



JOS UNIVERSITY TEACHING HOSPITAL

MARCH 2023 STORES AND SUPPLIES TENDER DOCUMENTS

JOS UNIVERSITY TEACHING HOSPITAL

6TH March, 2023

INVITATION TO TENDER: NATIONAL SHOPPING

MANAGEMENT hereby invites reputable contractors to tender for the following items needed in the Stores and Supplies department.

STATIONERY (LOT A)

S/N	DESCRIPTION OF ITEMS	UNIT OF ISSUE
1	Masking Tape	Roll
2	Stapling Machine (Normal size)	Pkt
3	Rubber band	Pkt
4	Giant Stapler	Pkt
5	Envelope 16 x 12	Pkt
6	Envelope 18 x 14	Pkt
7	Envelope 10 x 8	Pkt
8	Envelope 12 x 10	Pkt
9	Stamp Pad ink	Pkt
10	Toner Laser Jet 53A	Pkt
11	Toner Laser Jet 17 A	Pkt
12	Toner Laser Jet 59A	Pkt
13	Toner Laser Jet 26A	Pkt
14	Toner Laser Jet 85A	Pkt
15	Toner Black c-EXV 33 (Canon)	Pkt
16	Hardcover Notebook 420	Bklt
17	Thermal Paper (Machine roll) 80mm x 80mm esolid	Carton
18	A4 Photocopy Paper (80 gsm)	Ream
19	Office Clip (Paper Clip) x 10	Pkt
20	Twine Rope	Roll

MEDICAL PRINTING ITEMS (LOT B)

S/N	ITEMS	UNIT OF ISSUE
1	Progress Note	Sheet
2	Clerking Sheet (Medical Students)	Sheet
3	NHIA Folder	No.
4	Case Folder	No.
5	Patients Health Record Folder	No.
6	Death Certificate with JUTH Logo	Bklt x 50 sheets
7	Operating Theatres Pre-operative Checklist (Elective and Emergency)	Bklt x 50 sheets

NON-MEDICAL PRINTING ITEMS (LOT C)

S/N	ITEMS	UNIT OF ISSUE
1	Store Ledger Register	Bklt
2	Administration File	No.
3	Plain File	No.

CLEANING ITEMS (LOT D)

S/N	ITEMS	SPECIFICATION	UNIT OF ISSUE
1	Bleach (1 x12x950ml)	Jik	Ctn

- Evidence of registration as a company with the **Corporate Affairs Commission (CAC)**
- Evidence of the **Tax Clearance certificate** for three years (2018, 2019 and 2020) i.e expiring 31st December, 2022.
- Evidence of **Financial capability or banking support** including current statement of account for the past 12 months from a commercial bank.
- Evidence of at least **three (3) similar jobs** executed in the last five (5) years including letters of award (i.e 2018, 2019, 2020, 2021, 2022)
- Evidence of current **Industrial Training Fund (ITF)** compliance certificate valid till 31st December, 2022
- Evidence of current **Nigeria Social Insurance Trust Fund (NSITF)** compliance certificate valid till 31st December, 2022
- Evidence of current **Pension Compliance Certificate** valid till 31st December, 2022
- Submission of **Interim Registration Report from BPP** expiring 31st December, 2022
- A sworn affidavit disclosing:
 - i. Whether or not the company is in receivership, insolvent or bankrupt
 - ii. Whether or not a director of the company has been convicted in any court for any criminal offence, including fraud, any financial impropriety or is bankrupt

- iii. Whether or not any officer of the relevant committees of Jos University Teaching Hospital or the Bureau of Public procurement is a former or present director, shareholder or has any pecuniary interest in the bidder and that all information presented in its bids are true and correct in all particulars
- All documents for submission must be transmitted with a covering/forwarding letter under the company's letter head paper bearing amongst others, Registration number as issued by the Corporate Affairs Commission (CAC), Contact Address, Telephone Number (GSM No), and a valid active e-mail. The letter head 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 company.
 - Payment and evidence of a non refundable bidding fee should be in the following order
 - **LOT A** - **N3,000**
 - **LOT B** - **N3,000**
 - **LOT C** - **N2,000**
 - **LOT D** - **N1,000**

SUBMISSION

The completed bid documents should be packaged and labeled separately for Technical and Financial bids, sealed and marked 'INVITATION TO TENDER FOR STORES & SUPPLIES ITEMS' at the top right corner of the envelope and addressed to:

The Head of Procurement

Jos University Teaching Hospital
P.M.B. 2076, Jos, Plateau State;

And deposited in the **TENDER BOX** at the Procurement department, Permanent site, Lamingo, not later than **12:00 noon, Monday, 20th March, 2023**. The Tenders shall subsequently be opened in the Boardroom of the Hospital at the same day and time. Late submission will **not** be entertained.

NOTE:

1. This "Invitation to Tender" shall not be construed as commitment on the part of JUTH nor shall it entitle any company to make claims whatsoever or seek indemnity from JUTH.
2. Jos University Teaching Hospital reserves the right to reject/accept any/all bids documents without assigning any reason whatsoever.
3. Jos University Teaching Hospital reserves the right to verify any claim by the companies. Companies shall therefore include necessary authority and guarantee for such verification, absence of which could result in the disqualification of such a contractor. Original documents on any aspect of a Contractor's submission may be requested for sighting.
4. **Contractors are advised to liaise with Stores & Supplies department for any clarification and collection of samples before bidding please.**
5. The Hospital frowns at fake and substandard items and those found wanting will be severely sanctioned.

O.F. Ihimoyan

For: Chief Medical Director