



ADAMAWA STATE URBAN PLANNING AND DEVELOPMENT AUTHORITY (ASUPDA)

Government House, P.M.B. 2202, Yola, Adamawa State, Nigeria
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FGN/ASUPDA/COVID-20/21

June 11, 2021

INVITATION TO TENDER FOR COVID-19 PREVENTIVE ITEMS

The Federal Government of Nigeria in conjunction with the Adamawa State Urban Planning & Development Authority (ASUPDA) is desirous of purchasing items, goods and services towards to prevention and combating of the Corona Virus (COVID-19) Pandemic in line with the just amended 2021 Procurement Act, and the 2021 Appropriation Act intends to apply part of the 2021 total Budgetary allocation of Nine Hundred and Two Million US Dollar (US\$902,000,000.00) to reputable contractors/suppliers with relevant experiences and evidences of performance in handling the contract for the supply of the under listed COVID-19 preventive products and services. In order to ensure the transparency and due process, the Adamawa State Urban Planning & Development Authority (ASUPDA) advertised for the Expression of Interest from contractors on the ASUPDA's Notice Boards and some national dailies. Pursuant to this pre-qualification exercise, the ASUPDA wishes to invite Pre-qualified Contractors to express their interest to handle the contract supply of the under listed COVID-19 preventive products and services.

PROJECT DESCRIPTION:

Lot 1. Basic / General Disposable Surgical, Medical Equipment, Scientific & Supplies: *Medical defibrillators, Patient vital-sign monitoring devices, Scanners Medical Pumps, Ventilators, Syringes, cannulas, and needles – all sizes and types; including kits, (syringe Pumps, infusion Pumps), All Diagnostic Equipment; Platelet Agitator; Medical diagnostic kits - All Analyzers, Reagents, Covid-19 Test Kits, Rapid Test Kits, Bandages, Plasters.*

Lot 2. Disinfection, Sterilization & Protection: *Medical instrument sterilization pouches, Reels, protector guards, Aseptic, germicidal, disinfectant wipes/clothes for medical equipment, devices/furniture; Hygiene Mattress and Pillow Covers, Covid-19 PPE Kits: Disposable Protective Cover Clothes, Overalls/gowns, Re-useable/Disposable Face Masks, Disposable hand gloves (latex, nitrile, polyethylene, vinyl, other medical gloves) Medical cleaning brushes for equipment, patients, and furniture; Sanitizers, Disinfectants (Surface, Skin, Hand, Equipment, Room); dispensing devices.*

PRICING / QUOTATION

Prices offered must be in US Dollars (US\$) or Euro (€) or British Pound (£) currency

SHIPMENT/DELIVERY TERMS: PORT OF DISCHARGE/DESTINATION PORTS:

Cost and Freight (C&F). Seaport: Lagos - Apapa, Lagos Nigeria. The Contractor is responsible for the carriage of the goods up to the named port of destination

DURATION OF CONTRACT/PERIOD:

The maximum period for the execution and completion of this contract shall not exceed Twelve (12) Calendar months. The period shall start counting from the day the contractor receives 100% advance payment in their account. The ASUPDA's estimated period for this contract is between July 2021 and June 2022.

PAYMENT TERMS:

100% Payment in Advance (PIA) by means of Telegraphic Transfer (T/T) after successful award and signing of Contract agreement documents by both parties.

DOCUMENTS COMPRISING THE TENDER:

Tenderer must submit a complete set of the tender documents written in English Language, which include:

- Evidence Of Company Registration of Tenderers in their countries of origin (Other languages maybe accepted where tenderer's Certificate is not written in English language)
- Dully completed Letter of Interest Form A3 and Tender Application Form A4
- Capability Letter prepared with the bidder's official letter headed paper and addressed to:

The Contract Tender Board,

Adamawa State Urban Planning & Development Authority (ASUPDA)

Adamawa State Government House, Yola, Adamawa State, Nigeria

- Full Commercial Offer/Quotation/Proforma Invoice indicating Unit Prices and Total Amount.
- Globally Recognized CE / ISO Certifications
- Evidence of Payment Tender Processing Fee of US\$1,250.00 attached in form of local Bank Draft purchase in favour of ASUPDA.

SUBMISSION OF TENDERS:

Bidders must fill the forms appropriately and submit all the requested documents. All documents must be notarized and attested to at the Federal High Court, Yola, Adamawa State, Nigeria and submitted in **CERTIFIED TRUE COPIES**, enclosed in a **SEALED ENVELOP** and by **HAND**.

NOTE: ELECTRONIC SUBMISSION IS NOT ALLOWED.

The envelope shall:

- (a) bear the name and address of the bidder on the reverse side of the envelop,
- (b) be addressed to:

The Contract Tender Board,

Adamawa State Urban Planning & Development Authority (ASUPDA)

Adamawa State Government House, Yola, Adamawa State, Nigeria

Email: tenders@asupda.com.ng Website: www.asupda.com.ng

Telephone: +234 815 259 4261

- (c) bear the specific identification of this Bidding Process

(d) bear a warning not to be opened before the time and date for Tender opening. If any envelope is not sealed and marked as required, ASUPDA will assume no responsibility for the misplacement or premature opening of the Tender. The Contract Tender Board of Adamawa State Urban Planning & Development Authority (ASUPDA) reserves the right, to reject any bid, before the award of contract, if information submitted by the Contractor is found to be false.

DEADLINE FOR SUBMISSION OF TENDERS

Submission of All Tenders ends by 4.00pm, Thursday, July 8, 2021. ASUPDA shall not consider any tender that arrives after the deadline for submission of Tenders. Any Tender received by the ASUPDA after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the tenderer.

ATTEMPT TO INFLUENCE ANY TENDER BOARD MEMBER

- i) No approach may be made to any tender board member by any Tenderer, as such act will disqualify that tenderer.
- ii) No special information shall be given to any Tenderer unless the same information is given equally to all Tenderers.
- iii) No official from any government office, embassy etc shall approach the tender board on behalf of any tenderer to influence the decision of the board. If any board member receives any correspondence (email or phone) from any government official on behalf of any tenderer, such correspondence shall be considered as one capable of influencing the decision on the board.
- iv) No tenderer or their representative should give or promise a gift of money or any tangible item, or any other benefit, or a service that can be quantified in monetary terms to any member of the tender board, in an attempt to influence the board in the evaluation of the Tenders or in the Contract Award decisions. If there is verifiable evidence that any Tenderer or his / her representative offend against these clauses, the tender submitted by that Tenderer shall be rejected and shall not be further considered. Notwithstanding, from the time of Tender opening to the time of Contract award, if any tenderer wishes to contact the board on any matter relating to the tendering process, it should do so in writing.

TENDER OPENING

The opening and evaluation of all submitted tenders shall commence by 10.00am, on Friday, July 9 2021 in the presence of tenderers or their designated representatives, at the address, date and time specified. The Contract Tender Board shall open all the envelopes one at a time and read out: the name of the tenderer, the Tender Price(s), and all other details as the employer may consider appropriate. No tender shall be rejected at the Tender opening except for late Tenders.

OPENING AND EXAMINATION OF TENDERS.

All tenders shall be first examined to determine if they -

- in Certified True Copies
- meet the minimum eligibility requirements stipulated in the bidding documents;
- have been duly stamped and signed;
- are substantially responsive to the bidding documents; and
- are generally, otherwise, in order.

ACCEPTANCE OF TENDER

It is proposed, dependent on the price tendered, that the Contract could be awarded to Contractor, this being at the discretion of the Seven (7) Executive Members of The Contract Tender Board. The Board shall not be bound to accept the lowest or any tender. A tender shall not be deemed to be accepted unless and until notice in writing of such acceptance is handed to the Tenderer or is posted to him at the address appearing in his tender.

REJECTION OF TENDER

A Tender may be rejected if the tender:

- (I) the documents are not in Certified True Copies
- (ii) Is received after the closing date for tenders;
- (iii) Contains any conditions other than those stipulated in the contract documents.

BOARD'S RIGHT TO ACCEPT ANY TENDER, AND TO REJECT ANY TENDER OR ALL TENDERS

The Board reserves the right to accept any tender, and to annul the Tendering Process and reject all Tenders at any time prior to contract award, without thereby incurring any liability to tenderers. In case of annulment, all Tenders submitted shall be promptly returned to the Tenderer.

CONFIDENTIALITY

Information relating to the evaluation of Tenders shall not be disclosed to tenderers or any other persons not officially concerned with such process until information on Contract Award is communicated to all tenderers.

ELIGIBILITY

As a general rule, all tenderers are entitled to a fair opportunity to tender for this contract. However, the Tender Board may exclude tenderers from tendering for this contract opportunities on the following basis:

- (a) If the tenderer has in its management or is in any portion owned by any person that has been validly declared wanted by any arm of the United Nations for offences committed;
- (b) If the tenderer comes from a country that has been blacklisted/debarred from participating in tendering activity.

AWARD CRITERIA

The Board shall award the contract to the tenderer whose offer will be determined to be the lowest evaluated Tender and is substantially responsive to the Tender Document, provided further that the tenderer is determined to be qualified to perform the Contract satisfactorily.

AWARD OF CONTRACT AND THE NOTIFICATION OF AWARD

After the announcement of the winner of the tender, the board shall notify the winner, in writing, that its tender has been accepted and that the contract has been awarded to them. The Board shall also notify all other tenderers of the result of the Tendering and shall publish in the newspaper the result identifying the Tender and lot numbers and the following information:

- (i) Name of each tenderer who submitted a Tender; (ii) Tender Prices as read out at Tender opening.

SIGNING OF CONTRACT

ASUPDA and the winner of the contract shall sign a contract agreement binding the ASUPDA and the winner of the contract. ASUPDA shall send a draft copy of Contract Agreement to the winner of the contract. Within Three (3) days of receipt of the draft copy of the Contract Agreement by the winner of the contract, the contract agreement shall be signed. The Chairman of the Contract Tender Board (Executive Director of ASUPDA) shall sign on behalf of ASUPDA, while the President, CEO or Managing Director of the winning company shall sign on behalf of the Contractor.

LEGALIZATION OF THE CONTRACT AGREEMENT AT THE FEDERAL HIGH COURT

The signed contract agreement copies is subject to legalization and stamp duty at the Federal High Court here in Nigeria. The winner of the contract shall within Three (3) days of signing the agreement, complete the stamp duty and legalization of the signed contract agreement at the Federal High Court, Yola Judicial Division, Adamawa State.

CONTRACT PAYMENT

Forty-eight (48) hours after the signing and legalization of the agreement, ASUPDA will through their bank wire 100% of the total contract amount through TT to the contractor's account to enable the contractor to commence production and delivery as agreed. Note: In line with the Federal Government's Contract Payment Verification and Monitoring Bill 2017, the contractor's principal officer (CEO/Manager) shall verify their account before the payment could be effected. This is necessary as the Federal Government of Nigeria wants to ensure that all contract payments are directed to real contractors.

GENERAL PROCEDURE & SCHEDULE FOR CONTRACT AWARD AND EXECUTION

1. Tenderer Receives Official Tender Document (OTD) from the Tender Board Registrar
2. Tenderer studies the Tender Documents and submits complete Tender Requirements as stipulated in the Tender Brochure
3. ASUPDA examines all the tender requirements.
4. ASUPDA awards contract to the successful tenderer and issues contract award certificate to the contractor.
5. ASUPDA and the winner of the contract (Prospective Contractor) sign Contract Agreement Documents.
6. ASUPDA effects advance payment by means 100% TT payment to the contractor.
7. Contractor commences production after 10 days of receipt of payment in the Contractor's bank and subsequent shipments.

ACCEPTANCE OF TERMS AND CONDITIONS

Acceptance of these Terms and Conditions will be the only way in which the ASUPDA will enter into any contract with a Tenderer. The successful Tenderer (Contractor) agrees to comply with Committee's Terms and Conditions.

THE END



LETTER OF INTEREST FORM A3



Date: _____

Tendering No: _____

Invitation for Tender No: _____

To:

The Contract Tender Board,
Adamawa State Urban Planning & Development Authority (ASUPDA)
Adamawa State Government House,
Yola, Adamawa State, Nigeria

Sir,

We, the undersigned, declared that:

(a) We have examined and have no reservations to the Tender Documents in accordance with the Instructions to Tenderers

(b) We offer to execute in conformity with the tender documents the following Works: _____
_____;

(c) The total price of our Tender, excluding any discount offered is _____;

(d) Our Tender shall be valid for a period of _____ days from the date fixed for the Tender submission deadline in accordance with the Tender Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(e) If our Tender is accepted, we commit to guarantee efficiency in executing the contract in accordance with the Tender Document;

(f) Our firm have nationality from eligible country.

(g) Our firm has not been declared ineligible by the official regulations or by an act of compliance with a decision of the United Nations Security Council;

(h) We have paid fees with respect to the Tendering process or execution of the Contract.

(i) We understand that this Tender, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed;

(j) We understand that you are not bound to accept the lowest evaluated Tender or any other Tender that you may receive; and

(k) If awarded the contract, the person named below shall act as a Contractor's representative:

Name: _____

In the Capacity: _____

Signed: _____

Duly Authorised to sign the tender for and on
behalf of: _____

Date: _____

The Tenderer must complete/fill this form clearly showing the Tenderer's complete name and address.



TENDER APPLICATION FORM A4

PARTICULARS OF APPLICANT

AFFIX YOUR
PASSPORT HERE

Name of Company-----

Address:----- City/Zip-----

State:----- Country:----- Tel:----- Fax:-----

Contact Person ----- Position ----- Mobile No-----

Email: ----- Company Reg. No:----- Year of Est-- -----

Annual Turnover:----- Number of Employees-----

Tick as Appropriate Manufacturer ☐ Distributor/Wholeseller ☐ Agent/Representative ☐

DECLARATION

I hereby declare that the above information supplied by me are correct and true information

Signature:----- Date: -----

PARTICULARS OF LOCAL REPRESENTATIVE

Name of Company -----

Address-----

Contact Person ----- Position -----

Tel:----- Fax:----- E-mail:-----

Signature:----- Date:-----

FOR OFFICE USE ONLY

Name of Supervisor :-----

Remarks:-----

Signature:----- Date: -----

Tenderers must fill this form appropriately and return with the other requested documents, including the evidence of the payment of **Tender Processing Fee (TPF) of US\$1,250.00** in form of a Local Bank Draft. **(Cash Payment Or Online Transfer Not Accepted)**

All documents must be submitted ONLY in Certified True Copies enclosed in an envelop. ELECTRONIC SUBMISSION IS NOT ALLOWED.

For more information Contact:
The Contract Tender Board,
Adamawa State Urban Planning & Development Authority (ASUPDA)
Adamawa State Government House, Yola, Adamawa State, Nigeria
Tel: +2348152594261
Email: tenders@asupda.com.ng