**FEDERAL MEDICAL CENTRE, KEFFI**

 **PMB.1004, OLD AKWANGA ROAD KEFFI, NASARWA STATE**

 **EXPRESSION OF INTEREST FOR CLEANING AND SECURITY SERVICES.**

**1.0 INTRODUCTION**

The Federal Medical Centre, Keffi Nasarawa State wishes to invite interested and qualified Cleaning and Security firms to Express Interest for cleaning and security services in the hospital.

**2.0 CLEANING SERVICES**

 **PACKAGE A.**

**Lot A1**:

* Admin Complex and surrounding
* Isolation ward
* Fuel station
* Specialty clinics complex and surrounding
* All Incinerators
* Modula Theatre
* New Intensive Care Unit (ICU)
* Maintenance /Ophthalmology Block
* Electrical/Mechanical/Plumbing/Powerhouse
* Mortuary
* Central Store/Conference Hall
* Cooperative house
* DOT Clinic
* ART Clinic
* Carpentry Workshop
* Christian Chapel and surrounding
* CITTU Building
* Mosque by new admin building
* All the driveways, car parks, walkways, green areas/gardening,

 drainages along the covered areas.

**LOT A2**:

* Gate house
* Round about
* Oxygen Plants both old and new
* Family Planning Clinic
* ANC Building
* 116 Bed Ward and surrounding
* Pharmacy Building (old admin)
* Main Theater
* Radiology
* Oxygen Sub-Station behind main theatre
* A & E Building
* Plastic/Burns Unit
* NHIS Building
* GOPD
* Public Toilet near ANC
* Public Toilet behind GOPD
* Mosques at the main gate and Admin Complex
* All the driveways, car park, walkways, green areas/gardening, drainages along the covered areas

L**OT A3**:

* Pediatric Ward
* Servicom /HIM/Physiotherapy Block
* Old Intensive Care Unit (ICU)
* Old / Renovated Amenity Ward
* New (VIP) Amenity Building
* Dental Building
* Male Medical Ward
* Male Surgical Ward
* Female Medical Ward
* Female Surgical Ward
* Pediatric Surgical Ward
* Hemodialysis Building
* Account Extension
* Public Toilet behind account extension
* Sickle Cell Block
* O & G /SCBU Block
* Staff Canteen/ Laundry Building
* Oxygen Sub-station near staff canteen
* Medical Laboratory (old and new)
* Public Toilet near Medical Laboratory
* Doctors’ quarters near ART Clinic
* Pay point (bank)
* SSA canteen/ Staff kitchen
* Green areas around SSA Canteen/Staff Kitchen
* All driveways, car parks, walkways, green areas/gardening, drainages along the covered areas.

**LOT: A4**:

* Coded Waste Material Distribution
* Waste Segregation
* Management of sub-collection site
* Disposal at appropriate dump site
* Maintenance of temporary dump site
* Maintenance of permanent dump site
* Public Health Building and surrounding
* Doctors’ quarters at Bagudu Estate, CRDP close to NSCDC, Keffi area Command.
* James Tyungu Doctors’ Quarters GRA
* Proposed Quarters at FMC Gadabuike
* Professor Sani Haruna House Officers Quarters’ GRA. Keffi

**3.0 SECURITY SERVICES**

**PACKAGE B.**

**LOT B1:** Security Men at the Federal Medical Centre, Keffi (Entire Hospital Premises) and Security Men at Top Management Committee’s (TMC) Quarters of Federal Medical Centre, Keffi.

**LOT B2:** Security Men at the Federal Medical Centre, Gadabuike (Entire Hospital Premises), proposed Doctors’ Quarters, Security Men at Bagudu Estate CRDP, James Tyungu GRA and Professor Sani Haruna GRA.

 **4.0 *ELIGIBILITY CRITERIA***

Interested and competent firm/Contractor must possess the following minimum qualifications:

1. Evidence of registration with Corporate Affairs Commission (CAC) with forms CAC2 and CAC7 or CAC 1.1
2. Evidence of Company Income Tax Clearance Certificate for the last three (3) years of 2021,2022 & 2023 valid till 31st December,2024.
3. Evidence of current Pension Compliance Certificate (PENCOM) valid till 31st December, 2024.
4. Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2024
5. Evidence of current Nigerian Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December, 2024
6. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) valid till 31st December, 2024 or valid certificate issued by the Bureau of Public Procurement (BPP)
7. Sworn Affidavit disclosing whether or not any officer of the relevant committees of Federal Medical Centre, Keffi or the 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;
8. Company’s Audited Accounts for the last three (3) years -2021,2022 & 2023.
9. 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 facility when the need arises,**
10. Company’s Profile with photocopies of Curriculum Vitae of key staff to be deployed for the assignment indicating their relevant Academic / Professional qualifications obtained from an accredited institution and professional certificate from relevant bodies such as, Environmental Health Officers Registration Council of Nigeria **(EHORECN)** and must possess relevant Professional license to Practice as Cleaning Company expiring 31st December,2024 and cognate experience for Cleaning Service with Minimum of Three (3) skilled Professionals with relevant academic &Professional Certificate as member of Environmental Health Officers Registration Council (**EHORECN**).

Security Firms must have at least three (3) retired military/ Para-military personnel as part of their staff with verifiable evidence submitted. The security firms must possess license to operate as private security guard/company obtained from the Ministry of Interior and the Nigerian Security and Civil Defense Corps (NSCDC). The ARMS and DOG section is an added advantage for Security Services.

1. Verifiable documentary evidence of at least three (3) similar jobs executed in the last (5) years including Letters of Awards and Completion Certificates as appropriate.
2. The Company must demonstrate ability to pay salaries of the personnel/ operatives staff for a period of (3) three Months without support from the Hospital.
3. 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, Telephone Number (preferably GSM No.), and e-mail address. The Letterhead 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.

**5.0 COLLECTION OF TENDER DOCUMENTS**

Interested Companies are to collect the Bidding Document from Procurement Unit from **Monday 11th November, 2024 to Tuesday 26th November, 2024** upon payment of non-refundable Tender fee of **#20,000.00** only for each Lot through the **TSA** (Federal Medical Centre Nasarawa) platform.

**6.0 GUIDELINE FOR SUBMISSION OF EXPRSSION OF INTEREST (EOI)**

The Tender must contain: functional contact address, phone number and e-mail together with Three completed copies (one original and two photocopies) of TECHNICAL/FINANCIAL bid and must be packed in one envelope and clearly marked “Technical Bid” or “Financial Bid” Thereafter, put the two sealed envelopes together in a bigger sealed envelope addressed to the Medical Director/CE, Federal Medical Centre, Keffi Nasarawa State and clearly marked with the name /title of the project “Expression of Interest (put Lot No.) Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and dropped in the designated tender box at the Procurement Unit, Federal Medical Centre, Keffi at New Administrative Complex, ground floor from **Monday 11th November, 2024**) within official working Days/Hours 8am -4pm.

**7.0 CLOSING AND OPENNING OF TECHNICAL BIDS**

Technical bids shall be opened immediately after the deadline of submission at **12: noon Tuesday 26th November, 2024**at the Board Room, Administrative Building, Federal Medical Centre, Keffi. Please ensure that you sign the Bid Submission Register in the Procurement Office at the Administrative Building, Federal Medical Centre, Keffi.

**8.0 OTHER INFORMATION**

 (i) Only short listed Pre-qualified firms will be invited for Financial Bid

 (ii) This advert serves as a notice and invitation to all interested stake holders to attend and observe the Bid opening.

 (iii) All enquiries should be directed to: **The Medical Director /CE,** Federal Medical Centre, Keffi, Nasarawa state

Attention: **Head of Procurement**

9.0 DISCLAIMER

 **9.1** This advertisement is published for information purposes only and does not constitute an offer by the Federal Medical Centre, Keffi to transact with any party for these services, nor does it constitute a commitment or obligation on the part of the Federal Medical Centre, Keffi to pronounce concession services

**9**.**2** The Federal Medical Centre Keffi, will not be responsible for any cost or expenses incurred by any interested party in connection with any response to this invitation, preparation or submission in response to any enquiry

**9**.**3** The Federal Medical Centre, Keffi is not bound to short list any firm and reserves the right to annul the Procurement process at any time without incurring any liabilities and assigning any reason thereof.

**SIGNED**

**MEDICAL DIRECTOR/CHIEF EXECUTIVE**

**FEDERAL MEDICAL CENTRE, KEFFI**

**11th NOVEMBER, 2024**