

## **NATIONAL ORTHOPAEDIC HOSPITAL**

### **JOS, PLATEAU STATE**

## **INVITATION FOR PRE-QUALIFICATION FOR CLEANING AND SECURITY SERVICES**

### **(1) INTRODUCTION**

The National Orthopaedic Hospital, Jos, Plateau State in compliance with Public Procurement Act (PPA) 2007, is inviting reputable, competent and experienced firms to submit bids for the under-listed projects:

### **SCOPE OF SERVICES**

<b>LOT NO</b>	<b>PROJECT DESCRIPTION</b>
Lot OS 01	Cleaning Services
Lot OS 02	Security Services

### **(3) ELIGIBILITY REQUIREMENTS**

Interested Firms should submit two (2) bound pre-qualified documents duly signed, paginated, separated by dividers and arranged in the order outlined hereunder:

- (a) Evidence of Certificate of incorporation issued by the Corporate Affairs Commission (CAC) including, Form CAC1.1 or CAC2, and CAC7.
- (b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years valid till 31st December, 2023;
- (c) Evidence of Pension Clearance Certificate valid till 31st December, 2023 (this requirement is applicable to bidders whose number of staff is 15 and above);
- (d) Evidence of Industrial Training Fund (ITF) compliance Certificate valid till 31st December, 2023 (this requirement is applicable to bidders whose number of staff is 15 and above of the bidder's annual turnover is N50m and above);

- (e) Evidence of Nigeria Social Insurance Trust Fund (NSITF) compliance 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) valid till 31st December, 2023;
- (g) Lot OS 01: Evidence of Finn's current registration with the Environmental Health Officers Registration Council of Nigeria (EHORECON);
- (h) Lot OS 02: Evidence of Firm's current registration with the Nigeria Security and Civil Defence Corps (NSCDC);
- (i) Sworn Affidavit duly signed by the deponent dated within the advertisement period;
- disclosing whether or not any officer of the relevant committees of National Orthopaedic Hospital, Jos of 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 form of winding up petitions or proceedings;
  - that the company does not have existing loan or financial liability with a bank, other financial institutions or third party that is classified as doubtful, non-performance, bad or whose repayment portion has been outstanding for the last four (4) months;
- (j) Company's Audited Accounts for the last three (3) years 2020, 2021 & 2022. The seal and registration number of the Audit firm MUST be on the Audited report;

(k) Reference letter addressed to the Medical Director, National Orthopaedic Hospital, Jos from a reputable commercial bank in Nigeria, indicating to provide credit facility for the project for the execution of the project when needed as dated within the advertisement period;

(l) Company's Profile indicating its activities, with the Curriculum Vitae of key staff to be deployed for the project. Including copies of their Academic or Professional qualifications;

(m) Verifiable documentary evidence of the last three (3) similar jobs executed in the last five (5) years including letters of Awards, Valuation Certificates and Job Completion Certificated and Photographs of the projects;

(n) For Joint Venture/Partnership, Memorandum of Understanding (MOU) should be provided indicating among others the Lead Partner (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), Contact Address, Telephone Number (preferably GSM No), and functional 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.

#### **(4) SUBMISSION OF PRE-QUALIFICATION DOCUMENTS**

Interested firms are to submit pre-qualification documents in two(2) bound copies of (Original and Copy) separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to:

The Medical Director,

National Orthopaedic Hospital, Jos

Contact Office (Administration Section)

Jos University Teaching Hospital Permanent Site

Lamingo, Jos

P.O. Box 2250

The documents should be clearly marked (Engagement of “Professional Cleaning” or “Security Services”)

Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and dropped in the designated Tender Box at the designated Tender Box for the Project at the Contact Office (Administration Section) of National Orthopaedic Hospital in Jos University Teaching Hospital (JUTH) Permanent Site, Lamingo, Jos **not later than 12:00noon, Tuesday, 12 December, 2023.**

## **(5) OPENING OF PRE-QUALIFICATION DOCUMENTS**

The prequalification documents will be opened immediately after the deadline of submission at **12:00 noon, Tuesday, 12 December, 2023** at the Seminar Hall B, Jos University Teaching Hospital, Lamingo, Jos, Plateau State. Please ensure you drop bids in the delegated tender box at the Contact Office (Administration Section) of National Orthopaedic Hospital, Jos as well as sign the Bid Submission Register before leaving the office, as the Hospital would not be responsible for misplaced or wrongly submitted bids.

## **(6) GENERAL INFORMATION**

(i) The pre-qualification documents must be in English language and signed by an official authorised by the bidder;

(iii) The pre-qualification documents submitted after the deadline for submission would be returned unopened

(iii) All costs will be borne by the bidders.

(iv) The pre-qualification documents 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.

(v) Only pre-qualified bidders at technical evaluation would be invited at a later date for collection of tender documents;

(vi) National Orthopaedic Hospital, Jos is not bound to 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.

**SIGNED**  
**MANAGEMENT**

**NATIONAL ORTHOPAEDIC HOSPITAL, JOS**