Medipool Nigeria Ltd

Standard Bidding Documents

For

Pre-Qualification of New Entrants
For
Goods and services

For

36 Months.

OPEN DOMESTIC BIDDING

Subject of Procurement	PRE-QUALIFICATION OF NEW ENTRANTS (IMPORTERS AND LOCAL MANUFACTURERS) OF MEDICAL & LABORATORY SUPPLIES & SERVICES
Procurement Reference Number	MEDIPOOL/PROC/2026-0004
Date of Issue	26th February, 2026
Date of Pre-bid Meeting	NA
Closing Date	19th March, 2026
Opening Date	19th March, 2026

Contents

INVITATION TO TENDER 3
PART 1 - PROCEDURES 5
SECTION I: INSTRUCTIONS TO APPLICANTS (ITA) 6
SECTION II: PREQUALIFICATION DATA SHEET (PDS) 17
SECTION III: QUALIFICATION CRITERIA AND REQUIREMENTS 21
TENDERING FORMS 34
SECTION IV: SCOPE OF PREQUALIFICATION LOTS 35

INVITATION TO TENDER

Name and Contact Addresses of Procuring Entity Medipool Nigeria Ltd

Procuring Entity Name: Medipool Nigeria Ltd

Contact Address: 3, Mike Akhigbe, Jabi, Abuja

Contact Email Address: procurement@medipool.ng

Invitation to Tender (ITT) No.: MEDIPOOL/PROC/2026-0004 Tender Name: PRE-QUALIFICATION OF NEW ENTRANTS (IMPORTERS AND LOCAL MANUFACTURERS) OF MEDICAL & LABORATORY SUPPLIES & SERVICES

Invitation to Tender

1. The Medipool Nigeria Ltd invites sealed tenders for the following:

Lot No	Category	Description
LOT 1	Manufacturers of Pharmaceuticals items	Manufacturers of medicines and other pharmaceutical products
LOT 2	Supply and distribution of pharmaceutical commodities	Service providers for Pharma-Grade Warehousing and Inventory Management for pharmaceuticals
LOT 3	Supply of Medical and Laboratory Equipment	Medicines and other pharmaceutical products
LOT 4	Importers of pharmaceutical raw materials	Importers of quality-assured Active Pharmaceutical Ingredients (APIs), excipients, and related raw materials in compliance with national and international regulatory standards.
LOT 5	Clearing Agents	Licensed Clearing and Forwarding Agencies to provide professional customs brokerage and freight forwarding services for imported health commodities, including pharmaceuticals, medical devices, diagnostics, and other related supplies.

2. Tendering will be conducted under the International and National open competitive method using a standardized Tender Document. Tendering is open to all qualified and interested Tenderers.

3. Tenderers will be allowed to tender for one or more lots.

4. Qualified and interested Tenderers may obtain further information and inspect the Tender Documents during office hours: 10:00am to 15.00pm hours at the address given below.

5. Tender Documents may be obtained electronically from the website www.medipool.ng

6. Tender Documents may be viewed and downloaded for free from the website www.medipool.ng Tenderers who download the Tender Document must forward their particulars immediately to procurement@medipool.ng to facilitate any further clarification or addendum.

7. All Tenders must be accompanied by a **Enter "Tender Security" or "Tender-Securing Declaration," as appropriate** of **Enter amount in Nigeria Nairas, in both words and parenthetical digits, e.g., one (1), in case of a Tender Security**. **NA**

8. The Tenderer shall paginate the submitted Tender Documents.

9. Completed Tender Documents must be delivered to the email address below on or before 19th March, 2026.

10. Tenders will be received electronically.

11. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.

12. Late Tenders will be rejected.

13. The addresses referenced above are:

Address for obtaining further information for Tender Documents

- Medipool Nigeria Ltd
- No 3, Mike Akhigbe, Jabi, Abuja.
- procurement@medipool.ng

Address for submission of Tenders.

- bidsubmissions@medipool.ng

Address for opening of Tenders.

- Medipool Nigeria Ltd
- No 3, Mike Akhigbe, Jabi, Abuja
- procurement@medipool.ng, +2349162714000

Procurement Unit

Signed

26 February, 2026

PART 1 - PROCEDURES

SECTION I: INSTRUCTIONS TO APPLICANTS (ITA)

A. General

1. Scope of Application

1.1 The name of the Procuring Entity inviting applications is defined in the PDS. The particular type of contract (Health Commodities – Pharma, Vaccines, Disease Prevention Goods, 3PL's, General Supplies, Works and Services, etc.) and its name and description of the contract(s), and its reference number are defined in the PDS. If the scope of the contract so defined is in multiple contracts, it will be specified in the PDS if prequalification will be based on individual contracts or multiple contracts. The Full Scope of Prequalification lots for Health Commodities – Pharma, Vaccines, Disease Prevention Goods, 3PL's, General Supplies, Works and Services, etc., is described in Section V (Scope).

2. Source of Funds to be specified in the PDS, if deemed necessary.

3. Fraud and Corruption

3.1 The Nigerian Government requires compliance with its Anti-Corruption and other laws and its prevailing sanctions policies and procedures.

3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (whether declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit Medipool (MP) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission(in case of prequalified), proposal submission, and contract performance (in the case of award), and to have them audited and authenticated.

4 Collusive practices

4.1 Medipool requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination" annexed to the Form of the applicant.

4.2 Code of Ethical Conduct: We undertake to adhere to the Code of Ethical Conduct for Suppliers, Contractors, and Service Providers during the procurement process and the execution of any resulting Contract.

5 Eligible Applicants

5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9, or any combination of such entities in the form of a joint venture ("JV") under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract per the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of

any of the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender), and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the same Tender. The maximum number of JV members shall be specified in the PDS.

5.2 Staff of Medipool, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother, or Sister of a Spouse, their business associates or agents, and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Medipool staff with such relatives are also not allowed to participate in any procurement proceedings.

5.3 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.

5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by, or are under common control with that firm) may submit its application for prequalification either individually, as a joint venture, or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the. All Tenders submitted in violation of this procedure will be rejected.

5.5 An Applicant may have the nationality of any country, subject to the restrictions under ITA 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated, or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be, and sub-contractors or suppliers for any part of the Contract.

5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by Medipool as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of Medipool who:

a are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or

b would be involved in the implementation or supervision of such Contract, unless the conflict stemming from a such relationship has been resolved in a manner acceptable to Medipool throughout the prequalification, ITT process, and execution of the Contract.

5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period as the MP shall have determined. The list of debarred firms and individuals is available on the

Nigeria Government website and Medipool Website.

5.8 Applicants that are state-owned enterprises or institutions in Nigeria may be eligible to prequalify, compete, and be awarded a Contract(s) only if they can establish, in a manner acceptable to Medipool, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under the supervision of any public entity.

5.9 An Applicant shall not be under the sanction of debarment from Tendering by the BPP as the result of the execution of a Tender/Proposal–Securing Declaration.

5.10 A Nigerian Applicant shall be eligible to be prequalified if it provides evidence of having fulfilled all its obligations to pay taxes, pensions, and social security contributions and meets the other compliance requirements and qualification, relevant experience conditions specified or required for registration on the Bureau of Public Procurement's National Database of Contractors, Consultants and Service Providers (NDCCSP) or specified in this document.

5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to Medipool, as Medipool shall reasonably request.

6 Eligibility

6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons, or entities are eligible if:

a. As a matter of law or official regulations, Nigeria prohibits commercial relations with that country, or

b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Nigeria prohibits any import of health commodities from that country, or any payments to any country, person, or entity in that country.

6.2 When the health commodities are implemented under a cross-entity basis (and more than procurement body is acting as a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual based on ITT 5.1(a) above by any procurement body in Nigeria may be applied to that procurement across other Nigerian procurement bodies involved, if the multiple Nigerian Procuring Entities involved in the procurement so agree.

6.3 Any health commodities with characteristics that have been declared by the relevant national environmental protection agency, national food, and drug administration agency, or by other competent authorities as harmful to human beings and the environment shall not be eligible for procurement.

6.4 A Tenderer will be deemed as ineligible if they are proven to be non-compliant with Nigerian law, as determined by the relevant regulatory or enforcement body, and Tenderer has not provided sufficient evidence to reverse the determination.

B. Contents of the Prequalification Documents

7 Sections of Prequalification Document

7.1 This Prequalification Document consists of parts1 and 2 which comprises all the sections indicated below, and which should be read in conjunction with any Addendum issued per ITT A8.

PART 1 - Prequalification Procedures

i) SECTION I: Instructions to Applicants (ITA)
ii) SECTION II: Prequalification Data Sheet (PDS)
iii) SECTION III: Qualification Criteria and Requirements
iv) SECTION IV: Scope of Prequalification Lots

7.2 Unless obtained directly from the Medipool, Medipool accepts no responsibility for the completeness of the document, responses to requests for clarification, or the minutes of the pre-application meeting (if any), or Addenda to the Prequalification Document per ITA 8. In case of any discrepancies, documents issued directly by Medipool shall prevail.

7.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its application all information or documentation as is required by the Prequalification Document.

8 Clarification of Prequalification Documents, site visit(s), and Pre-Application Meeting

8.1 An Applicant requiring any clarification of the Prequalification Document shall contact Medipool in writing at Medipool's address indicated in the PDS. Medipool will respond in writing to any request for clarification provided that such request is received no later than fourteen **(10) days** before the deadline for submission of the applications. Medipool shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from Medipool, including a description of the inquiry but without identifying its source. If so indicated in the PDS, Medipool shall also promptly publish its response on the webpage identified in the PDS. Should Medipool deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8. And per the provisions of ITA 17.2.

8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. Medipool shall specify in the PDS if a pre-application meeting will be held, when, and where. Medipool shall also specify in the PDS if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre-application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and answer questions on any matter that may be raised at that stage.

8.3 The Applicant is requested to submit any questions in writing, to reach Medipool not later than the period specified in the PDS before the submission date of applications.

8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.

8.5 Medipool shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-proposal meeting on the web page identified in the PDS. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by Medipool exclusively through the issue of an Addendum according to PDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for the disqualification of a Tenderer.

9 Amendment of Prequalification Document

9.1 At any time before the deadline for submission of Applications, the Medipool may amend the Prequalification Document by issuing an Addendum.

9.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from Medipool. Medipool shall promptly publish the Addendum at Medipool's webpage identified in the PDS.

9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, Medipool may, at its discretion, extend the deadline for the submission of Applications per ITA 17.2.

C. Preparation of Applications

10 Cost of Applications

10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. Medipool will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

11 Language of Application

11.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and Medipool shall be written in the English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

12 Documents Comprising the Application

12.1 The Application shall comprise the following:

a. Application Submission Letter, per ITA 13.1;

b. Eligibility: documentary evidence establishing the Applicant's eligibility, per ITA 14.1;

c. Qualifications: documentary evidence establishing the Applicant's qualifications, per ITA 15; and

d. Any other document required as specified in the PDS.

12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

13 Application Submission Letter

13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

14 Documents Establishing the Eligibility of the Applicant

14.1 To establish its eligibility per ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

15 Documents Establishing the Qualifications of the Applicant

15.1 To establish its qualifications to perform the contract(s) per Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).

15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Nigeria Naira equivalent using the rate of exchange determined as follows:

a For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year are to be converted).

b Value of single Contract-Exchange rate prevailing on the date of the contract.

15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by Medipool.

15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership and beneficial ownership, as shall be required to determine whether, according to the classification established by Medipool, a particular contractor or group of contractors qualifies for a margin of preference. Further, the information will enable Medipool to identify any actual or potential conflict of interest concerning the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence concerning the procurement processor contract management.

15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality that an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership, beneficial ownership, and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by Medipool as a justification for an Applicant's failure to disclose, or failure to provide the required in the formation of its ownership and control.

15.6 The Applicant shall provide further documentary proof, information, or authorizations that Medipool may request concerning ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The

obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest concerning the award or management of the contract.

15.7 All information provided by the Applicant under these requirements must be complete, current, and accurate as of the date of provision to Medipool. In submitting the information required under these requirements, the Applicant shall warrant that the information submitted is complete, current, and accurate as of the date of submission to Medipool.

15.8 If an Applicant fails to submit the information required by these requirements, their application will be rejected. Similarly, if Medipool is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant under these requirements, then the application will be rejected.

15.9 If the information submitted by an Applicant under these requirements, or obtained by Medipool (whether through its inquiries, through notification by the public, or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant concerning the procurement or contract management process, then:

a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,

b. If the contract has been awarded to that Applicant, the contract award will be set aside,

15.10 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.

15.11 If an Applicant submits the information under these requirements that is incomplete, accurate, or out-of-date or attempts to obstruct the verification process, then the consequences of ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of Medipool that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

16 Signing of the Application and Number of Copies

16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA11 and mark it “ORIGINAL”. The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and mark them “COPY”. In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

17 Sealing and Marking of Applications-This section does not apply for this process

17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:

a Bear the name and address of the Applicant;

b Be addressed to Medipool, per ITA 17.1; and

c Bear the specific identification of this prequalification process indicated in the PDS1.1.

17.2 Medipool will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

18 Deadline for Submission of Applications

18.1 Applicants should submit their applications by mail. Applications shall be received by Medipool at the specified email address and no later than the deadline indicated in the PDS. Applicants are to submit their applications electronically, per electronic application submission procedures specified in the PDS.

18.2 Medipool may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document per ITA 8, in which case all rights and obligations of Medipool and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

19 Late Applications

19.1 Medipool shall not consider any Application that arrives after the deadline for submission of Applications. Any Application received by the Medipool after the deadline for submission of Applications shall be declared late, rejected, and returned unopened to the Applicant.

20. Opening of Applications

20.1 Medipool shall open all Applications at the date, time, and place specified in the PDS. Late Applications shall be treated per ITA 19.1.

20.2 Applications submitted electronically (if permitted under ITA 17.1) shall be opened per the procedures specified in the PDS.

20.2 Medipool shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

21 Confidentiality

21.1 Information relating to the applications, their evaluation, and results of the prequalification shall not be disclosed to applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all applicants per ITA 28.

21.2 From the deadline for submission of applications to the time of notification of the results of the prequalification per ITA 28, any Applicant that wishes to contact Medipool on any matter related to the prequalification process may do so only in writing.

22 Clarification of Applications

22.1 To assist in the evaluation of applications, Medipool may, at its discretion, ask an applicant for a clarification (including missing documents) of its application, to be submitted within a stated reasonable period. Any request for clarification from Medipool and all clarifications from the applicant shall be in writing.

If an Applicant does not provide clarifications and/or documents requested by the date and time set in Medipool request for clarification, its application shall be evaluated based on the information and documents available at the time of evaluation of the application.

22 Responsiveness of applications

22.1 Medipool may reject any application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

23 Margin of Preference

23.1 Unless otherwise specified in the PDS, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

24 Nominated Subcontractors

24.1 Unless otherwise stated in the PDS, Medipool does not intend to execute any specific elements of the health commodities by sub-contractors selected in advance by the Medipool (so-called "Nominated Subcontractors").

24.2 The Applicant shall not propose to subcontract the whole of the health commodities. The maximum limit of subcontracting permitted under the contract may be specified by Medipool in the Tendering Document. Medipool, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated therein ("Specialized Subcontractors"). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the health commodities proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

F. Evaluation of Applications and Prequalification of Applicants

25 Evaluation of Applications

25.1 Medipool shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. Medipool reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.

25.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum

specific experience criteria as specified for their parts of the proposed contract for health commodities. The subcontractor's qualifications shall not be used by the Applicant to qualify for the health commodities unless their parts of the health commodities were previously designated by Medipool in the PDS as can be met by Specialized Subcontractors, in which case:

i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and

ii) the qualifications concerning the specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualifications of the Applicant for the purpose of the evaluation.

Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, the such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by Medipool after prequalification but before the tender submission deadline per ITA 30.

25.3 In the case of multiple contracts, Applicants should indicate in their application the individual contract or combination of contracts in which they are interested. Medipool shall prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements of the Eligibility and Qualification Criteria.

25.4 Further, in the case of multiple contracts, Medipool will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a), and 4.2(b) for each Lot, to be completed by applicants.

25.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors per ITA 25.2 above), or any other firm(s) different from the Applicant shall not be considered.

26 Medipool Right to Accept or Reject Applications

27.1 Medipool reserves the right to accept or reject any Application and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

27 Prequalification of Applicants

28.1 All Applicants whose applications substantially meet or exceed the specific qualification requirements will be prequalified by Medipool. Medipool shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

28.32 Applicants that have not been prequalified may write to the Medipool to request, in writing, the grounds on which they were disqualified.

28 Invitation to Tender

29.1 Promptly after the notification of the results of the prequalification, Medipool shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.

28.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to Medipool in the form and an amount to be specified in the Tendering Document.

28.3 The successful Applicant shall be required to provide a Performance Security as specified in the Tendering Document.

29 Changes in Qualifications of Applicants

30.1 Any change in the structure or formation of an Applicant after being prequalified per ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of Medipool before the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria outlined in Section III (Qualification Criteria and Requirements); or (iii)in the opinion of Medipool, the change may result in a substantial reduction in competition. Any such change should be submitted to Medipool not later than fourteen (10) days after the date of the Invitation to Tender.

31 Procurement Related Complaints

31.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.

SECTION II: PREQUALIFICATION DATA SHEET (PDS)

A. General

ITA 1.1

The identification of the Invitation for Prequalification is: MEDIPOOL/PROC/2026-0004

The Employer is: Medipool Nigeria Ltd, No 3, Mike Akhigbe, Jabi

The list of lots is below

Lot No	Category	Description
LOT 1	Manufacturers of Pharmaceuticals items	Manufacturers of medicines and other pharmaceutical products
LOT 2	Supply and distribution of pharmaceutical commodities	Service providers for Pharma-Grade Warehousing and Inventory Management for pharmaceuticals
LOT 3	Supply of Medical and Laboratory Equipment	Medicines and other pharmaceutical products
LOT 4	Importers of pharmaceutical raw materials	Importers of quality-assured Active Pharmaceutical Ingredients (APIs), excipients, and related raw materials in compliance with national and international regulatory standards.
LOT 5	Clearing Agents	Licensed Clearing and Forwarding Agencies to provide professional customs brokerage and freight forwarding services for imported health commodities, including pharmaceuticals, medical devices, diagnostics, and other related supplies.

Bid name and number are: PRE-QUALIFICATION OF NEW ENTRANTS (IMPORTERS AND LOCAL MANUFACTURERS) OF SUPPLIERS OF MEDICAL & LABORATORY SUPPLIES & SERVICES/ MEDIPOOL/PROC/2026-0004

ITA 2.1	The Source of Funds shall be: NA
ITA 2.1	The name of the Project is: Medipool
ITA 5.2	The maximum number of members in the JV shall be: Not limited
ITA	A list of debarred firms and individuals is available on the BPP website: www.bpp.gov.ng

B. Contents of the Prequalification Document	
ITA 8.1	For **clarification purposes,** the Employer's address is: *Same as ITA1.1 above* Attention: Procurement Unit, Medipool Nigeria Ltd Address: 3, Mike Akhigbe, Jabi City: Abuja Country: Nigeria Telephone: +2349162714000 Facsimile Number: NA Electronic mail address: procurement@medipool.ng
ITA 7.1 & 8.2	Web page: www.medipool.ng
ITA 7.2	Pre-Application Meeting will be held: No Pre-Arranged Site Visit will be held: No-*NA*
C. Preparation of Applications	
ITA 10.1	This Prequalification document has been issued in the English language. All correspondence and exchanges shall be in the English language. The language for translation of supporting documents and printed literature is the English Language.
ITA 11.1 (d)	The Applicant shall submit with its Application, the following additional documents (i) Certificate & Articles of registration of the company. (ii) Current Audited Financial Statements (3 years). (iii) Valid Professional certifications and permits if applicable. (iv) Current PENCOM Certificate (v) Evidence of NSITF Contributions (vi) Certificate of Registration with BPP (vii) Current Tax Clearance Certificate

ITA 14.2	The source for determining exchange rates is: CBN exchange rate.
ITA 15.2	In addition to the original, the number of copies to be submitted with the Application is: NA
D. Submission of Applications	
ITA 17.1	**The deadline for Application submission is:** Date: 19th March, 2026 Time: 12.00pm **Note:** The time allowed for preparation and submission of the prequalification document should be sufficient for Applicants to gather all the information required—preferably eight weeks, but in any case, not less than six weeks after the date when the documents are available for distribution or the date of the advertisement, whichever is later. This period may be longer for very large projects, where time should be allowed for the formation of joint ventures and assembly of the necessary resources. The electronic Application submission procedures shall be: All bids must be submitted electronically to bidsubmissions@medipool.ng by the deadline indicated. Late bids will not be accepted.
ITA 18.1	*24*The Employer reserves the right to accept or reject late Applications.
ITA 19.1	The opening of the Applications shall be at: 19th February, 2026, 12:00noon, 3, Mike Akhigbe, Jabi, Abuja.
ITA 19.2	The electronic Application opening procedures shall be: All bids submitted electronically to bidsubmissions@medipool.ng by the deadline indicated will be stored securely and opened publicly at the scheduled opening time. The opening will be conducted by the Procurement Adjudication Committee's Bid Opening Team. For security and integrity, bid files will be accessed only after an authentication process that requires the credentials of all three designated opening officers. The authentication process will be logged. Bidders who submitted on time are invited to attend the opening remotely or physically.
E. Procedures for Evaluation of Applications	
ITA 23.1	A margin of domestic preference shall not apply.
ITA 24.1	At this time the Medipool does not to execute certain specific parts of the Works by sub-contractors selected in advance.

ITA 25.2	The parts of the Works for which the Medipool permits Applicants to propose Specialized Subcontractors are designated as follows: NA a. Insert Subcontractor name b. Insert Subcontractor name c. Insert Subcontractor name For the above-designated parts of the Works that may require Specialized Subcontractors, the relevant qualifications of the proposed Specialized Subcontractors will be added to the qualifications of the Applicant for evaluation.
ITA 31.1	If an Applicant wishes to make a Procurement-related Complaint, the Applicant shall submit its complaint following these procedures, in writing (by the quickest means available, that is either by email, to: **For the attention**: Procurement Unit **Employer**: Medipool Nigeria Limited **Email address**: *procurement@medipool.ng* In summary, at this stage, a Procurement-related Complaint may challenge any of the following: **1.** the terms of the Prequalification Documents; and ***2.*** Medipool's decision not to prequalify an Applicant.

SECTION III: QUALIFICATION CRITERIA AND REQUIREMENTS

1. This section contains all the methods, criteria, and requirements that Medipool shall use to evaluate Applications, all in one Form "Eligibility and Qualification Criteria". The information to be provided concerning each requirement and the definitions of the corresponding terms are included in the Form.

2. Medipool shall insert one Form for each Lot or Contract in case of multiple contracts.

3. This form is generic and refers to Health Commodities. In the case of non-Health Commodities, the form shall be amended as appropriate.

General Eligibility and Qualification Criteria for all Lots

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
				Joint Venture (existing or intended)			
No.	Subject	Requirement	Single Entity	All Members Combined	Each Member	One Member	Submission Requirement
1. Eligibility							
1.1	**Nationality**	Nationality per ITA 4.5	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms MP – 1.1 and 1.2, with attachments
1.2	**Conflict of Interest**	No conflicts of interest per ITA 4.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	**Eligibility**	Not having been declared ineligible, as described in ITA 4.7 and 5.1	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	**State-owned Entity**	Applicant required to meet conditions of ITA 4.8	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms MP -1.1 and 1.2, with attachments
1.5	**Nigerian Law or United Nations Resolution**	Not having been excluded as a result of prohibition in Nigerian laws or official regulations against commercial relations with the Applicant's country, or by an act of compliance with UN Security Council resolution, both per ITA 5.1 and 5.2 and Section V.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms MP – 1.1 and 1.2, with attachments

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended			Submission Requirement
				All Members Combined	Each Member	One Member	
2. Historical Contract Non-Performance							
2.1	**History of Non-Performing Contracts**	Non-performance of a contract[1] did not occur as a result of the contractor's default since 1st January *2020*.	Must meet requirement[1]	Must meet requirements	Must meet requirement[2]	N/A	Form MP-CON-2
2.2	**Suspension Based on Execution of Bid/Proposal Securing Declaration by the Employer**	Not under suspension based on execution of a Bid/Proposal Securing Declaration under ITA 4.9.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
2.3	**Pending Litigation**	Applicant's financial position and prospective long-term profitability are still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form MP-CON – 2
2.4	**Litigation History**	No consistent history of court/arbitral award decisions against the Applicant[3] since 1st January *2020*	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form MP-CON – 2
2.5	**Declaration: Environmental,**	Declare any civil work contracts that have been suspended or terminated and/or	Must make the	N/A	Each must make the	N/A	Form **MP-3 ESHS**

[1] Nonperformance, as decided by the Employer, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Employers decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

[2] This requirement also applies to contracts executed by the Applicant as JV member.

[3] The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in rejection of the Application.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended			Submission Requirement
				All Members Combined	Each Member	One Member	
	Social, Health, and Safety (ESHS) past performance	performance security called by Medipool for reasons related to the non-compliance of any environmental, or social (including sexual exploitation and abuse (SEA) and gender-based violence (GBV)), or health or safety requirements or safeguard in the past five years[4].	declaration. Where there are Specialized Sub-contractor/s, the Specialized Sub-contractor/s must also make the declaration		declaration. Where there are Specialized Sub-contractor/s, the Specialized Sub-contractor/s must also make the declaration.		Performance Declaration
3. Financial Situation and Performance							
3.1	**Financial Capabilities**	(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as Naira or other equivalent currency for the subject contract(s) net of the Applicants other commitments	Must meet requirement	Must meet requirement	N/A	N/A	Form MP-FSP – 3.1, with attachments
		(ii) The Applicant shall also demonstrate, to the satisfaction of the Employer, that it has adequate sources of finance to meet the cash flow requirements on Health Commodities currently in progress and for future contract commitments.	Must meet requirement	Must meet requirement	N/A	N/A	

[4] Medipool may use this information to seek further information or clarifications during the bidding stage and the associated due diligence.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	**Subject**	**Requirement**	**Single Entity**	**Joint Venture (existing or intended**			**Submission Requirement**
				All Members Combined	**Each Member**	**One Member**	
		(iii) The audited balance sheets or other financial statements acceptable to the Medipool, for the last *3* years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.	Must meet requirement	N/A	Must meet requirement	N/A	
	Other Statutory Documents required	**For Nigerian and Foreign Applicants** (i) Certificate & Articles of registration of the company. (ii) Current Audited Financial Statements (3 years). (iii) Valid Professional certifications and permits (e.g, Evidence of Valid Manufacturer's Authorization on products it intends to supply) **Additional Documents for Nigerian Applicants** (iv) Current PENCOM Certificate (v) Evidence of NSITF Contributions (vi) Certificate of Registration with BPP (vii) Current Tax Clearance Certificate				Each member must meet	

LOT 1: Manufacturers of Pharmaceuticals items

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
4. Experience							
4.1 (a)	**General Health Commodities Experience**	Experience under Health Commodities contracts in the role of the prime supplier, contractor, JV member, subcontractor, or management contractor for at least the last 3years, starting 1st January _2022____.	Must meet requirement	N/A	Must meet requirement	N/A	Form MP-EXP 4.1
4.2 (a)	**Specific health commodities & Contract Management Experience**	(i) A minimum number of 3 similar contracts specified below that have been satisfactorily and substantially[5] completed as a prime supplier, contractor, joint venture member [6], management contractor, or subcontractor between 1st January *2022* and Application submission deadline: *[In case the Health Commodities are to be bid as individual contracts under a slice and package (multiple contracts) procedure, the minimum number of contracts required for purposes of evaluating qualification shall be selected from the options mentioned in ITA 25.3b]*	Must meet requirement	Must meet requirement[7]	N/A	*N/A*	Form MP-EXP 4.2(a)

[5] Substantial completion shall be based on 80% or more Health Commodities delivered under the contract.

[6] For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

[7] In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
		The similarity of the contracts shall be based on the following: [Based on Section VII, Scope of Health Commodities, specify the minimum key requirements in terms of physical size, complexity, construction method, technology, and/or other characteristics including part of the requirements that may be met by Specialized Subcontractors, if permitted per ITA 25.2]					
	Other Statutory Documents required	**For Nigerian and Foreign Applicants** (i) Certificate & Articles of registration of the company. (ii) Current Audited Financial Statements (3 years). (iii) Valid Professional certifications and permits if applicable. **Additional Documents for Nigerian Applicants** (iv) Current PENCOM Certificate (v) Evidence of NSITF Contributions (vi) Certificate of Registration with BPP (vii) Current Tax Clearance Certificate				Each member must meet	

LOT 2: Supply and distribution of pharmaceutical commodities

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
4. Experience							
4.1 (a)	**General Experience**	Experience under Supply of Pharmaceuticals Items contracts in the role of the prime supplier, contractor, JV member, subcontractor, or management contractor for at least the last 3years, starting 1st January _2022_	Must meet requirement	N/A	Must meet requirement	N/A	Form MP-EXP 4.1
4.2 (a)	**Specific & Contract Management Experience**	(i) A minimum number of 3 similar contracts specified below that have been satisfactorily and substantially[8] completed as a prime supplier, contractor, joint venture member [9], management contractor, or subcontractor between 1st January *2022* and Application submission deadline:	Must meet requirement	Must meet requirement[10]	N/A	*N/A*	Form MP-EXP 4.2(a)

[8] Substantial completion shall be based on 80% or more Health Commodities delivered under the contract.

[9] For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

[10] In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
		[In case the Health Commodities are to be bid as individual contracts under a slice and package (multiple contracts) procedure, the minimum number of contracts required for purposes of evaluating qualification shall be selected from the options mentioned in ITA 25.3b] *The similarity of the contracts shall be based on the following: [Based on Section VII, Scope of Health Commodities, specify the minimum key requirements in terms of physical size, complexity, construction method, technology, and/or other characteristics including part of the requirements that may be met by Specialized Subcontractors, if permitted per ITA 25.2]*					
	Other Statutory Documents required	**For Nigerian and Foreign Applicants** (i) Certificate & Articles of registration of the company. (ii) Current Audited Financial Statements (3 years). (iii) Valid Professional certifications and permits if applicable. **Additional Documents for Nigerian Applicants** (iv) Current PENCOM Certificate (v) Evidence of NSITF Contributions (vi) Certificate of Registration with BPP (vii) Current Tax Clearance Certificate				Each member must meet	

LOT 3: Supply of Medical and Laboratory Equipment

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
4. Experience							
4.1 (a)	**General Experience**	Experience under Supply of Medical and Laboratory Equipment contracts in the role of the prime supplier, contractor, JV member, subcontractor, or management contractor for at least the last 3years, starting 1st January _2022___	Must meet requirement	N/A	Must meet requirement	N/A	Form MP-EXP 4.1
4.2 (a)	**Specific & Contract Management Experience**	(i) A minimum number of 3 similar contracts specified below that have been satisfactorily and substantially[11] completed as a prime supplier, contractor, joint venture member [12], management contractor, or subcontractor between 1st January*2022* and Application submission deadline: *In case the Medical and Laboratory Equipment are to be bid as individual contracts under a slice and package (multiple contracts) procedure, the minimum number of contracts required for purposes of evaluating qualification shall be*	Must meet requirement	Must meet requirement[13]	N/A	*N/A*	Form MP-EXP 4.2(a)

[11] Substantial completion shall be based on 80% or more Health Commodities delivered under the contract.

[12] For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

[13] In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
		selected from the options mentioned in ITA 25.3(b).] *The similarity of the contracts shall be based on the supply, installation, and commissioning of medical and laboratory equipment, with experience providing OEM-certified products, after-sales support, calibration services, and user training for hospitals, laboratories, or similar institutions.*					
	Other Statutory Documents required	**For Nigerian and Foreign Applicants** (i) Certificate & Articles of registration of the company. (ii) Current Audited Financial Statements (3 years). (iii) Valid Professional certifications and permits if applicable. **Additional Documents for Nigerian Applicants** (iv) Current PENCOM Certificate (v) Evidence of NSITF Contributions (vi) Certificate of Registration with BPP (vii) Current Tax Clearance Certificate				Each member must meet	

LOT 4: Importers of pharmaceutical raw materials

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
4. Experience							
4.1 (a)	**General Experience**	Experience under Importers of pharmaceutical raw materials of Pharmaceuticals and Health Commodities contracts in the role of the prime supplier, contractor, JV member, subcontractor, or management contractor for at least the last 3years, starting 1st January 2022	Must meet requirement	N/A	Must meet requirement	N/A	Form MP-EXP 4.1
4.2 (a)	**Specific & Contract Management Experience**	(i) A minimum number of 3 similar contracts specified below that have been satisfactorily and substantially[14] completed as a prime supplier, contractor, joint venture member [15], management contractor, or subcontractor between 1st January *2022* and Application submission deadline: *[In case the Pharmaceutical Raw Materials are to be bid as individual contracts under a slice and*	Must meet requirement	Must meet requirement[16]	N/A	*N/A*	Form MP-EXP 4.2(a)

[14] Substantial completion shall be based on 80% or more Health Commodities delivered under the contract.

[15] For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

[16] In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
		package (multiple contracts) procedure, the minimum number of contracts required for purposes of evaluating qualification shall be selected from the options mentioned in ITA 25.3(b).] *The similarity of the contracts shall be based on the following: [Based on Section VII, Scope of Supply of Pharmaceutical Raw Materials, specify the minimum key requirements in terms of volume and value of raw materials imported, regulatory complexity, quality assurance requirements, compliance with pharmacopeial standards (USP, BP, Ph. Eur., or equivalent), sourcing from WHO-GMP compliant manufacturers, management of import permits and regulatory approvals (e.g., NAFDAC), handling of temperature-sensitive or controlled materials where applicable, and documentation requirements including Certificates of Analysis and batch traceability. Where permitted per ITA 25.2, part of the requirements may be met by Specialized Subcontractors; however, overall responsibility shall remain with the Bidder.]*					
	Other Statutory Documents required	**For Nigerian and Foreign Applicants** (i) Certificate & Articles of registration of the company. (ii) Current Audited Financial Statements (3 years). (iii) Valid Professional certifications and permits **Additional Documents for Nigerian Applicants** (iv) Current PENCOM Certificate (v) Evidence of NSITF Contributions (vi) Certificate of Registration with BPP (vii) Current Tax Clearance Certificate				Each member must meet	

LOT 5: Clearing Agents

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
4. Experience							
4.1 (a)	**General Experience**	Experience under clearing of Pharmaceuticals and Health Commodities contracts in the role of the prime supplier, contractor, JV member, subcontractor, or management contractor for at least the last 3years, starting 1st January _2022__	Must meet requirement	N/A	Must meet requirement	N/A	Form MP-EXP 4.1
4.2 (a)	**Specific & Contract Management Experience**	(i) A minimum number of 3 similar contracts specified below that have been satisfactorily and substantially[17] completed as a prime supplier, contractor, joint venture member [18], management contractor, or subcontractor between 1st January *2022* and Application submission deadline: *[In case the Clearing and Forwarding Services are to be bid as individual contracts under a slice*	Must meet requirement	Must meet requirement[19]	N/A	*N/A*	Form MP-EXP 4.2(a)

[17] Substantial completion shall be based on 80% or more Health Commodities delivered under the contract.

[18] For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

[19] In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
		and package (multiple contracts) procedure, the minimum number of contracts required for purposes of evaluating qualification shall be selected from the options mentioned in ITA 25.3(b).] *The similarity of the contracts shall be based on the following: [Based on Section VII, Scope of Clearing and Forwarding Services, specify the minimum key requirements in terms of volume and value of shipments cleared, regulatory complexity, customs processing requirements, coordination with relevant regulatory authorities (e.g., Nigeria Customs Service, NAFDAC, PCN, SON, NDLEA), handling of temperature-sensitive or priority health commodities, management of import documentation including PAAR and tariff classification, cargo evacuation and delivery coordination, and demonstrated ability to minimize port dwell time and demurrage. Where permitted per ITA 25.2, part of the requirements may be met by Specialized Subcontractors; however, overall responsibility shall remain with the Bidder.]*					
	Other Statutory Documents required	**For Nigerian and Foreign Applicants** (i) Certificate & Articles of registration of the company. (ii) Current Audited Financial Statements (3 years). (iii) Valid Professional certifications and permits **Additional Documents for Nigerian Applicants** (iv) Current PENCOM Certificate (v) Evidence of NSITF Contributions (vi) Certificate of Registration with BPP (vii) Current Tax Clearance Certificate				Each member must meet	

TENDERING FORMS

Tenderer is expected to complete and include the following tendering forms as part of their tender. These documents are located in the attached Forms appendix to this Bid package.

FORM: MP-1.0: APPLICATION SUBMISSION LETTER

FORM: MP -1.1 – APPLICANT INFORMATION

FORM: MP-1.2 – APPLICANT'S JV INFORMATION

FORM: MP CON- 2 – HISTORICAL CONTRACT NON-PERFORMANCE, AND PENDING LITIGATION AND LITIGATION HISTORY

FORM: MP-3: ESHS PERFORMANCE DECLARATION

FORM: MP-FSP – 3.1 – FINANCIAL SITUATION AND PERFORMANCE

FORM: MP-EXP - 4.1 – GENERAL EXPERIENCE AND HEALTH COMMODITIES SUPPLIES

FORM: MP-EXP - 4.2(a) – SPECIFIC EXPERIENCE WITH ESSENTIAL MEDICINES AND HEALTH PRODUCTS

FORM: MP-EXP - 4.2(a) (CONT.) – SPECIFIC EXPERIENCE WITH HEALTH COMMODITIES (CONT.)

SECTION IV: SCOPE OF SPECIFIC LOTS CATEGORIES

LOT 1: SCOPE FOR MANUFACTURERS OF PHARMACEUTICALS

This scope defines the qualifications applicable to entities engaged in the manufacture of pharmaceutical products for supply under this pre-qualification exercise. It covers the formulation, production, packaging, and quality control of finished pharmaceutical products in compliance with NAFDAC and Good Manufacturing Practice (GMP) standards. Manufacturers must demonstrate technical capability, production capacity, and quality assurance systems sufficient to ensure the consistent production of safe, effective, and high-quality medicines for national health programs or institutional supply.

Qualification Requirements

1. Regulatory Certifications

- Each applicant must provide valid copies of the following certifications and licenses:
- Good Manufacturing Practice (GMP) Certificate issued by the National Agency for Food and Drug Administration and Control (NAFDAC) confirming compliance with GMP standards.
- Product Registration Certificates for each finished pharmaceutical product intended for supply under this procurement (as applicable).
- Evidence of Quality Management System certification, such as ISO 9001 or equivalent (if available).
- Evidence of compliance with environmental and occupational health regulations applicable to pharmaceutical manufacturing facilities.

2. Technical and Production Capacity

Applicants shall demonstrate:

- Ownership or legal control of a pharmaceutical manufacturing facility licensed by NAFDAC.
- Capability to produce the required categories of products (e.g., oral solids, liquids, parenteral, etc.).
- Evidence of qualified technical and quality-control personnel (attach key staff CVs and professional licenses where applicable).
- Availability of a functional Quality Control / Quality Assurance laboratory within the facility.
- Record of similar pharmaceutical manufacturing and supply contracts executed in the past five (5) years (attach at least three purchase orders or contracts).
- Current GMP compliance inspection report (within the last two years).

3. Compliance and Ethical Standards

- The manufacturer must have no record of regulatory violations or sanctions by NAFDAC, the Pharmacy Council of Nigeria (PCN), or other authorities within the past five (5) years.
- Applicants must declare that no conflict of interest exists with Medipool Project staff or governing board.
- The manufacturer must maintain product traceability and recall systems as required by NAFDAC.

- All documentation submitted must be authentic and verifiable; falsification will result in disqualification.

LOT 2: SCOPE FOR SUPPLY AND DISTRIBUTION OF PHARMACEUTICALS

This scope applies to organizations engaged in the supply, importation, warehousing, and distribution of pharmaceutical products within Nigeria.

Suppliers are expected to have valid registration with NAFDAC and the Pharmacy Council of Nigeria (PCN), adequate storage and distribution capacity, and systems that ensure compliance with Good Distribution Practice (GDP) standards.

They must demonstrate operational capacity to deliver pharmaceutical products across multiple locations, maintain proper inventory control, and ensure batch traceability and compliance with all regulatory requirements.

Qualification Requirements

1. Regulatory Certifications

- Applicants must provide valid copies of the following certifications and licenses:

- Pharmacy Council of Nigeria (PCN) License to operate as a wholesale distributor or importer of pharmaceutical products.

- Evidence of registration/approval of warehouse or storage facility by NAFDAC or PCN.

- Where applicable, Letter of Authorization from the manufacturer confirming the applicant is an approved distributor or agent for the products being offered.

- Evidence of adherence to Good Distribution Practice (GDP) for pharmaceuticals (if available).

2. Technical and Operational Capacity

Applicants shall demonstrate:

- Proof of adequate warehousing and storage facilities, including temperature-controlled or cold-chain infrastructure where required.

- Ownership or long-term lease of storage facilities meeting NAFDAC/PCN standards.

- Experience in distribution or supply of pharmaceuticals within the last five (5) years (attach copies of at least three contracts or purchase orders).

- Capacity for transportation and delivery of medicines nationwide, including evidence of delivery fleet or 3PL arrangements.

- Organizational chart and list of key staff (especially logistics, QA, and pharmacist in charge) with valid PCN licenses.

3. Compliance and Ethical Standards

- Applicants must have no record of regulatory breaches, such as supplying substandard or unregistered medicines.

- Applicants must maintain a product recall mechanism and provide traceability documentation for all batches supplied.

- Declaration that no conflict of interest exists with Medipool staff or board.

- Commitment to adhere to Medipool's Code of Conduct and Procurement Ethics

LOT 3: SUPPLY OF MEDICAL AND LABORATORY EQUIPMENTS

This scope applies to organizations engaged in the supply, installation, and commissioning of medical, diagnostic, and laboratory equipment.

It covers suppliers, distributors, or authorized representatives of original equipment manufacturers (OEMs) who can demonstrate the capability to deliver and maintain equipment that meets recognized international quality and safety standards.

Suppliers are expected to have the technical and operational capacity to handle installation, calibration, maintenance, and user training, as well as to provide after-sales service and warranty support.

They must also ensure that all equipment supplied complies with relevant regulatory approvals and documentation as required by the National Agency for Food and Drug Administration and Control (NAFDAC) and applicable standards bodies.

Qualification Requirements

1. Regulatory Certifications

- Applicants must provide valid copies of the following certifications and licenses:

- Certificate of Incorporation and valid Tax Clearance Certificate (if applicable under corporate compliance).

- Evidence of NAFDAC registration for medical or diagnostic equipment (where applicable).

- Letter of Authorization or Partnership Agreement from the Original Equipment Manufacturer (OEM) confirming the applicant's status as an authorized dealer or representative.

- Evidence of adherence to applicable quality standards (such as ISO 13485 for medical devices or equivalent certification).

- Evidence of product safety and conformity certifications (e.g., CE Mark, FDA Approval, or WHO Prequalification, as applicable).

2. Technical and Operational Capacity

Applicants shall demonstrate:

- Experience in the supply, installation, and commissioning of medical or laboratory equipment within the last five (5) years (attach copies of at least three similar contracts or purchase orders).

- Capacity to provide installation, calibration, user training, and warranty services in Nigeria.

- Availability of qualified biomedical engineers and technical support personnel to handle after-sales service.

- Proven access to spare parts, consumables, and technical manuals for the equipment supplied.

- Evidence of having adequate warehousing and logistics capacity for safe handling, transportation, and storage of sensitive equipment prior to delivery.

3. Compliance and Ethical Standards 64

- Applicants must have no record of regulatory or contractual non-compliance, including product recalls, supply of substandard equipment, or blacklisting by any regulatory body.

- Applicants must declare that no conflict of interest exists with Medipool Project staff or governing board.

- All products and documentation submitted must be authentic and verifiable; falsification of information will result in disqualification.

- Applicants must adhere to Medipool's Procurement Ethics and Code of Conduct and commit to ethical sourcing and transparent business practices.

LOT 4: SCOPE FOR IMPORTERS OF RAW MATERIALS FOR PHARMACEUTICALS AND HEALTH COMMODITIES

1. Background

Medipool Nigeria Ltd intends to prequalify eligible and competent importers of pharmaceutical raw materials to support local pharmaceutical manufacturing, ensure quality assurance, and strengthen supply chain reliability. This prequalification exercise aims to establish a pool of vetted suppliers capable of supplying quality-assured Active Pharmaceutical Ingredients (APIs), excipients, and related raw materials in compliance with national and international regulatory standards.

2. Scope of Supply

Prequalified importers may be invited to participate in future procurement processes for the supply of pharmaceutical raw materials, including but not limited to:

- Active Pharmaceutical Ingredients (APIs)
- Pharmaceutical excipients (e.g., binders, fillers, disintegrants, preservatives)
- Raw materials for solid, liquid, and parenteral dosage forms
- Packaging-related pharmaceutical inputs (where applicable)
- Any other pharmaceutical raw materials approved by Medipool and relevant regulators

Supplies may be required for use by local pharmaceutical manufacturers, public health programmes, and partner institutions supported through Medipool's pooled procurement mechanism.

3. Eligibility Criteria

Interested firms must meet the following minimum eligibility requirements to be considered for prequalification:

a. Legal & Corporate Status

- Must be a legally registered company in Nigeria with the Corporate Affairs Commission (CAC).
- Must have a valid business scope covering pharmaceutical imports and distribution.
- Must provide evidence of tax compliance

b. Regulatory Compliance

- Valid NAFDAC license to import pharmaceutical raw materials.
- Evidence of compliance with Good Distribution Practices (GDP).
- Products must be sourced from manufacturers compliant with WHO GMP, EU GMP, US FDA, or equivalent internationally recognized standards.
- Ability to provide Certificates of Analysis (CoA) and Material Safety Data Sheets (MSDS) for supplied materials.

c. Technical Capacity

- Demonstrated experience in importing and supplying pharmaceutical raw materials within the last 3 years.
- Evidence of established supply relationships with reputable international manufacturers.
- Capacity to ensure product quality, traceability, and batch consistency.
- Adequate storage and handling arrangements compliant with regulatory standards.

d. Experience & Past Performance

- Evidence of previous supply contracts to pharmaceutical manufacturers, public health institutions, or similar entities.
- References or contract completion certificates demonstrating satisfactory performance.

e. Ethical & Compliance Requirements

- Commitment to ethical business practices, transparency, and anti-corruption principles.
- Declaration of no conflict of interest and absence of debarment or suspension by any regulatory or donor agency.

4. Documentation Requirements

SN	Documentation Requirement
4.1	Corporate and Legal Status

1	Detailed Company Profile, including ownership structure, core specialization, primary office location(s), and primary contact details.
2	Proof of valid business registration and articles of registration of companies in Nigeria (e.g, Certificate of Incorporation from the Corporate Affairs Commission (CAC), including Forms CAC2 and CAC7).
3	Evidence of a valid Company Income Tax Clearance Certificate for the last three (3) years.
4	Sworn Affidavit confirming no pecuniary interest or conflict of interest with MediPool or related government bodies, and that all submitted information is accurate and correct.
5	For Joint Ventures (JVs), submit a Memorandum of Understanding (MOU) clearly detailing the roles, responsibilities, and key personnel of each firm in the partnership.
6	Current PENCOM Certificate

7	Evidence of NSITF Contributions
8	Certificate of Registration with BPP
9	Current Tax Clearance Certificate
4.2	Technical Expertise and Experience
10	Comprehensive summary of past performance and technical expertise for last three (3) years (minimum, provide for actual years of experience if less).
11	List of current and relevant contracts/partnerships of at least 3 major clients in the pharma/healthcare sector, contract values, duration, and specific supply information with contract references, including evidence of past work (e.g., signed Purchase Orders, Letters of Award, Proof of Delivery).

12	Evidence of GMP compliance of source manufacturers
13	Product catalogues or lists of raw materials supplied
14	Valid NAFDAC import license
4.4	Financial Stability
22	Audited Financial Statements for the last three (3) fiscal years.

5. Evaluation Methodology

Prequalification submissions will be evaluated based on:

- Regulatory and legal compliance
- Technical capacity and quality assurance systems
- Relevant experience and past performance
- Supply reliability and sourcing arrangements

Only firms that meet the minimum prequalification threshold will be included in Medipool's Approved Suppliers List for pharmaceutical raw materials.

6. Validity of Prequalification

Prequalification status shall be valid for a defined period, subject to periodic review, performance monitoring, and continued regulatory compliance.