

# NATIONAL POSTGRADUATE MEDICAL COLLEGE OF NIGERIA

KM 26, LAGOS-BADAGRY EXPRESSWAY, P.M.B. 2003, IJANIKIN, LAGOS

11<sup>th</sup> February, 2022

## INVITATION TO TENDER

Competent and registered Contractors/suppliers are invited to submit bids for the following contracts:

### LOT 1: SUPPLY OF STATIONERY ITEMS

S/N	STATIONERY ITEMS	SPECIFICATION	QTY
1	A4 Photocopying paper	Rotatrim 80g ( Box by 5 reams)	200 Boxes
2	A4 Envelope 16 × 12	Cattle Axe Manilla (Box by 10 Pk)	20 Boxes
3	Arch Lever Files	OBAL Original	100 Pieces
4	Assorted Marker	Packets	100 Packets
5	Black Biro	EEZEE German Fluid Ink 0.7mm	65 Packets
6	Blue Biro	EEZEE German Fluid Ink 0.7mm	80 Packets
7	Red Biro	EEZEE German Fluid Ink 0.7mm	20 Bottles
8	Calculator	Casio Dj- 120 Two way power	30 Pieces
9	Card Board	All Colours	300 Pieces
10	Cello Tape (Roll by 6)	2" 5cm Very Voluminous	30 Rolls
11	Eraser	(NATARAJ (100 Per Bottle)	10 Bottles
12	Liquid Gum	Gum (Top Gum) 160 ml	120 Bottles
13	Hard Cover Notebook	412 Apex Original	100 Booklets
14	HB Pencil	NATARAJ Neon Bonded Lead for Cheerful Writing	150 Dozens
15	Information Note Post it Sticky Notes	100 Pieces each 75×75mm	50 Booklets
16	Insecticide	Baygon 500ml e650	40 Bottles
17	Large Envelope 18 × 14	Cattle Axe Manilla (Box by 10 Pk)	50 Boxes
18	Office Pins	Chrysanthemum Size No. 2 WT. 50G	50 Packets
19	Paper clips (10 Per Box)	10 Per Box	20 Boxes
20	Perforator	978 kw-trio	20 Pieces
21	Pin Tray	Alma Pin Bowl	10 Pieces
22	Quarto Envelope 12 × 10 Cattle Axe Manilla (Box by 20 pk)	Cattle Axe Manilla (Box by 20 Pk)	10 Boxes
23	Rubber Band	Packet	30 Packets
24	Rule Sheets	White Apex Per Pack	40 Packets
25	Ruler	By 12 (Dozen)	30 Dozen
26	Scissors	8/2" Tiger Power Stainless Steel Best	60 Pieces
27	Sharpner	(NATARAJ 621 Shapeners) 50 Per Box	20 Bottles

28	Stamp Ink	Pyramid	12 Bottles
29	Stamp Pad	Hero	20 Pieces
30	Staple Pin	Rexel Staples item No. 3 Capacity 5000x No. 56mm	100 Packets
31	Stapler	Kangaroo HP-45 Original	100 Pieces
32	Super Glue	Alteco	50 Dozen
33	Tippex Correction Fluid	Packets	10 Packets
34	Twine	6 in a Roll	30 Rolls

**LOT 2: SUPPLY OF TONER/INK**

S/N	EQUIPMENT TYPE	TONER NAME	QTY
1	HP Deskjet P1606dn	78A Black Toner (Goldcolour)	20
2	HP Laser Jet Pro MFP MI75nw Colour (4 in 1)	126A Black Toner 126A Cyan Toner 126A Yellow Toner 126A Magenta Toner (Goldcolour)	4 2 2 2
3	HP Laser Jet Pro MFP MI77fw Colour (4 in 1)	126A Black Toner 126A Cyan Toner 126A Yellow Toner 126A Magenta Toner (Goldcolour)	4 2 2 2
4	HP Laser Jet pro 6830	934XL Black 935XL Cyan 935XL Magenta 935XL Yellow (HP)	2 2 2 2
5	HP Laser P2055	05A Black Toner (Goldcolour)	6
6	HP LaserJet 1320	49A Black Toner (Goldcolour)	5
7	HP LaserJet P2015	53A Black Toner (Goldcolour)	20
8	HP LaserJet Pro 400 M401 dn	80A Black Toner (Goldcolour)	10
9	Sharp AR 5726	Toner Cartridge	4
10	Sharp AR 5731	Toner Cartridge	4
11	Sharp AR MX-M314N	Toner Cartridge	4

**LOT 3: PRINTABLE ITEMS**

S/N	STATIONERY ITEMS	SPECIFICATION	QTY
1	Answer Scripts	500 Per Pack (Numbered and Colour – coded)	20 Packets
2	College Letter Head	Reams	20 Reams
3	File Jacket	Green ( Office Use)	5000 Pieces



❖ **NOTE**

Bidders for item (3) are required to liaise with the Procurement Unit for samples.

Also, the company with the winning bid would be required to produce an artwork and sample for approval before proceeding with the contract.

- Please note that the total contract sum will attract the deduction of 7.5% VAT, 5% Withholding Tax, and 1% Stamp Duty.

❖ **ELIGIBILITY**

In order to be considered, bidders are expected to be registered as Federal Government Contractors, in the appropriate categories with the Bureau of Public Procurement (BPP) – visit <https://federalcontractors.bpp.gov.ng>

As part of their submission, bidders are expected to show evidence of registration with the BPP by submitting the following documents:

- ✓ Certificate of Incorporation with the Corporate Affairs Commission (CAC);
- ✓ Company Income's Tax Clearance Certificate for the last three (3) years valid till 31<sup>st</sup> December, 2022;
- ✓ Current Pension Compliance Certificate valid till 31<sup>st</sup> December, 2022;
- ✓ Current Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2022;
- ✓ Current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31<sup>st</sup> December, 2022;
- ✓ Evidence of Registration on the National Database of Federal Contractors, Consultants and Service Providers by submission of Interim Registration Report (IRR) valid till 31<sup>st</sup> December, 2022;
- ✓ Sworn Affidavit disclosing whether or not any officer of the relevant committees of the College a former or present Director, shareholder or any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
- ✓ Company's Audited Account for the last (3) years – 2019, 2020, 2021.
- ✓ Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letter of Awards, Job Completion Certificates etc.;
- ✓ 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), Contract 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.

❖ **SUBMISSION OF BIDS**

Prospective bidders are to submit bid for each of the LOT desired, two (2) hard copies each of the technical and financial bids, packaged separately in sealed envelopes and clearly marked as "Technical Bid" or Financial Bid". The soft copy of the financial bid (Table of Bid Prices) should also be submitted in MS Excel or MS Word format (in a flash drive) and added to the envelope. Thereafter, the two sealed envelopes should be put together in a bigger sealed envelope and addressed to the College Registrar.

The bid should be registered in the College Registrar's Office before submission into the Tenders' Box (in the College Registrar's office) not later than **Wednesday 2<sup>nd</sup> March, 2022**.

Only quotations received from eligible/registered contractors, submitted into the Tenders' Box as stated above, shall be entertained.

A handwritten signature in blue ink, appearing to be 'S. E. Ochei', written over a set of horizontal lines.

**Mrs. S. E. Ifeanyi-Ochei**  
**Secretary, Tenders' Board**  
**For: College Registrar**