

NATIONAL EAR CARE CENTRE KADUNA

No. 3, GOLF COURSE ROAD/INDEPENDENCE WAY KADUNA

INVITATION TO TENDER/EXPRESSION OF INTEREST

1. INTRODUCTION

National Ear Centre, Kaunda was established to offer quality and reliable Ear, Nose and Throat specialist service based on international best practices, standards and to promote deafness prevention activities in communities. In compliance with section 25 (2)(ii) of the Public Procurement Act 2007, the National Ear Care Centre Kaduna hereby invites interested, competent and reputable bidders with relevant experience to tender for the following;

2. SCOPE OF PROJECT WORKS

LOT NO.	PROJECT DESCRIPTION
1	Provision and installation of solar powered inverters, batteries and accessories. GOODS
2	Procurement of vehicles
3	Procurement and installation of X-ray tube and accessories for CT Scan machine
4	Procurement of Medical equipment SERVICES
5	Provision/computerization of electronic medical records

3. ELIGIBILITY CRITERIA

- i. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Memorandum and Articles of Association Forms CAC1.1 or CAC2 and CAC7; Business name is acceptable for services;
- ii. Evidence of current CAC Annual returns by inclusion of CAC's letter of acknowledgment of filing annual return(s);

iii. Evidence of company's income Tax Clearance(or personal Income Tax Clearance Certificates for all partners) valid till 31st December, 2023;

iv. 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);

v. 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);

vi. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2023;

vii. 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 the Bureau of public Procurement (BPP);

viii. Sworn Affidavit disclosing

- Whether or not any officer of the relevant committees of the National ear Care Centre, Kaduna 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 the company is not bankrupt, in receivership or under liquidation or involved in any litigation which can potentially affect the company's ability to effectively discharge their responsibility if engaged;
- That the Director of the company has been convicted of procurement fraud in any country.

ix. 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;

x. Detailed company profile with curriculum vitae of key personnel's to be deployed for the project, including copies of their academic/professional qualification

- xi. Lot 2: bidders interested in LOT 2 must be the NADDC list of accredited locally manufactured brand in Nigeria;
- xii. Lot 3 & 4: 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;
- xiii. Lot 5: evidence of current licence/accreditation with computer professional registration council of Nigeria and Nationals Information technology Development Agency (NITDA)'
- xiv. Lot 5: Letter of Authorization from the Original Equipment Manufacturers
- xv. All documents for submission must be transmitted with a Covering/Forwarding letter under the company's letter head paper bearing amongst others, the registration Number (RC) is issued by the CAC, Contact Address, Telephone Number (preferably GSM No) and valid email address and official company's 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. A bidder is not allowed to bid for more than one lot.

4. COLLECTION OF BIDDING DOCUMENTS (CATEGORY A & B)

Interested bidders are required to collect bid documents at the procurement office (Room A11), first floor Administrative building between the hours of 9:00am to 4:00pm after presentation of an evidence of the payment of N10, 000 non-refundable tender fee, paid to the Centre's TSA Account via REMITA.

5. SUBMISSION OF BID/EOI DOCUMENTS

Prospective bidders for categories A & B are to submit two (2) bound hard copies each of the Technical and financial bids in sealed envelopes and clearly marked "Technical Bid" or "Financial Bid". Thereafter the two sealed envelopes should be put together in a bigger envelope and clearly marked with the name of the project and the lot number and addressed:

**The Medical Director,
National Ear Care Center**

N0 3 Golf Course Road/ Independence Way, Kaduna.

Furthermore, the reverse side of each sealed envelope should bear the name and address of the bidder boldly written at the center. The deadline for submission of bids is **12:00 noon of Monday, 4th March, 2024**, while EOI for category C shall be submitted not later than **12:00 noon of Monday 19th February, 2024**.

6. OPENING OF TECHNICAL BIDS/EOI DOCUMENTS

For categories A & B: Only the technical bids will be opened immediately after the deadline for submission at **12:00 Noon Monday 4th March, 2024** in the Conference Hall of National Ear Care Center Kaduna, while the financial bids will be kept un-opened. Meanwhile, EOI document shall be opened immediately after the deadline for submission **12:00 noon 19th February, 2024**.

Please, ensure that you sign the bid submission Register in the office of the Head of Procurement (Room A11) National Ear Care Center Kaduna, N0 3 Golf Course Road/ Independence Way, Kaduna, as the centre will not be held liable for misplaced or wrongly submitted bids.

7. GENERAL INFORMATION

- a. Category A & B: detailed description & specification shall be found in the STANDARD BIDDING DOCUMENTS (SBD);
- b. The Centre may verify any or all the claims made by a bidder and shall disqualify any company are found in addition to other sanctions that may be deemed necessary
- c. Note: a bidder should not bid for more than two (2) lots;
- d. Non-compliance with instructions will lead to disqualification.
- e. The EOI/technical bids will be opened in the presence of CSOs and professional bodies and covered by video recording, invitation link will be sent to the bidder who chooses to join the bid openings online.
- f. EOI/Bids submitted after the deadline for submission would be returned un-opened;

g. Category A & B: Only pre-qualified bidders at technical evaluation will be invited at a later date for virtual financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;

h. Category C: only shortlisted consultants will be invited at a later date for collection of Request for proposal;

8. DISCLAIMER

This advertisement is published for information purposes only and does not constitute offer by the procuring entity to transact with any party for the services, nor does it constitute a commitment or obligation on the part of the procuring entity. The procuring entity will not be responsible for any cost or expenses incurred by any interested part(s) in connection with any response to this invitation and or the preparation or submission in response to any inquiry. The Centre reserves the right to annul the bidding process at any time without incurring any liability thereof in accordance with section 28 of the Public Procurement Act, 2007.

SIGNED
MANAGEMENT