

# INVITATION TO TENDER

**Ref: MSF/WACA/NG-205/2024-04**

## CONSTRUCTION WORK AT PHC (Primary Health Care) AKOR & OLD NDEBEJI, CROSS RIVER

**Tender Closing Date and Time: Monday 12<sup>th</sup> May 2024, 16:00hrs**

### LETTER OF INVITATION

Dear Bidders,

Medecins Sans Frontieres West and Central Africa (**MSF-WaCA**) is hereby inviting sealed bids from well reputed construction companies having proper registration in Nigeria to participate in bidding for construction projects, details are tabled below:

LOT #	Region	Total Number of Kits
1	Croos River	Construction of Laboratory at Akor (Primary Health Unit)
2		Construction of Laboratory at Old Ndebeji

Participation in the Tender is based on the following conditions;

1. The Proposal, all bidding documents and all related correspondences must be in English. All information and documents submitted by bidders must be accurate, correct and duly certified.
2. Bidders must regularly follow up on the issuance of further instructions and/or amendments to this invitation to tender.
3. MSF-WaCA reserves the right to accept or reject any Proposal, cancel the tender process and/or reject all Proposals at any time, without incurring any liability to bidders or any third parties.

4. As per the discretion of MSF-WaCA, contract may be awarded to a single contractor for both projects or multiple contractor.
5. Bidders will be advised, in due course, of the results of their Proposals.
6. Tender documents through email will not be accepted.
7. Only Physical submission of offers will be accepted. Electronic submissions through email shall not be considered. However, contractor from other locations may submit their offer through courier.
8. All bids delivered to MSF must be registered at reception. Unregistered bid will not be opened. MSF reserve the right to accept or reject the bids without showing any reason whatsoever.
9. All inquiries should be addressed to the Logistics Coordinator by email or call (during office working hours), no later than **Wednesday 08<sup>th</sup> May, 2024**.

Médecins Sans Frontieres West and Central Africa  
Ali Gado, **Logistics Coordinator - MSF- WaCA**  
**Cell: (+234) 0913 936 4468**  
**Email: [msfw-nigeria-logco@waca.msf.org](mailto:msfw-nigeria-logco@waca.msf.org)**

**Kind Regards:**  
**Zeeshan Baig**  
**Supply Manager**

## **CALL FOR TENDER**

**Opening date: 02<sup>nd</sup> May, 2024**

**Closing date: 12<sup>th</sup> May, 2024**

### **A.) Introduction:**

Médecins Sans Frontières (MSF) is an International Private non-governmental, non-profit, humanitarian organization created in 1971. We offer medical assistance to population in distress, victims of natural or man-made disasters and to victims of armed conflicts irrespective of race, religion, creed or political affiliation. Médecins Sans Frontières observes neutrality and impartiality in the name of universal medical ethics and the right to humanitarian assistance and demands full and unhindered freedom in the exercise of its functions. MSF works in over 70 countries globally and has been working continuously in Nigeria since 1996. Médecins Sans Frontières West and Central Africa -(MSF-WaCA) is currently operating in 5 countries of Africa. In Nigeria we are present in two states: Cross river (Southern part of the country) and Kano (Northern part of the country).

Interested and authorized Contractors with cognate experience are invited to participate in this tender process:

### **B.) Scope of Work:**

MSF seeks to request proposals to identify a suitable and qualified contractor to undertake the construction work at **PHC AKOR & OLD NDEBEJI, CROSS RIVER**. Bidders are therefore requested to propose the best and most cost-effective solution to meet MSF requirements while ensuring a high level of service).

### **C.) Planned timelines (subject to confirmation)**

**Start date: 20/05/2024**

**End date: 05/07/2024**

**Total duration: 45 days**

### **D.) Requirements – Work to be performed**

(a) Detailed Schedule of Work

The vendor will submit a detailed schedule of all construction activities e.g. Excavation, Brickwork, plastering, paintwork, Fabrication, Erection of Prefabricated Structure, Plumbing/Electrical works, etc.

(b) Detailed Structural Design

Upon selection, the vendor will submit a structural design with drawings for approval before execution.

### **E.) Inputs**

Necessary design aids i/c specifications of materials/items would be provided to the contractor for timely completion of the project with quality output.

**F.) Activity Coordination & Reporting:** For Technical supervision and instructions – Reporting

Technical Referent:	Ali Gado, Logistics Coordinator	Email: Cell:	<a href="mailto:msfw-nigeria-logco@waca.msf.org">msfw-nigeria-logco@waca.msf.org</a> <b>(+234) 0913 936 4468</b>
Construction Supervision:	Victor Chongkon, Construction Supervisor	Email Cell:	<a href="mailto:Victor.Yusuf@waca.msf.org">Victor.Yusuf@waca.msf.org</a> <b>(+234) 08167913578</b>

**G.) Characteristics of the Provider**

The potential bidder should be well equipped with:

- a. Physical Office Address (the contractor that running business with virtual office shall not be consider for this tender).
- b. Qualified and skilled workers/staff
- c. Ability to provide technical advice and design
- d. Well equipped with the necessary machinery and equipment
- e. Possessing necessary registration with the Nigerian Society of Engineers.
- f. Having Past experience of executing the same sort of Projects
- g. Sound financial capability

**H. ) Place of assignment**

PHC Akor & Old Ndebeji, Cross River.

**I. Evaluation**

Before conducting the technical and financial evaluation of the proposals received, WHO will perform a preliminary examination of these proposals to determine whether they are complete, whether any computational errors have been made, whether the documents have been properly signed, and whether the proposals are generally in order. Proposals which are not in order as aforesaid may be rejected.

The evaluation panel will evaluate the technical merits of all the proposals which have passed the preliminary examination of proposals based on the following weighting:

Technical Weighting:	70 % of total evaluation
Financial Weighting:	30 % of total evaluation

The technical evaluation of the proposals will include:

Presentation of Technical proposal: The extent to which MSF's requirements and expectations have been satisfactorily addressed i.e.; incorporating all necessary required information in an orderly manner. The vendor will attach all information in a hierarchical manner as desired according to this evaluation criteria with a table of content etc.	10
Experience of Firm:  Number of years working in the field of building construction/renovation works.	10

06 years and above experience – 10  04 to 05 years' experience – 06  The year of Establishment of the Company must be mentioned with documentary proof.	
List of Projects: Attach a list of completed and ongoing relevant Projects (concrete structures) only in tabular form showing start/end date, project worth and client details along with documentary proof (All documents must be credible with letterheads and/or stamps of issuing organizations).	10
Financial Capacity: The service provider/contractor must demonstrate that he has enough financial capacity with the provision of bank statements or audited financial statements for the last 3 years. Your bank statement must be from a bank with a current date balance.	10
Registrations/Accreditations: Registration with Nigerian Society of Engineering (NSE): The bidder must be registered with Nigerian Society of Engineering and shall provide a valid certificate in category C-2 or above. (10)  The bidder shall provide a complete company profile containing copies of the registration documents with government authorities like CAC, Forms CAC 2, CAC 7, Memorandum & Article of Association & TIN ) (5)	15
Project Personnel: Details of the Technical Staff proposed for this specific project with at least One Project Engineer who must be at least Associate Civil Engineer. List of project staff in Tabular form should be provided along with copies of their academic certificates and a brief CV	10
Understanding of project requirements and proposed roadmap: Bidders must prepare at least a 1-3 page narrative of their proposed approach/methodology/roadmap, quality and risks management plans. Bidders shall provide an executive summary that defines the overall approach to manage the project in allocated time, resources, and risks.	10
Work Schedule & Timeline: The proposed Work Plan for all activities using GANTT Chart/ Implementation Plan/Proposed Detailed Work Schedule WBS (prepared and broken down on a daily basis with percentage distribution) with critical path analysis for each task/subtask. (5)	05
Project Completion Time: 1. Within 45 days = 20 2. Between 46-55 days = 15 3. Between 56-65 days = 10	20
<b>TOTAL</b>	<b>100</b>

The scoring scale per criteria was defined as follows:

<b>Criteria evaluated as:</b>	<b>Based on the following supporting evidence:</b>	<b>Corresponds to the score of:</b>
<b>Excellent</b>	Excellent evidence of ability to exceed requirements	100%
<b>Good</b>	Good evidence of ability to exceed requirements	90%
<b>Satisfactory</b>	Satisfactory evidence of ability to support requirements	70%
<b>Poor</b>	Marginally acceptable or weak evidence of ability to support requirements	40%



**SUPPLY TENDER FORM**

**Bid #: MSF/WACA/NG-205/2024-04**

**Program: MSF** invites quotations for the construction work at AKOR & OLD NDEBEJI.

We, the undersigned, hereby declare that:

1. We have examined and accepted in full the content of the dossier for invitation to tender No.
2. We hereby accept its provisions in their entirety, without reservation or restriction.
3. We offer to deliver the services in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reservation or restriction.
4. The total price of tender including tax, transportation costs, delivery.

..... in figures

..... in words

**CONTACT PERSON**

Name :

Address :

Telephone :

Fax :

E-mail :

Name and Position of person authorized to sign this tender

Tender:.....

Place and date:.....

Stamp of the company:

**Annex 2**

**ECONOMIC AND FINANCIAL STATNDING OF TENDERERS**

Please provide the following financial data in NGN Currency from your annual audited accounts.

<b>Name of company</b>	<b>Data</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
	Annual Value of Total Business			
	Annual Value of Similar Services			

**Company Representative**

Name	
Position	
signature	
Date	



