

## **NATIONAL ORTHOPAEDIC HOSPITAL**

### **EYAEN, BENIN CITY, NIGERIA**

## **INVITATION TO TENDER FOR THE EXECUTION OF CAPITAL PROJECTS IN THE HOSPITAL**

### **(1) INTRODUCTION**

The National Orthopaedic Hospital, Benin, a newly established specialist health care institution in Nigeria hereby invites qualified and reputable contractors/suppliers to tender for the execution of some projects in the Hospital.

### **(2.0) SCOPE OF PROJECTS**

<b>LOT NO.</b>	<b>PROJECTS DESCRIPTION</b>
	CATEGORY A: WORKS
1	Construction of office building for Administrative/Clinical Services
2	Construction of Solar Borehole with overhead tanks
	CATEGORY B: GOODS
3	Procurement of Ambulance
4	Procurement of project vehicle
5	Procurement of autoclaves, operation table and examination couch
6	Supply and installation of medical equipment/items
7	Procurement of office equipment and furniture
8	Supply and installation of CCTV cameras and solar street lights
9	Procurement and installation of radiology equipment
10	Procurement and installation of generators and outdoor security equipment
11	Procurement of laboratory equipment
12	Computerization of Hospital Services(First Phase)

### **(3.0) ELIGIBILITY REQUIREMENTS**

Firms interested in bidding in any of the Lots should submit the following eligibility

requirements:

- (i) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Forms CAC 1.1, CAC2 and CAC7;
- (ii) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years (2021, 2022 and 2023) valid till 31st December, 2024.
- (iii) Evidence of current Pension Compliance Certificate valid till 31st December, 2024 (this requirement is only applicable to bidders whose number of staff is 15 and above).
- (iv) Evidence of current 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 #50m and above).
- (v) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2024.
- (vi) Evidence of Registration on National Database of Federal Contractors, Consultants and Services Providers by submission of interim Registration Report (IRR) expiring on 30th June, 2024 or valid Certificate issued by BPP.
- (vii) Sworn Affidavit:
  - disclosing whether or not any officer of the relevant committees of National Orthopaedic Hospital Benin 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 of form winding up petition or proceedings.

(viii) Company's Audited Accounts for the last three (3) years (2021, 2022 and 2023).

(ix) Reference letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;

(x) 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

(xi) Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications (COREN, QSRBN, ARCON, CORBON, etc.)

(xii) Works: List of Plants/Equipment with proof of Ownership/Lease agreement;

(xiii) Medical and Health Equipment: 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;

(xiv) For Supply of Other Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);

(xv) For ICT Jobs: Evidence of current licence/accreditation with Computer Professional Registration Council of Nigeria and National Information Technology Development Agency (NITDA);

(xvi) For Joint Venture/Partnership, Memorandum of Understanding (MoU) indicating Lead Partner 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 authorized officer of the firm.

These documents are to be arranged in the order in which they are listed above.

#### **(4.0) COLLECTION OF BIDDING DOCUMENTS**

Prospective bidders are to collect the Standard Bidding Documents from Room 1, Procurement Division, Administrative Block, National Orthopaedic Hospital (NOH), Benin City during working hours. Evidence of payment of a non-refundable tender fee of N10,000.00 only per Lot made through REMITA PLATFORM to NOH, Benin City at any reputable Commercial Bank in Nigeria must be presented before the collection of Tender documents.

#### **(5.0) SUBMISSION OF BIDDING DOCUMENTS**

Prospective bidders are to submit bids for each of the LOT desired, two (2) hard and soft copies of each of the technical and financial bids. Tender documents are to be enclosed in two separate envelopes, one to contain the Technical Bid and boldly marked "TECHNICAL BID" on the top right corner and the other to contain the financial bid and boldly marked "FINANCIAL BID" on the top right corner. The two envelopes are to be placed in one large envelope showing the Company's name and Lot number of the project for which the bid is submitted and addressed to:

**The Acting Medical Director**

**National Orthopaedic Hospital (NOH),**

**Benin City, Nigeria.**

Furthermore, the envelopes are to be submitted in a tamper proof Tender Box in Room 1,

Procurement Division, Administrative Block, NOH, Benin City **not later than 12:00**

**Tuesday, 2 April 2024.** Bidders are to ensure that they sign the Bid Submission Register at the point of submission and obtain a bid submission receipt, as NOH, Benin will not be held liable for misplaced or wrongly submitted bids. Any bid received after the stated date and time shall be returned un-opened. All submissions must be made in English Language.

#### **(6.0) OPENING OF TECHNICAL BIDS**

Only the technical bids shall be opened immediately after the deadlines for submission at **12:00 on Tuesday, 2 April, 2024** at NOH, Benin premises, while the financial will be kept unopened. Bidders or their representatives, Civil Society Organizations Non-Governmental Organisations and other interested members of the public are invited to witness the opening of the technical bids.

For further enquiry, please contact the Head of Procurement Division, NOH, Benin.

#### **(7.0) GENERAL INFORMATION**

- (a) Bid must be in English Language and signed by an Official Authorised by the Bidder.
- (b) Prospective bidders for each Lot should note that enclosure of Technical and Financial bids in one and same envelope will result to exposure of the financial bid at the time of technical bid opening, hence will result to automatic disqualification.
- (c) Submissions that do not meet up with all the requirements specified above shall be disqualified.
- (d) This advertisement should not be construed as a commitment or obligation on the part of the NOH, Benin to award these contracts.
- (e) 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;

- (f) Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of unsuccessful bidders will be returned unopened
- (g) The National Orthopaedic Hospital is not obliged to award the contracts to the lowest cost bidder.
- (h) Due diligence exercise shall be conducted to verify all the claims made by bidders;
- (i) The National Orthopaedic Hospital, Benin is not bound to pre-qualify 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.
- (j) For further enquiries/clarification on the advertisement, please contact the Head, Procurement Division, NOH, Benin City.

**SIGNED:**

**O.M. EDMWONYI**

**(HOD, PROCUREMENT DIVISION)**

**FOR: ACTING MEDICAL DIRECTOR**