

**NATIONAL HOSPITAL ABUJA  
PROCUREMENT AND TENDER DIVISION  
PLOT 132 CENTRAL DISTRICTS (PHASE II) GARKI, ABUJA**

**REQUEST FOR EXPRESSION OF INTEREST (EOI) FOR CONSULTANCY SERVICE**

**1. INTRODUCTION**

In line with the guidelines and provision of the Public Procurement Act 2007, the National Hospital, Abuja intends to carry out the under listed projects which are parts of the approved capital project in the year 2024 and hereby invites competent, experienced and reputable firms/consultants to submit Expression of Interest for the provision of the following consultancy services;

**2. PROPOSED PROJECTS**

- a. Consultancy service for construction and furnishing of a modular clinics and a modular theatre.
- b. Consultancy service for construction of permanent administration block.
- c. Consultancy service for construction of presidential wing for high profile patients/clients.
- d. Consultancy service for construction and furnishing of Neuro Science Institutes.

**3. ELIGIBILITY REQUIREMENTS**

**Interested contractors/companies are required to submit the following documents in their EOI with their written application;**

- a) Evidence of certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Forms CAC 1.1 or CAC2 and CAC7.

Business name with form BN1 is also acceptable for services;

- b) Evidence of Company's Income Tax Clearance Certificates (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 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) Evidence of firm's current registration with the relevant regulatory professional body(ies) such as COREN, QSRBN, ARCON, CORBON etc;

h) Sworn affidavit

- disclosing whether or not any officer of the relevant committees of the National Hospital, Abuja Hospital 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 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

i) Company's audited account for the last three years (2021, 2022 & 2023);

j) Reference letter from a reputable commercial bank indicating willingness to provide credit facility for the execution of the project when needed;

k) Company's Profile with Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional 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 awards, valuation certificates, job completion certificates and photographs of the projects;

m) 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. SUBMISSION OF EXPRESSION OF INTEREST**

The EOI are to be submitted in two (2) Hard copies, must be neatly bound and sealed in envelopes clearly marked, at the top right corner of the envelope with the title of the project e. g Expression of Interest for LOT Y1A: Consultancy Services for construction of House Officers Quarters and addressed to:

**The Chief Medical Director**

**National Hospital Plot 132 Central District (Phase II)**

**P.M.B 425 Garki, Abuja and drop in the tender box in front of the Chief Medical Director's office on or before 12:00noon on Monday, 11th March, 2024.**

#### **5. OPENING OF EXPRESSION OF INTEREST**

The envelope containing the Technical Bid shall be opened at **12:00 noon, on Monday, 11th March, 2024**, at the Board Room National Hospital in the presence of bidders or their

representatives.

Please, ensure that you sign the EOI Submission Register with the security man by the tender box, as the National Hospital Abuja will be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the procurement department.

## **6. GENERAL INFORMATION**

- i. EOIs must be in English Language and signed by an official authorized by the bidder;
- ii. EOIs submitted after the deadline for submission would be returned unopened;
- iii. All documents submitted may be referred to the respective issuing authority for verification and authentication;
- iv. All cost will be borne by the bidders;
- v. The EOIs will be opened in the presence of bidders and two (2) representatives of private sector professional bodies and civil society organization in the areas of Anti-corruption/Transparency. The EOIs Opening will be covered by video recording and invitation link will be sent to bidders who choose to join the EOIs opening online.
- vi. Only shortlisted applicants for EOI's evaluation will be invited at a later date for collection of Request for Proposals.
- vii. The National Hospitals Abuja 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.

## **7. DISCLAIMER**

This advertisement is published for information and invitation only. The entity will be responsible for any cost or expenses incurred by any interested party/parties in connection with any response to this invitation and or other preparation or submission of the EOIs.

**SIGNED**  
**MANAGEMENT**