



NATIONAL VETERINARY RESEARCH  
INSTITUTE, VOM, NIGERIA

**NATIONAL VETERINARY RESEARCH INSTITUTE VOM  
(Federal Ministry of Agriculture and Rural Development)**

**P.M.B 01 Vom, Plateau state**

**INVITATION TO TENDER/EXPRESSION OF INTEREST**

**1.0. INTRODUCTION**

The National Veterinary Research Institute Vom, Plateau State in its bid to utilize the 2020 Capital Appropriation, hereby invites experienced and competent contractors/suppliers to submit bids for the execution of the under listed projects:

**2.0. SCOPE OF WORK:**

**CATEGORY A: GOODS.**

[i]. ERGP5104532: Vaccine Research, Development & Production.

**Lot-01-2020: Supply of Chemicals and Reagents for Vaccine Production.**

**Lot-02-2020: Supply of Vaccine Label Printing Materials.**

[ii]. ERGP5104527: Surveillance, Diagnosis and Control of Economically important Animal Disease in Nigeria (Avian Influenza, Newcastle Disease, Gumboro, Rabies, CBPP, ASF, Brucellosis, Fowl Typhoid, ETC.)

**Lot-03-2020: Supply of Project Vehicles.**

**CATEGORY B: CONSULTANCY.**

[iii]. ERGP30147813: Training and Empowerment of Youth and Women in Various Agricultural Value Chains in Nasarawa West Senatorial District.

**Lot-04-2020: Training of Youth and Women in Various Agricultural Value Chain in Nasarawa West Senatorial District.**

**3.0. ELIGIBILITY REQUIREMENTS**

Contractors should submit their eligibility Documents in **SEQUENTIAL ORDER as listed below:**

- i. Evidence of Certificate of Incorporation issued by Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7. Business Name is acceptable for Category B;
- ii. Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificate of all the Partners in case of Business Name) for the past three (3) years expiring on 31<sup>st</sup> December, 2020, with minimum average annual turnover of ₦20 million;
- iii. Evidence of current Pension Compliance Certificate valid till 31<sup>st</sup> December 2020;
- iv. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2020;
- v. Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> December, 2020;
- vi. Evidence of Registration in the National Database of the Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31<sup>st</sup> December, 2020 or valid Certificate issued by BPP.
- vii. Sworn affidavit:

- disclosing whether or not any officer of National Veterinary Research Institute Vom, Plateau State or Bureau of Public Procurement 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;
  - 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 facts relating to any matter; and
- viii. Company's Audited Accounts for the last three (3) years (2017, 2018, 2019);
  - ix. Evidence of financial capability to execute the project by submission of Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facilities for the execution of the project when needed;
  - x. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project including copies of their Academic/Professional qualifications
  - xi. Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards, Valuation Certificates, Job Completion Certificates and Photographs of the projects;
  - xii. Only companies included in the National Automotive Design and Development Council's approved list of local manufacturers of vehicles or their authorised representatives should bid for the vehicles
  - xiii. For Training Programmes: Evidence of Firm's Registration with the Centre for Management Development (CMD);
  - xiv. For Joint Venture/Partnership, Memorandum of Understanding (MoU) should be provided (CAC, Tax Clearance Certificate, Pension Compliance Certificate, ITF Compliance Certificate, NSITF Compliance Certificate, IRR from BPP& Sworn Affidavit are compulsory for each JV partner);
  - xv. All documents for submission must be transmitted with a covering letter under the Company/Firm's Letter-head Paper bearing amongst others, the Registration Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (preferably GSM No) and e-mail address. The Letter-head Paper must bear the names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorized officer of the firm.

#### **4.0. COLLECTION OF TENDER DOCUMENTS (CATEGORY A)**

Interested companies for category (A) are to collect the Standard Bidding Document (SBD) from the office of the Procurement Unit of the Institute with evidence of payment of a non-refundable tender fee of **Ten thousand naira (₦10, 000.00)** only per Lot, paid into the Institute's remita account in any reputable commercial bank in Nigeria.

**Interested firms for Consultancy Service (CATEGORY B) are not expected to make any payment until they are shortlisted for Request for Proposal (RfP).**

#### **5.0. SUBMISSION OF TENDER DOCUMENTS (CATEGORY A)**

Prospective Bidders are to submit bid for each of the Lot desired, two (2) hard copies each of the technical and financial bids, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or "Financial Bid". Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to:

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

clearly marked with **(the name of the project and Lot Number)**. Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and should be dropped in the designated Tender Box at the office of the Director/Chief Executive not later than **12:00 noon on Tuesday, 27<sup>th</sup> October, 2020.**

## **6.o. SUBMISSION OF EXPRESSION OF INTEREST (B)**

Interested firms are to submit two (2) bound copies of Expression of Interest (EoI) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed to:

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

clearly marked with (*the name of the project and the Lot number*). Furthermore, the reverse of each sealed envelope should bear the name and address of the bidder and should be dropped in the designated Tender Box at the office of the Director/Chief Executive not later than **12:00noon on Tuesday, 6<sup>th</sup> October, 2020.**

## **7.o. OPENING OF TECHNICAL BIDS (CATEGORY A)**

The Technical bids will be opened immediately after the deadline for submission at **12:00 noon on Tuesday, 27<sup>th</sup> October, 2020** at the **Quality Control Conference Room** of the Institute, while the financial bids will be unopened. Please, ensure that you sign the Bid Submission Register in the office of Director/Chief Executive, as the Institute will not be held liable for misplaced or wrongly submitted bids. This advertisement serves as an invitation to Non-Governmental Organizations (NGOs) and Anti-Corruption Agencies to witness the Bid opening. For further enquiries, please contact the Procurement Unit on 08065596575, 08035053076, and 08034735498 or email [nvriprocurement@nvri.gov.ng](mailto:nvriprocurement@nvri.gov.ng).

## **8.o. OPENING OF EOI (CATEGORY B)**

The EoI documents will be opened immediately after the deadline for submission **12:00noon on Tuesday, 6<sup>th</sup> October, 2020** at the **Quality Control Conference Room** of the Institute. Please, ensure that you sign the Bid Submission Register in the office of Director/Chief Executive, as the Institute will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact the Procurement Unit on 08065596575, 08035053076 or email [nvriprocurement@nvri.gov.ng](mailto:nvriprocurement@nvri.gov.ng).

## **9.o. GENERAL INFORMATION**

- i. Bids must be in English Language and signed by an officer authorized by the bidder;
- ii. Bids submitted after the deadline for submission would be returned unopened;
- iii. Any company that submits forged documents will be handed over to the relevant authority, please note that copies of Tax Clearance, Pencom, IRR from BPP, NSITF, ITF Certificates will be forwarded for validation in the course of the bidding process;
- iv. 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;
- v. Category B: Only shortlisted bidders will be invited for collection of Request for Proposal;
- vi. Category A: Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while financial bids of unsuccessful bidders will be returned un-opened;
- vii. Bidders are excused from the bid opening, which will be attended by officials of private sector professional organisation and CSOs in the areas of anti-corruption/transparency. The event will be fully captured on video and can be provided to bidders on request;
- viii. Standard Bidding Documents can also be collected in Soft copies and Bidders can submit through Post (Courier Services)
- ix. The National Veterinary Research Institute, Vom is not bound to pre-qualify/shortlist any bidder and reserves 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