



**FEDERAL MINISTRY OF INNOVATION, SCIENCE & TECHNOLOGY
NIGERIA NATURAL MEDICINE DEVELOPMENT AGENCY
9, KOFO ABAYOMI STREET, VICTORIA ISLAND, LAGOS**

**REQUEST FOR QUOTATION AND EXPRESSION OF INTEREST FOR THE
EXECUTION OF 2024 CAPITAL APPROPRIATION ACT**

The Federal Government of Nigeria has allocated funds for the Nigeria Natural Medicine Development Agency, (NNMDA) a parastatal of the Federal Ministry of Innovation, Science & Technology in the 2024 Appropriation for the procurement of Works, Goods and Services towards achieving its mandates. In compliance with the provisions of the Public Procurement Act 2007, the Agency hereby Request for Quotation from experienced contractors and consultants with proven competence to submit tenders and Expression of interest for the execution of the following projects.

2. SCOPE OF WORKS/SUPPLY

CATEGORY A	INFRASTRUCTURAL DEVELOPMENT
LOTS	GOODS
G01	PROCUREMENT OF SCIENTIFIC EQUIPMENT, CHEMICALS, ACCESSORIES & GLASSWARES FOR GENERAL LABORATORY .
G02	PROCUREMENT OF EQUIPMENT & ACCESSORIES FOR THE TOXICOLOGY AND MICROBIOLOGY LABORATORY
G03	ANIMAL HOUSE, RESEARCH INSECTARY - PROCUREMENT AND MAINTENANCE OF EXPERIMENTAL ANIMALS & INSECTARY
G04	DIGITAL LIBRARY DEVELOPMENT - ANNUAL PAYMENT OF INTERNET BANDWIDTH & SUBSCRIPTION TO SCIENTIFIC DATABASES
G05	DEVELOPMENT OF NIGERIA COLLEGE OF NATURAL MEDICINE TECHNOLOGY
CATEGORY B	WORKS
W01	CONSTRUCTION OF MINI FARMS HOUSE AND RESEARCH FACILITY AT THE AGENCY'S SOUTH- EAST EXPERIMENTAL MAPPS FARMS - ABAKALIKI, EBONYI STATE
W02	CONSTRUCTION OF MINI FARMS HOUSE AND RESEARCH FACILITY AT THE AGENCY'S SOUTH- SOUTH EXPERIMENTAL MAPPS FARMS - JESSE, DELTA STATE
W03	CONSTRUCTION OF MINI FARM HOUSE AND RESEARCH FACILITY AT THE AGENCY'S SOUTH WEST EXPERIMENTAL MAPPS FARM, AKURE, ONDO STATE
W04	CONSTRUCTION OF MINI FARM HOUSE AND RESEARCH FACILITY AT THE AGENCY'S NORTH WEST EXPERIMENTAL MAPPS FARM, KANO, KANO STATE
W05	CONSTRUCTION OF MINI FARM HOUSE AND RESEARCH FACILITY AT THE AGENCY'S SOUTH SOUTH EXPERIMENTAL MAPPS FARM, CALABAR, CROSS RIVERS STATE
W06	CONSTRUCTION OF MINI FARMS HOUSE AND RESEARCH FACILITY AT THE AGENCY'S NORTH-CENTRAL EXPERIMENTAL MAPPS FARMS IN JOS, PLATEAU STATE
W07	GENERAL OFFICE REHABILITATION - RENOVATION, RE-ROOFING AND REPAINTING OF AGENCY'S LAGOS HEAD QUARTERS BUILDINGS
W08	CONTINUATION OF THE CONSTRUCTION OF CLINICAL RESEARCH FACILITY FOR NATURAL MEDICINE THERAPIES IN OBINAGU, UDI LGA, ENUGU (FOUNDATION CONSTRUCTION).
W09	ACQUISITION & DOCUMENTATION OF LAND TOWARDS CONSTRUCTION OF AGENCY'S PERMANENT HQTRS COMPLEX IN LINE WITH GOVT DIRECTIVE

CATEGORY C	CONSULTANCY SERVICES
LOTS	EXPRESSION OF INTEREST
S01	CALIBRATION, VALIDATION & GENERAL REPAIRS OF EQUIPMENT IN THE LABORATORY & PDU
S02	CULTIVATION AND MAINTENANCE OF MEDICINAL AND AROMATIC PLANTS AND PESTICIDALS (MAPPS) INCLUDING FARM HANDS REMUNERATIONS IN - (JESSE, DELTA & AKURE, ONDO STATE)
S03	CULTIVATION AND MAINTENANCE OF MEDICINAL AND AROMATIC PLANTS AND PESTICIDALS (MAPPS) INCLUDING FARM HANDS REMUNERATIONS IN - (JOS, PLATEAU STATE & KANO, KANO STATE FARMS)
S04	CULTIVATION AND MAINTENANCE OF MEDICINAL AND AROMATIC PLANTS AND PESTICIDALS (MAPPS) INCLUDING FARM HANDS REMUNERATIONS IN - (ABAKALIKI, EBONYI STATE & CALABAR, CROSS RIVERS STATE FARMS)
S05	CONTINUATION OF ADVOCACY, PUBLIC SENSITIZATION PARTICIPATION IN 2024 ST&I EXPO
S06	ESTABLISHMENT OF INSTITUTIONAL PLANNING , MONITORING AND EVALUATION SYSTEM OF IMPLEMENTATION OF INSTITUTIONAL STRATEGIC PLAN, PROJECTS AND ACTIVITIES, TRACKING KEY PEROFMANCE INDICATORS FOR DECISION MAKING AND IMPROVED PERFORMANCE IN ACCORDANCE OF RENEWED HOPE /EIGHT PRIORITY AREAS
S07	ESTABLISHMNET OF LINKAGES AND COLLABORATION MECHANISMS TO OPERATIONALIZING MOUs/MOAs BETWEEN NNMDA AND UNIVERSITIES, RESEARCH INSTITUTIONS, INTERNATIONAL ORGANISATIONS AND THE PRIVATE SECTORS TOWARDS COMMERCIALIZATION FOR WEALTH CREATION.
S08	RESEARCH & DEVELOPMENT OF NOVEL PHYTOMEDICINES AGAINST NEGLECTED TROPICAL DISEASES (NTDs) USING GREEN NANOTECHNOLOGY APPROACH.
S09	ETHNOBOTANICAL AND VETERINARY SURVEY AND DOCUMENTATION IN SE, SW & NE.
S10	STUDY TOUR OF THE SIX GEOPOLITICAL ZONES BY THE EXECUTIVE & LEGISLATORS TOWARDS STRATEGIZING FOR INTELLECTUAL PROPERTY RIGHTS OF TRADITIONAL MEDICINE SERVICES, AND PRODUCTS FOR IMPROVED JOB CREATION, POVERTY ALLEVIATION AND ACHIEVEMENT OF UNIVERSAL HEALTH COVERAGE
S11	ESTABLISHMENT OF RESEARCH FARMS IN THE N/E & N/C ZONES OF THE COUNTRY

3 ELIGIBILITY REQUIREMENTS

Prospective bidders should submit the following documents:

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC1.1 or CAC2 and CAC7. Business Name is also acceptable for Services;
- b. Evidence of Company's Income Tax Clearance Certificate (or Personal Income Tax Clearance Certificates of all the Partners in case of Business Name) for the last three (3) years (2021, 2022 & 2023) valid till 31st December, 2024;
- c. Evidence of Pension Clearance Certificate valid till 31st December, 2024 (this requirement is only applicable to bidders whose number of staff is 15 and above);
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2024 (this requirement is only applicable to bidders whose number of staff is 5 and above or the bidder's annual turnover is N50m and above);
- e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2024;

- f. Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) expiring on 31/12/2024 or valid Certificate issued by BPP.
- g. Sworn Affidavit disclosing whether or not any officer of the relevant committees of the Nigeria Natural Medicine Development Agency 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;
- h. Company's Audited Accounts for the last three (3) years - 2021, 2022, 2023 duly acknowledged by the Federal Inland Revenue Service (FIRS);
- i. Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- j. Company's Profile with the Curriculum Vitae of Key Staff to be deployed for the project, including copies of their Academic/Professional qualifications such as COREN, QSRBN, ARCON, CORBON etc.;
- k. 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;
- l. Works: List of Plants/Equipment with proof of Ownership/Lease;
- m. Services: Evidence of Firm's current registration with relevant regulatory professional body(ies) such as CMD/Training, COREN/QSRBN/ARCON/CORBON/SURCON/Construction;
- n. For Supply of Equipment: Letter of Authorisation as representative of the Original Equipment Manufacturers (OEMs);
- o. 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 authorised officer of the firm.

4 COLLECTION OF TENDER DOCUMENTS (CATEGORY A & B)

Interested companies are to collect the Standard Bidding Document (SBD) from the office of the **Secretary Tenders Board, Nigeria Natural Medicine Development Agency, No. 9, Kofo Abayomi Street, Victoria Island, Lagos** on evidence of payment of a non-refundable tender fee of **₦10,000.00** per Lot, paid into the **Account Name: Nigeria Natural Medicine Development Agency, Account No: 022800400100 GIFMIS CODE: 1000256280 payable in any reputable Commercial Bank in Nigeria by generating RRR on Remita.net**

2. SUBMISSION OF TENDER DOCUMENTS (CATEGORY A & B)

Prospective bidders are to submit bid for each of the Lot desired, two (2) hard copies each of the technical and financial bids with softcopy of financial bid only in MS Excel format, 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 General/Chief Executive, Nigeria Natural Medicine Development Agency, No. 9 Kofo Abayomi Street, Victoria Island, Lagos** and clearly marked with **"Request for Quotations"** and indicate the **"LOT No"**. Furthermore, the reverse of each sealed envelope should have the name and address of the bidder and drop in the designated Tender Box at DG's Reception not later than **1:00 pm on Monday, 13th May, 2024.**

SUBMISSION OF EOI DOCUMENTS (CATEGORY C)

Interested firms are to submit two (2) bound Expression of Interest (Eoi) documents separated by dividers and arranged as indicated above. The documents should be submitted in a sealed envelope and addressed as stated above, and 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 drop in the designated Tender Box not later than **1:00pm on Monday, 7th May, 2024.**

3. OPENING OF EOI AND TECHNICAL BIDS

The EOI and **technical** bids will be opened immediately after the deadlines for submission at **1:00pm on Monday, 7th May, 2024** and **1:00pm on Monday, 13th May, 2024** respectively, in the Conference Room, at 9, Kofo Abayomi Street, Victoria Island, Lagos, while the financial bids will be kept un-opened. Please, ensure that you sign the Bid Submission Register in The Director General's office 9, Kofo Abayomi Street, Victoria Island, Lagos as the Nigeria Natural Medicine Development Agency will not be held liable for misplaced or wrongly submitted bids. For further enquiries, please contact Mr FO Fashina **08033285209** (Head, Procurement)" or e-mail info@nnmda.gov.ng, olatunde.fashina@nnmda.gov.ng

4. GENERAL INFORMATION

- a. Bids must be in English Language and signed by an official authorised by the bidder;
- b. Bids submitted after the deadline for submission would be returned un-opened;
- c. Bidders should not bid for more than two (2) Lots;
- d. All costs will be borne by the bidders;
- e. Presence of bidders/representatives and members of the public shall not be required during the bid opening ceremony in compliance with COVID-19 Guidelines. The Bids Opening will be covered by video recording (invitation link will be sent to bidders to join the bid opening online) with the physical presence of two (2) representatives of private sector professional bodies and Civil Society Organisation in the areas of Anti-Corruption/Transparency;
- f. Bid documents can also be collected in soft copies and Bidders can submit through Post (Courier Services);
- g. Category A and B: Only pre-qualified bidders at technical evaluation will be invited at a later date for financial bids opening, while the financial bids of un-successful bidders will be returned un-opened;
- h. Category C: Only shortlisted firms will be contacted at a later date for collection of Request for Proposals;
- i. The Nigeria Natural Medicine Development Agency is not bound to pre-qualify 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

The Director General/Chief Executive
NNMDA