



**NATIONAL VETERINARY RESEARCH  
INSTITUTE, VOM, NIGERIA**

**NATIONAL VETERINARY RESEARCH INSTITUTE VOM  
Federal Ministry of Agriculture and Rural Development  
INVITATION TO TENDER**

The National Veterinary Research Institute Vom, Plateau State in its bid to utilize the 2017 Capital Appropriation, hereby invites reputable Contractors who have experience in the execution of the under listed projects to submit Pre-qualification and Commercial Bids.

**LOT-01-2017:** Supply of water tanker for vaccine production.

**LOT-02-2017:** Supply of water pumps for vaccine production facilities.

**LOT-03-2017:** Supply of Project Vehicles for Disease Surveillance.

**LOT-04-2017:** Supply and Installation of Generator for vaccine production.

**LOT-05-2017:** Supply and Installation of back-up power inverter system for vaccine production facilities.

**LOT-06-2017:** Supply of industrial stabilizers for vaccine production facilities.

**LOT-07-2017:** Supply of printing press materials for vaccines labels.

**A. ELIGIBILITY REQUIREMENT.**

Contractors should submit their eligibility Documents in **SEQUENTIAL ORDER as Listed Below**, alongside their Commercial Bids. Failure to fulfill any of the under-listed requirements will render a bid **disqualified**;

- i. Certificate of Incorporation with the Corporate Affairs Commission (CAC);
- ii. Current Tax Clearance Certificate (TCC) for the past three (3) years from Federal Inland Revenue Service (FIRS) (**2014,2015,2016**)
- iii. Value Added Tax (VAT) Registration Certificate with Tax Identification Number (TIN) and up-to-date evidence of remittances;
- iv. Evidence of current certificate of compliance and remittances (**2017**) to Industrial Training Fund (ITF) in line with the amended Industrial Act, 2011.
- v. Evidence of Registration in the National Database of the Federal Contractors, Consultants and Service Providers (NDCCSPs) by inclusion of Interim Registration Report (IRR) issued by the Bureau of Public Procurement (BPP)
- vi. Evidence of current certificate of Compliance (**2016**) issued by National Pension Commission(PENCOM) in line with the Pension Reform Act 2004;
- vii. Evidence of current certificate of compliance (**2017**) with the Employees Compensation Act which requires that all Employers of Labour must remit 1% of the total annual emolument of their workers to the Nigerian Social Insurance Trust Funds (NSITF);
- viii. Evidence of financial capability supported with Bank reference and commitment from a reputable Bank;
- ix. Unabridged Company's Audited Annual Report for the immediate past three (3) years (**2014,2015,2016**);
- x. **Verifiable evidence of successful completion of past job experience of similar jobs of interest in the last three years or currently being executed (including photocopies of letters of award, satisfactory job completion certificates and evidence of payment);**

- xi. Submission of technical details & brochures of items being tendered for and evidence of Manufacturers Authorization of dealer/distributorship appointment;
- xii. Comprehensive Company Profile including the Curriculum Vitae of key personnel/Professional Personnel including photocopies of relevant professional/technical certificates/qualifications);
- xiii. Sworn affidavit stating that none of the Directors has been convicted in any country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of acts relating to any matter; and
- xiv. Sworn affidavit disclosing whether or not any officer of NVRI or Bureau of Public Procurement is a former or present Director, Shareholder or has any pecuniary interest in the bidder and confirm that all information presented in its bid are true and correct in all particulars;
- xv. Tenderers **MUST** submit both soft and hard copies of the eligibility and commercial submission.

## **B. FINANCIAL BID DOCUMENT/REQUIREMENT**

- i. The financial tender documents **MUST** be submitted in triplicate, hard copies (one original, two photocopies) and soft copies;
- ii. Proforma Invoice/Price List from the manufacturer should be attached to every tender document;
- iii. Interested and eligible bidders are to collect Tender documents from the Procurement Office on payment of a non-refundable **Tender Fee of Twenty Thousand Naira (N20, 000.00) only per LOT** to the Treasury Single Account (TSA) and may obtain further information;
- iv. **A copy of the receipt MUST be attached to EACH Commercial Tender Document as evidence of payment upon submission.**

## **C. SUBMISSION.**

**Completed eligibility and Commercial Bid Documents must be in two separate parts consisting of (a) Eligibility Documents(one original & two photocopies) (b) Commercial Bid Documents(one original & two photocopies) in separate envelopes.**

**The Bids in two (2) separate envelopes, each clearly and appropriately labeled and sealed should be placed in a larger envelope for submission marked “TENDER 2017” NATIONAL VETERINARY RESEARCH INSTITUTE, VOM, PLATEAU STATE on the left-hand corner indicating the LOT NUMBER and addressed to the:**

**THE EXECUTIVE DIRECTOR,  
NATIONAL VETERINARY RESEARCH INSTITUTE, VOM  
P. M. B. 01, VOM  
PLATEAU STATE**

The name of the Company **MUST** be indicated on the reverse side of the envelope and submission register **MUST** be signed by each bidder.

## **D. OPENING OF BID DOCUMENTS.**

The Tender Documents must be submitted to the Office of the Executive Director not later than **12.00 noon on 21st August 2017**. Tender Documents will be opened publicly on the same day **21st August 2017 at 12.noon** at the **Dermatophilosis Conference** of the Institute in the presence of bidders or their representatives, Professional bodies , Non-Governmental Organizations (NGOs), Anti-Corruption Agencies and the general public. This advertisement serves as an invitation to Non-Governmental Organizations(NGOs), Anti-Corruption Agencies and the general public to witness the Bid opening.

### **PLEASE NOTE.**

- Any company that submits forged documentation will be handed over to the relevant authority, please note that copies of **Tax Clearance, Pencom, NSITF and BPP IRR Certificates** will be forwarded for validation in the course of the bidding process;

- The Institute shall not be responsible for any cost or expenses incurred by any interested party (ies) in connection with any response to this invitation and or the preparation or submission in response to an inquiry;
- Only successful eligible bidders will be invited for the opening of the Financial Bids at a later date;
- Submission of eligibility and commercial bids documents to the National Veterinary Research Institute (NVRI) Vom is neither a commitment nor an obligation to award contract to any company or its agent and reserve 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  
10<sup>th</sup> July 2017