**NATIONAL HAJJ COMMISSION OF NIGERIA (NAHCON)**

**INVITATION TO TENDER MARCH 14, 2022**

1. **INTRODUCTION**

The National Hajj Commission of Nigeria (NAHCON) is a Federal Government Agency under the Office of the Secretary to the Government of the Federation (OSGF) responsible with providing efficient and effective services to Nigerian Pilgrims during Hajj Operations.

In compliance with the requirement of the Public Procurement Act 2007 and extant regulations of the Federal Government on Procurement of goods, works and Services, NAHCON wishes to invite Tenders from suitable and qualified Contractors with proven experience to undertake the under listed projects to be funded from 2023 Appropriation/On-shore Budget. This procurement will provide drugs that are not available in Saudi Arabian market like Malaria drugs and others which.

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| **S/N** | **Lot No** | **Project Description** | **Qty** |
| 1. | Lot 1 | Procurement of On-Shore Drugs for 2023 Hajj Operations | Item |

**3.0 ELIGIBILITY CRITERIA**

 Prospective Bidders wishing to carry out the above supply are required to submit the following documents:

1. Certificate of Incorporation/Evidence of registration with the Corporate Affairs Commission (CAC) Memorandum and Articles of Association including CAC 2 & CAC 7;
2. Evidence of Certificate/Exemption from PENCOM in accordance with PENCOM Act, 2004 expiring December 31, 2023;
3. Evidence of Tax Clearance Certificate for the last three (3) years expiring December, 2023;
4. Evidence of registration and contribution to ITF expiring December 31, 2023.
5. Evidence of NSITF Certificate expiring December 31, 2023;
6. Evidence of registration on National Database of Federal Contractors, Consultants & Service Providers by submission of Interim Registration Report (IRR) expiring 31st December, 2023 or valid certificate issued by BPP;
7. Company’s Audited Account for the last three years (2020, 2021, 2022), duly acknowledged by the Federal Inland Revenue Service (FIRS);
8. Evidence of current premises Registration with Pharmacist Council of Nigeria;
9. Reference Letter from reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed.
10. Verifiable list of similar Jobs successfully executed in the last three years including letters of award and Job completion certificate.
11. Company Profile and Technical qualification/Curriculum vitae of the key personnel.
12. 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 Number (RC) as issued by the Corporate Affairs Commission (CAC), Contact Address, GSM Number, & e-mail address. The Letter Head Paper must bear the Name & Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorised officer of the firm.

Note – Serials (i-viii) above are mandatory requirements while serials (ix – xii) are scoring criteria.

**4.0 COLLECTION OF TENDER DOCUMENTS**

Interested bidders shall collect Standard bidding document within working hours (9:00am to 4:00Pm) of work days (Monday to Friday) from: Head of Procurement, Room 1015 NAHCON Headquarters (Hajj House), Plot 991/992, Zakaria Maimalari Street, Central Business District, Abuja.

**5.0 SUBMISSION OF TENDER DOCUMENTS**

i. Interested contractors should submit their tender documents (indicating Technical and Financial Bids enclosed in one Envelope) the envelope enclosed should be sealed tamper proof envelope clearly stating the Name and lot number at the top right hand corner of the envelope and addressed to:

**Chairman/CEO,**

**National Hajj Commission of Nigeria (NAHCON) NAHCON Headquarters (Hajj House), Plot 991/992, Zakaria Maimalari Street, Central Business District, Abuja.**

ii. The documents should be deposited in the tamper proof tender box at the Procurement Unit.

iii. Company name should be written at the reverse side of the envelope. Closing time of all submissions shall be on or before **Tuesday** **March 28, 2023 at 12.00 noon** prompt, late submission will not be entertained.

iv. Bidders should ensure that they properly complete the Tender submission checklist with the procurement unit.

**6.0 OPENING OF BIDS**

Opening of the received documents will commence immediately after the deadline time at Commission’s Board Room.

All bidders and/or their representatives, relevant Professional bodies and NGOs are invited to witness the Public Opening exercise accordingly.

**7.0 IMPORTANT INFORMATION:**

i. All CAC, VAT, PENCOM, ITF and Tax certificates may be referred to the relevant Agencies for verification.

ii. NAHCON reserves the right to reject any or all submissions that do not meet up with the requirements as specified.

iii. The evaluation of the received documents shall be strictly based on requirements specified above.

**HEAD OF PROCUREMENT**

**NAHCON**

**FOR: CHAIRMAN/CEO**