



# FEDERAL NEURO-PSYCHIATRIC HOSPITAL

P.M.B 1108, BENIN CITY

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## 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 2022.**

### 1. PREAMBLE

The Federal Neuro – Psychiatric Hospital Benin City in a bid to improve its services in the year 2022 will procure goods, works and services for both Uselu and New 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 PENCOM 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

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- 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 2022** addressed to the Medical Director, Federal Neuro- Psychiatric Hospital PMB 1108, Benin City, Edo State and submit at the Procurement Office.

4. Contractors 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**