



NIGERIAN PORTS AUTHORITY

26/28. MARINA LAGOS

www.nigerianports.org

PUBLIC NOTICE NO: 4108

INVITATION FOR PRE - QUALIFICATION OF CONTRACTORS FOR "NATIONAL SHOPPING LIST" ON SMALL VALUE SUPPLIES AT NIGERIAN PORTS AUTHORITY

A. INTRODUCTION

The Nigerian Ports Authority (**NPA**) hereby invites reputable and competent contractors/suppliers to apply for Pre - qualification for "**National Shopping List**" on Small Value Supplies at Nigerian Ports Authority for a period of Five (5) years.

Lot 1	Small Value Supply of Stationery Items
Lot 2	Small Value Supply of Office Furniture and Office Equipment
Lot 3	Small Value Supply of Printing Works
Lot 4	Small Value Supply of Marine Items
Lot 5	Small Value Supply of Fire Service Items
Lot 6	Small Value Supply of Security Items
Lot 7	Small Value Supply of Refrigeration & Air Conditioner Items
Lot 8	Small Value Supply of Medicine
Lot 9	Small Value Supply of Medical Laboratory/Radiological Equipment
Lot 10	Small Value General Supplies

B. SCOPE OF SUPPLIES

The scope of Job is supply of the above items at Nigerian Ports Authority.

C. PRE – QUALIFICATION/ELIGIBILITY REQUIREMENTS

Interested companies are required to submit Two (2) copies of their Pre-qualification documents duly signed, paginated, separated by dividers and arranged in the order specified hereunder:

1. Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) including Forms CAC2/Co2 and CAC7/C07.
2. Evidence of Company's Tax Clearance Certificate for the last three (3) years (2016, 2017 & 2018) valid till 31st December 2019.
3. Evidence of Company Audited Accounts for the last three (3) years (2016, 2017 & 2018) duly signed by ANAN/ICAN licensed Auditors.
4. Evidence of current Pension Clearance Certificate (**PenCom**) valid till 31st December 2019.
5. Evidence of current Industrial Training Fund (**ITF**) Compliance Certificate valid till 31st December 2019.
6. Evidence of current Nigeria Social Insurance Trust Fund (**NSITF**) Compliance Certificate valid till 31st December 2019.
7. Evidence of registration on the National Data Base of Contractors, Consultants and Service Providers by submission of Interim Registration Report (**IRR**) expiring on 31/01/2020 or valid Certificate issued by Bureau of Public Procurement (BPP).
8. **Sworn Affidavits** disclosing:
 - a. That Company does not have any Director who 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.
 - b. Whether or not any officer of the relevant committees of the Nigerian Ports Authority (**NPA**) or Bureau of Public Procurement (**BPP**) 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
 - c. That the Company is not in receivership, subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings.
9. 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 No (RC)** as issued by CAC, contact address, Telephone (preferably GSM No) & email. The Letter Head Paper must bear the **Names & Nationalities of the Directors** of the Company at the bottom page.

10. Bidders for **LOT 4 (Supply of Marine Items)** in addition to the above requirements must submit the following:
 - a. Evidence of Memorandum of Understanding (MoU) or letter of Accreditation/Authorization as a representative of Original Equipment Manufacturer (OEM) from Caterpillar, Detroit, Deutz MWM, MTU, etc.)
11. Bidders for **LOT 9 (Supply of Medicine)** in addition to the above requirements must submit the following:
 - a. Evidence of NAFDAC Registration Certificate of Medicine Pharmaceuticals and Medical Consumables for Manufactures, Multinationals, Importers and Sole Agency and Franchise of the Medicine and Medical Consumables (where applicable)
 - b. Evidence of current Registration and Retention Premises of Pharmacist Council of Nigeria (PCN) 2019
 - c. Evidence of current 2019 Annual license to practice as a Pharmacist and Pharmaceutical Chemist of the Superintendent Pharmacist of the Company 2019
 - d. Evidence as a Pharmaceutical Manufacturer, Multinational, Importer, Distributor, Sole Agency and Sole Franchise of the Medicine/Medical Consumables (where applicable)
12. Bidders for **LOT 10 (Medical Laboratory/Radiological Equipment)** in addition to the above requirements must submit the following:
 - a) Evidence of **Certificate of Authorization** from Original Equipment Manufacturer (**OEM**)
 - b) Evidence as a Medical Laboratory/Radiological Equipment Manufacturer, Multinational, Importer, Distributor, Sole Agency and Sole Franchise of the Medical Equipment (Where applicable)
13. Verifiable documentary evidence of at least **three (3) Supplies** executed in the past five (5) years including Letters of Award, Contract Agreement, Job completion Certificates, Payments etc.
14. Company's profile to include names, qualifications (copies of relevant academic and professional qualifications of such personnel must be attached) and experience of key personnel.

Note: Failure to comply with the above Pre-qualification/Eligibility Requirements will lead to disqualification of the Prequalification Documents

D. SUBMISSION OF PRE - QUALIFICATION DOCUMENTS

Prospective bidders are to submit Two (2) bound hard copies of **pre-qualification documents** in the order outlined above. The documents must be submitted in **SEALED ENVELOPE** and addressed to: "THE SECRETARY TO THE TENDERS BOARD, NIGERIAN PORTS AUTHORITY" and clearly marked as "**INVITATION FOR PRE - QUALIFICATION OF CONTRACTORS FOR "NATIONAL SHOPPING LIST" ON SOME SUPPLIES AT NIGERIAN PORTS AUTHORITY**" specifying PUBLIC NOTICE NO : 4108 (SHOWING APPROPRIATE DESCRIPTION OF THE DESIRED LOT). Furthermore, the reverse side of the sealed envelope should have the name and address of the bidder. Thereafter, drop the envelope in the designated Tender Box located on the 3rd floor of NPA Annex Building at 1, Joseph Street, off Marina Lagos not later than:

S/N	LOTS	CLOSING DATE & TIME
1	Lots 1- 5	11.00AM, Monday 9th September, 2019
2	Lots 6 - 10	11.00AM, Tuesday, 10th September, 2019

E. OPENING OF PRE – QUALIFICATION DOCUMENTS

The pre-qualification documents received before the deadline for submission will be publicly opened **immediately by 11.00 AM** at the Conference room, 1 Joseph Street, off Marina, Lagos in the presence of the bidders or their representatives and any interested member of the public on the dates specified in the table below:

S/N	LOTS	OPENING DATE & TIME
1	Lots 1- 5	11.00AM, Monday 9th September, 2019
2	Lots 6 - 10	11.00AM, Tuesday, 10th September, 2019

Please, ensure that you sign the bid submission register at the **bid submission office** as the Authority will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the "General Manager (Procurement)" on e-mail: info.procurement@nigerianports.org.

F. GENERAL INFORMATION

1. Bids must be in English Language and signed by an official authorized by the bidder
2. Late submission will be returned un-opened
3. All costs incurred as a result of this pre-qualification and any subsequent requests for information shall be borne by the bidding companies and only short-listed companies will be contacted.
4. The Authority is not bound to prequalify any bidder and reserves the right to cancel the Procurement Proceedings in the public interest without incurring any liabilities to the bidders in accordance with the Provisions of Section 28 of the Public Procurement Act 2007.

**SIGNED
MANAGEMENT
NIGERIAN PORTS AUTHORITY**