

## **RADIOGRAPHERS REGISTRATION BOARD OF NIGERIA**

### **(FEDERAL MINISTRY OF HEALTH)**

### **INVITATION FOR PRE-QUALIFICATION**

#### **(1) INTRODUCTION**

In compliance with the requirement of the Public Procurement Act of 2007, the Radiographers Registration Board Of Nigeria invites interested, competent and reputable contractors/Suppliers /Consultants with relevant experience, requisite expertise and good track record for pre-qualification for the following projects viz:

#### **GOODS**

S/N Project No	Description
1. RRBN/23/111/001	Purchase of Utility Vehicles
2. RRBN/23/111/002	Supply of Radiography Training Equipment
3. RRBN/23/111/003	Supply of Quality Assurance Kit for Radio-diagnostic Equipment
4. RRBN/23/111/004	Supply of Radiography Software for Simulation of Practice
5. RRBN/23/111/005	Furnishing of offices in Abuja and Enugu Zonal Offices

#### **WORKS**

6	RRBN/23/111/002	Construction of Office Building in Abuja
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**Minimum  
Average  
Annual  
Turnover  
(N'm)**

25,000,000

#### **EXPRESSION OF INTEREST**

7	RRBN/23/111/003	Capacity Training on Financial management/productivity enhancement in workplace
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## **(2) ELIGIBILITY REQUIREMENTS**

- (a) Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1, or CAC2, and CAC7 Business Name with Form BN1 is also acceptable for Services;
- (b) Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners in the case of Business Name) for the last three (3) years valid till 31 December, 2023;
- (c) 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);
- (d) 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);
- (e) Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance 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) expiring on 31/12/2023 or valid Certificate issued by BPP.
- (g) Sworn Affidavit:
  - disclosing whether or not any officer of the relevant committees of the Radiographers Registration Board of Nigeria 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 form of winding up petition or proceedings;
- (h) Company's Audited Accounts for the last three (3) years -2020, 2021 & 2022;
- (i) Reference Letter from a reputable Commercial Bank in Nigeria, 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, QSRBN, ARCON, CORBON etc.
- (k) 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;
- (l) Works: List of plants/equipment with proof of ownership/lease agreement;
- (m) Only companies included in the National Automobile Design and Development Council's approved list of local manufacturers of vehicles or their authorised representatives should bid for the vehicles;
- (n) For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
- (o) For Training Programmes: Evidence of Firm's current accreditation issued by the Centre for Management Development (CMD);
- (p) ICT jobs: Evidence of current Licence/accreditation with Computer Professionals Registration Council of Nigeria and National Information Technology Development Agency (NITDA);
- (q) For Joint Venture Partnership, Memorandum of Understanding (MoU) 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 authorised officer of the firm. Bankers to supply financial information on the company as may be required.

### **(3) SUBMISSION OF PRE-QUALIFICATION/ EXPRESSION OF INTEREST**

The deadline for the submission of the pre-qualification/EOI is **12:00 noon, Friday, 1 December, 2023**. Please ensure that you sign the bid submission register as the Board will not be liable for misplaced or wrongly submitted bids. It must be submitted in four (4) copies with one original and marked at the top left of the envelop "Prequalification for... or EOI" with the Lot Number, Description, Name and Address of the company to be deposited in the Tenders Box located at the Procurement Unit, Radiographers Registration Board of Nigeria, Federal Secretariat Complex, Phase 1, 4th Floor, Abuja and addressed to:

The Registrar/Chief Executive

Radiographers Registration Board of Nigeria

Federal Secretariat Complex, Phase 1, Annex III, Block 5B, 4th Floor, Ahmadu Bello Way, Central Business District, Abuja.

### **(4) OPENING OF THE PRE-QUALIFICATION DOCUMENTS/EOI**

The Eoi documents will be opened immediately after the deadline for submission at **12:00 noon, Friday, 1 December, 2023** at the address stated above, in the presence of bidders or their representatives. -

**(5) NOTE:**

- (i) This announcement is published for information purposes only and does not constitute a commitment or obligation on the part of the Board to procure
- (ii) The Board has the right to reject any bid documents
- (iii) EOI/Bids submitted after the deadline for submission would be returned unopened:
- (iv) Bidders should not bid for more than two (2) Lots;
- (v) All costs will be borne by the bidders;
- (vi) The EOI/Technical Bids will be opened in the presence of Bidders or their representatives, CSOs in the areas 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 EOI bid opening online:
- (vii) Goods & Works: Only pre-qualified bidders at technical evaluation will be invited at a later date for collection of tender documents;
- (viii) Services: Only shortlisted Consultants will be invited at a later date for collection of Request for Proposals;
- (ix) The Radiographers Registration Board of Nigeria 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.

**Signed:**

**Prof. Mark C. Okeji**

**Registrar/Chief Executive**