

## **FEDERAL NEURO-PSYCHIATRIC HOSPITAL**

**PMB 1322, BAGA ROAD, MAIDUGURI, BORNO STATE**

### **INVITATION TO TENDER FOR THE 2024 CAPITAL DEVELOPMENT FUND PROJECTS**

#### **1. INTRODUCTION**

The Federal Neuro-Psychiatric Hospital Maiduguri (FNPH, Maiduguri), in implementation of her 2024 capital projects and in compliance with the Public Procurement Act, 2007 hereby invites all interested qualified and reputable contractors with relevant experience and track record to submit pre-qualification and tender for the following Goods, Works and Services.

#### **2. SCOPE OF GOODS/SUPPLIES & WORKS**

##### **CATEGORY A: PROCUREMENT OF GOODS/SUPPLIES/SERVICES**

##### **LOT NO: PROJECT DESCRIPTION**

Lot A1:      Equipping & furnishing of Engineering & stores departments

Lot A2:      Medical Outreach in Askira-Uba/Hawul Federal Constituency, Borno state

##### **CATEGORY B: PROCUREMENT OF WORKS**

##### **LOT NO: PROJECT DESCRIPTION**

Lot B1:      Reconstruction & Remodeling of Maternal & Child Complex & Female ward

Lot B2:      Construction & equipping of laundry department

Lot B3:      Phase 1 School of Psychiatric Nursing complex

#### **3. ELIGIBILITY REQUIREMENTS**

a. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC 1.1 or CAC 2 and CAC7;

b. Evidence of Company's Income Tax Clearance Certificates for the last three (3) years valid till 31st December 2024

- c. Evidence of Pension Clearance Certificate valid till 31st December, 2024 (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, 2024 (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, 2024;
- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2024 or valid Certificate issued by BPP;
- g. Sworn affidavit**
- disclosing whether or not any officer of the relevant committees of the Federal Neuro-Psychiatric Hospital, Maiduguri or Bureau of Public Procurement (BPP) 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 county for any criminal offence relating to fraud impropriety or criminal misrepresentation or 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
- h. Company's Audited Accounts for the last three years (2021, 2022 & 2023);
- i. 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 the curriculum Vitae of key staff to be deployed for the project, including copies of their academic/professional qualifications such as COREN, QSDRBN, ARCON, CORBON, COMEG etc;

- k. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including letters of awards, valuation certificates, job completion certificates and photographs of the projects;
- l. Works: List of plants/Equipment with proof of Ownership/Lease agreement;
- m. Lots A1: Letter of Authorization as representatives of the Original Equipment Manufacturers (OEMs)
- n. Lot A2: evidence of firm's current registration with the relevant regulatory professional body(ies) such as Medical & Dental Council of Nigeria (MDCN);
- o. For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificates, 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 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. COLLECTION OF DOCUMENTS**

The tender documents are to be collected from Procurement Office, FNPH Maiduguri, between the working hours of 8:30am and 4:00pm daily upon presentation of evidence of payment of a non-refundable tender fee of N10, 000.00 only per lot, paid into the Federal NeuroPsychiatric Hospital's Tender 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 Federal Neuro-Psychiatric Hospital. Maiduguri.

## **5. SUBMISSION OF TENDER DOCUMENTS**

Completed Tenders 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 BID LOT 1 and FINANCIAL BID LOT 1 and the reverse side the name of the company should boldly be written. Both envelopes shall then be put in a larger 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 old Board room, administrative block, to be addressed to:

**The Medical Director,  
Federal Neuro-Psychiatric Hospital,  
PMB 1322, Baga Road, Maiduguri, Borno state**

**The submission should be made not later than 12:00 noon Monday, 1st April, 2024.**

Please make sure you sign Bid Submission Register at Procurement Office, Federal Neuro-Psychiatric Hospitals, Maiduguri, as the Hospital will not be responsible for misplaced or wrongly submitted bids.

## **6. OPENING OF TECHNICAL BIDS**

Only the technical bids will be opened immediately after the deadline for submission at 12:00 on Monday, 1st April, 2024 at the Hospital's Old Board Room, Administrative Block, in the presence of bidders or their representatives.

## **7. GENERAL INFORMATION**

- a. Bids must be in English Language and signed by an official authorized by the bidder;
- b. Bidders should not bid for more than two (2) Lots;
- c. The Technical bids will be opened in the presence of bidders or their representatives, CSOs, in the areas of Anti-Corruption and Transparency and private Professional bodies; and will be covered by video recording' invitation link will be sent to bidder who chooses to join the bid opening online.

d. Only pre-qualified bidders at technical evaluation will be invited at later date for virtual financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;

e. The Federal Neuropsychiatric Hospital 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:**  
**MEDICAL DIRECTOR**