



FEDERAL NEURO – PSYCHIATRIC HOSPITAL USELU BENIN CITY.

REGISTRATION OF CONTRACTORS FOR MINOR WORKS, CONSULTANCY SERVICES, SUPPLY OF MEDICINE/MEDICAL SUPPLIES, LABORATORY REAGENTS, GENERAL GOODS AND SERVICES FOR THE YEAR 2021.

1. PREAMBLE

The Federal Neuro – Psychiatric Hospital Benin City in a bid to improve its services in the year 2021 will procure goods, works and services for both Uselu and Permanent Sites of the Hospital. Consequently, the hospital is inviting reputable / competent contractors to apply for registration with a view to bidding for contracts. Interested contractors are invited to submit relevant documents for update on the contractor’s database.

2. REGISTRATION REQUIREMENTS

Interested companies are expected to submit the following documents for registration:

- i. Evidence of Registration with the Corporate Affairs Commission (C.A.C);
- ii. Evidence of Corporate Tax Clearance for the last three (3) years; i.e. 2019 2020 and 2021;
- iii. Evidence of PENCOR Registration,(as applicable)
- iv. Evidence of registration with the Industrial Training Fund (ITF) (as applicable);
- v. Evidence of Value Added Tax (VAT) Registration, (as applicable)
- vi. Company Profile including registered office address, functional contact and e-mail address with telephone number;
- vii. Evidence of similar projects previously executed in the last three (3) years. The use of unverifiable Projects may lead to disqualification;
- viii. Sworn Affidavit that no member of the Federal Neuro-Psychiatric Hospital Management is a Director in the company.
- ix. Companies interested in supply of medicines (medical supplies) are to enclose up to date (2021)
 - I Registration of premises with Pharmacist Council of Nigeria and
 - ii Registration of Superintendent Pharmacist with Pharmacist council of Nigeria.
- x. Evidence of Registration with the Bureau of Public Procurement (BPP);

3 **SUBMISSION OF DOCUMENTS**

Interested Contractors are to submit the above stated documents in a sealed envelope tagged

Application for registration of Contractors for the year 2021 addressed to the Head of Procurement, Federal Neuro- Psychiatric Hospital PMB 1108, Benin City, Edo State and submit at the Medical Director's Office not later than six (6) weeks from the date of publication.

4. Bidders are to report to the Procurement unit to complete a register before submission.

5. **ENQUIRIES**

All enquiries regarding this registration process shall be directed to: Head, Procurement, Federal Neuro-Psychiatric Hospital, PMB 1108, Benin City, Edo State.

6. **DISCLAIMER**

Please Note:

- i. This is not an invitation to Tender;
- ii. This advertisement shall not be construed as a commitment nor shall it entitle any company to make any claim to seek indemnity from Federal Neuro –Psychiatric Hospital Benin City, by virtue of such companies having to respond to this advertisement;
- iii. All expenses incurred in preparing registration responses shall be borne solely by prospective companies.

Signed
Head, Procurement
FOR: MEDICAL DIRECTOR