



FEDERAL REPUBLIC OF NIGERIA

## **NATIONAL HEALTH INSURANCE SCHEME (NHIS)**

### **INVITATION FOR SUBMISSION OF TENDER/TECHNICAL DOCUMENTS AND EXPRESSION OF INTEREST**

#### **Introduction**

The National Health Insurance Scheme (NHIS), is an agency established for the purpose of facilitating easy access of health care services to all Nigerians.

In efforts to achieving this objective, the Scheme intends to embark on the execution of various projects.

Consequently, the Scheme is inviting reputable contractors with relevant proven competence and experience to submit Tenders/Technical Documents for the execution of the following projects:

#### **A. Description of Projects:**

- Lot 1 Printing of VCSHIP Flyers, Posters, Handbooks and IEC Materials
- Lot 2 Procurement of Diesel
- Lot 3 Auditing of Scheme's Accounts
- Lot 4 IT Toolbox and basic Maintenance kits
- Lot 5 Procurement of Staging Servers
- Lot 6 Procurement of Standalone and Multi-function network printers
- Lot 7 Procurement of Complete Inverter Systems and 150A Phase Corrector
- Lot 8 Procurement of Standalone and Large Scale UPS
- Lot 9 Procurement and Installation of Solar Power System
- Lot 10 Procurement of Integrated Cooling & Environmental Control System
- Lot 11 Renovation of Zonal & State Offices
- Lot 12 Purchase of Public Address Systems
- Lot 13 Consultancy Services for Media Intelligence
- Lot 14 Consultancy Services for New Media Presence & Surveillance
- Lot 15 Procurement of Office Equipment for Ibadan Zonal Office
- Lot 16 Provision of Cleaning Services for Head Office and Annex Office, Wuse II, Abuja
- Lot 17 Provision of Security Services for Head Office and Annex Office, Wuse II, Abuja
- Lot 18 Provision of Insurance Cover for NHIS Properties
- Lot 19 Valuation of Scheme's Movable and Fixed Assets
- Lot 20 Consultancy for Corporate Re-branding
- Lot 21 Procurement of Set of Secure Storage Systems, Utako
- Lot 22 Automated Key Management System
- Lot 23 Enrollee Data Verification and Update Programme (Biometric Capture Devices)
- Lot 24 Redesigning and remodeling Reception Section

#### **Scope of the Projects**

The scope of the various projects are detailed in the standard bidding documents which shall be issued **ONLY** to shortlisted Bidders.

## **B. Eligibility Requirements:**

Prospective bidders must possess the under-listed Prequalification requirements to be eligible to participate in this procurement exercise: -

- a. Certificate of Incorporation only with Corporate Affairs Commission (CAC)
- b. Current Tax Clearance Certificates (TCC) for the last three (3) years (2014, 2015 & 2016) expiring **December, 2017**.
- c. Current Pension Clearance Certificate only in compliance with the Amended PenCom Reform Act 2014.
- d. Current ITF Certificate only, in compliance with Industrial Training Fund (ITF) Amended Act, 2011.
- e. Evidence of Registration on the National Database of Contractors, Consultants and Service Providers by inclusion of Interim Registration Report (IRR) issued by the Bureau of Public Procurement (BPP)
- f. Current Sworn Affidavit disclosing whether or not any officer of the relevant committees of National Health Insurance Scheme (NHIS) or the 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.
- g. Evidence of current Registration with Nigerian Security and Civil Defence Corps (NSCDC) - **2017**, for Provision of Security Services – Lot 17
- h. Evidence of Registration with NAICOM for Provision of Insurance Cover – Lot 18
- i. Company's Audited Accounts for the last three (3) years (2014, 2015 & 2016 respectively), showing annual turnover
- j. Evidence of Financial Capability and Banking Support (Bank Reference from a reputable bank)
- k. Verifiable evidence of similar jobs successfully executed or being executed by the firm (indicating contact addresses of clients, 3 or more Letters of Award and Job Completion Certificates (JCC) corresponding with such letters of award in the last five (5) years – (2012 to 2016).
- l. Company Profile and Technical qualifications of key professional staff with evidence of current registration with the relevant professional Bodies.

## **C. Submission of Bid Documents**

### **Submission of Tender Documents:**

- Prospective bidders shall enclose as follows:
- a. Three (3) Technical Documents in a separate envelope (marked Technical), each page of the submissions must be **SIGNED** and **NUMBERED** accordingly

Submissions should be addressed to:

**The General Manager, Procurement Department  
National Health Insurance Scheme (NHIS)  
Plot 297, POW Mafemi Crescent  
Utako District, Abuja.**

The completed and sealed bid documents should contain the **Bidder's Name on the Reverse** side of the envelope and be deposited in Tender Box in the Procurement Department between the hours 8am-5pm Monday-Friday.

**D. Closing Date & Opening**

Submission of bid documents closes on **11<sup>th</sup> December, 2017 at 12 noon prompt**. Any bid received after the stated date and time shall not be considered. The submitted bids will be opened on the same day, **11<sup>th</sup> December, 2017 at 12 noon prompt** at NHIS Premises, Utako-Abuja. Bidders/company representatives and interested members of the public including relevant professional bodies, Civil Society and Non-Governmental Organizations are hereby invited to witness the public opening of the technical bids.

**1. Please Note that**

- a. All CAC, PENCOM, ITF, FIRS, BPP Certificates and/or letters may be referred to the Security Agencies, Corporate Affairs Commission (CAC), Federal Inland Revenue Services (FIRS), National Pension Commission, Bureau of Public Procurement (BPP) and other relevant bodies for verification.
- b. All documents listed above must be arranged in the order of listing in both the original and duplicate copies
- c. Insurance Brokers will not be considered in the submission for lot 18.
- d. Original documents of any aspect of a company's submission will be requested for sighting before award of contract.
- e. Only pre-qualified bidders will be invited for the next stage of the procurement process.
- f. Bidders are not permitted to bid for more than two (2) lots. **Any bidder that VIOLATES this rule shall be disqualified.**

**2. DISCLAIMER:**

The NHIS is not obligated to award a contract to any bidder and/or applicant and reserves the right to cancel and/or discontinue the procurement process at any stage without incurring any liability.

This advertisement *shall not* be construed as a commitment on the part of NHIS *nor* shall it entitle any contractor/company to make any claim or seek indemnity from the National Health Insurance Scheme (NHIS).

**Signed:**  
**Secretary Tenders Board,**  
NHIS Headquarters, Utako-Abuja