

AFRICAN CENTER OF EXCELLENCE FOR DRUG RESEARCH, HERBAL MEDICINE DEVELOPMENT AND REGULATORY SCIENCE (ACEDHARS)

UNIVERSITY OF LAGOS AKOKA

EXPRESSION OF INTEREST TO SET UP A HERBAL MANUFACTURING PLANT AT THE UNIVERSITY OF LAGOS

1. INTRODUCTION

1.0 The University of Lagos, Lagos State (ACEDHARS Project) has applied for financing from the World Bank toward the cost of the Second Africa Higher Education Centres of Excellence for Development Impact (ACE- IMPACT) Project and intends to apply part of the proceeds toward payments under the contracts for setting up a Herbal Manufacturing Plant.

2.0 SCOPE OF SERVICE

The scope of this project is to convert two rooms each 9.77 m by 8.77m into a NAFDAC compliant herbal manufacturing facility at the ACEDHARS Building in University of Lagos for the manufacturing of herbal-based products for cosmetics as well as topical/oral drug delivery. The major goals are (1) to develop a Site Master Plan with detailed Conceptual Design and recommended User-Requirements- Specifications (URS) for the manufacturing laboratories and storage facility; (2) to plan to execute the design through construction and installations to deliver a facility with a clean and hygienic manufacturing area; (3) operators training and good documentation practices following the proper quality policies and with approved written procedures (e.g., SOPs and Guidelines). We would also require that you provide a ballpark figure as to the cost of this project. The ingenuity of the proposed design is key to the award of the contract.

3.0 ELIGIBILITY REQUIREMENTS

Interested Companies are required to submit the following documents in sequential order as listed below:

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including

Form CAC,, or CAC, and CAC, Business Name is also acceptable;

b. Evidence of Company's Income Tax Clearance Certificate (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, 2023;

c. Evidence of Pension Clearance Certificate valid till 31 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 31 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 31 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 University of Lagos, Lagos State (ACEDHARS Project) 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 for a Pharmaceutical Company in Nigeria in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects; 1. Evidence of Firm's current registration with the relevant regulatory professional body(ies) such as COREN, QSRBN, ARCON, CORBON etc.;

m. List of Plants/Equipment with proof of Ownership/Lease Agreement;

n. 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 authorised officer of the firm.

4.0 SUBMISSION OF EXPRESSION OF INTEREST (EOI)

4.1 Interested Firms are to submit Five (5) bound copies of Expression of Interest, separated by dividers including softcopies of the EOI. The documents should be submitted in a sealed envelope and addressed to:

The Centre Director

(ACEDHARS) University Of Lagos Akoka.

C/O Room 224, Botany Department Faculty of Science

UNILAG

Lagos State.

Clearly marked with: **"EXPRESSION OF INTEREST TO SET UP A HERBAL**

MANUFACTURING PLANT AT THE UNIVERSITY OF LAGOS”.

Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder. The documents should physically be submitted at the office of:

The Centre Director

(ACEDHARS) University Of Lagos Akoka.

C/O Room 224, Botany Department Faculty of Science

UNILAG

Lagos.

Not later than 12:00 noon on Monday 19 February, 2024.

5.0 OPENING OF EOI DOCUMENTS

The Eol documents will be opened immediately after the deadline for submission at 12:00 noon on Monday 19 February, 2024 at (ACEDHARS) University Of Lagos Akoka in the presence Applicants or their representatives. Please, ensure that you sign the EOI Submission Register in Room 224, Botany Department as the Centre will not be held liable for misplaced or wrongly submitted bids.

6.0 GENERAL INFORMATION

- a. Eol must be in English Language and signed by an official authorised by the bidder,
- b. Eol submitted after the deadline for submission would be returned un-opened; c. The EOIs will be opened in the presence of CSOs and Professional bodies and covered by video recording; invitation link will be sent to Applicant who chooses to join the EOI's opening online;
- d. Only shortlisted firms will be invited at a later date for collection of Request for Proposals;
- e. The University of Lagos, Lagos State (ACEDHARS Project) 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
ACEDHARS UNILAG