- (viii) The Federal Medical Centre, Yenagoa is not obliged to award the contracts to the lowest cost bidder.
- (ix) 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
- (x) All required documents shall be referred to the Security Agencies, Corporate Affairs Commission, Federal Inland Revenue Service (FIRS), PENCOM, ITF and other relevant bodies for verification
- (xi) The Federal Medical Centre, Yenagoa reserves the right to annul the selection process at any time in the interest of the public without incurring any liability in accordance with Section 28 of the Public Procurement Act. 2007.

SIGNED

T. WELLINGTON DICK

(HEAD OF PROCUREMENT DEPARTMENT)

FOR: AG. MEDICAL DIRECTOR