



NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)

REQUEST FOR PROPOSAL

FOR

PROVISION OF THIRD-PARTY LOGISTICS (3PL) SERVICES

NOVEMBER, 2024

INSTRUCTIONS TO SUPPLIERS

SUBMISSION OF QUOTATIONS

Sealing and marking of Quotations The suppliers shall submit the original and one copy of their quotation in two separate sealed envelopes, one marked “original” and one marked “copy”. The two envelopes shall then be enclosed in one single outer envelope. Both the inner and outer envelopes shall be addressed as follows:

- (a) to the Purchaser as indicated in the Request for Quotations; and
- (b) bearing the Project name (if applicable), the title and number of the Quotation as indicated in the Request for Quotations.

Deadline for the Submission of Quotations Quotations must be received by the Purchaser at the address specified in below at the latest time and date specified in the Request for Quotations.

Any quotation received by the Purchaser after the deadline for the submission specified below shall be rejected.

Evaluation and Comparison of Quotations

The Purchaser shall evaluate and compare the Quotations as follows:

- Examine if the quotation conforms to technical specifications and the required delivery time;
- Verify any arithmetical errors. For example, if the quotation in figures is different from the quotation in words, the amount in words shall prevail. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected;
- Tabulate the Quotations thus arrived at.

AWARD OF CONTRACT

Award of Contract The Purchaser shall award the contract to the supplier whose quotation has been determined to be substantially responsive to the requirements of the Request for Quotations and the lowest *evaluated* price, i.e. based on the quality of the items quoted for in accordance with the specifications.

Notification of Award Notification of the award shall constitute the formation of the contract. This Notification shall be sent by registered mail or otherwise, inviting the supplier to deliver the goods in accordance with the conditions of the Request for Quotations.

Signing of the Contract Within fifteen (15) days following the notification of the award, the Purchaser shall sign and date the Form of Contract and send it back to the Supplier

Fraud and Corruption The personnel of the Purchaser and the Suppliers shall adhere to the highest ethical standards, both during the selection process and throughout the execution of the contract. In pursuance of this principle, they shall abstain at all times from corruption or fraudulent practices. Corruption and fraudulent practices are defined as follows:

- (i) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of an official in the selection process or in contract execution;
- (ii) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a contract;
- (iii) “collusive practices” means a scheme or arrangement between two or more suppliers with or without the knowledge of the Purchaser, designed to establish prices at artificial, noncompetitive levels;
- (iv) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence the procurement proceedings, or affect the execution of a Contract.
- (v) The Purchaser shall reject a proposal for award if it determines that the Supplier recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the contract in question.

“The Global Fund Code of Conduct for Suppliers”

Code of Conduct

Suppliers are advised to get acquainted with the global fund code of conduct for suppliers via the link provided below:

https://www.theglobalfund.org/media/3275/corporate_codeofconductfor_suppliers_policy_en.pdf

[Responding to this RFQ shall serve as acknowledgement and acceptance of the terms and conditions stated therein.](#)

Whistle blowing and channel of reporting grievances and infractions.

“Whistle blowing Policy”

Suppliers are encouraged to send information on any infraction or grievances to the dedicated email account: ispeakoutnow@naca.gov.ng

or naca.ispeakoutnow@gmail.com

Request for Financial Proposals

The National Agency for the Control of AIDS (NACA) coordinates the National HIV/AIDS response, providing guidance to all implementing entities, coordinating and reporting on the attainment of national objectives of the response while ensuring that resources are used in the most efficient manner. NACA's mandate is to ensure efficient and effective coordination of the national response leading ultimately to the attainment of universal access to HIV prevention, treatment, care and support services for all Nigerians. Nigeria is a Federal State with 36 semi - autonomous States divided into 6 geopolitical zones and the Federal Capital Territory (FCT). Over the years since 2001, NACA and the states have partaken in various grants and credits from the Global Fund, funds and support from the Government of the Federation as well a host of other funding sources to stop and reverse the trend of HIV/AIDS in Nigeria. Successive reviews have shown a mix of successes and failures, which over time has shaped the structure and operation of the national response. The Agency as a Principal Recipient require the services of competent Logistics company for **Provision of Third-Party Logistics Services**

Section A – Selection Criteria

- a) Evidence of good-in-transit Insurance policy
- b) Evidence of Cold-Chain Vehicles (proof of ownership or lease agreement for all vehicles)
- c) Evidence of 3 Experience in provision of third-party Logistics for Cold-Chain and Non-Cold Chain Commodities (proof of experience with donor funded projects required)
- d) Evidence of Qualified Drivers or Logistics Officers with Valid Driving License

Other Eligibility Requirement

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC_{1,1} or CAC₂ and CAC₇;
- b. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years 2021,2022,2023 valid till 31st December, 2024;
- c. Evidence of Pension Clearance Certificate valid till 31st December, 2024;
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2024;
- e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2024;
- f. Verifiable documentary evidence of at least three (3) similar jobs (in size, nature & complexity) executed in the last five (5) years including Letters of Awards, Job Completion Certificates, Photographs, etc;
- g. Sworn Affidavit:
 - disclosing whether or not any officer of the relevant committees of the National Agency for the Control of AIDS or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
 - that no Director has been convicted in any Country for any criminal offence relating to fraud or financial impropriety or criminal misrepresentation or falsification of facts relating to any matter;
 - that the Company is not in receivership, the subject of any form of insolvency or bankruptcy proceedings or the subject of any form of winding up petition or proceedings;
- h. Company's Audited Accounts for the last three (3) years - 2021, 2022 & 2023;

- i. Reference Letter from a reputable Commercial Bank in Nigeria, indicating willingness to provide credit facility for the execution of the project if awarded (the letter should be addressed to NACA and must be dated within this advert period);
- j. Detailed company Profile indicating addresses of business place and phone number, etc;
- k. Any other relevant information.

Section B: Request for Financial Quotations for Provision of Third-Party Logistics (3PL) Services

The National Agency for the Control of AIDS (NACA) is requesting proposal for the provision of third-party logistics services. For this purpose, the unit is soliciting for quotes from your organization to provide NACA with your best offer **in Nigerian Naira (NGN) detailing the cost** for the assignment.

See Lot 1 – 5 below on the expectations to be quoted for. Apart from hard copies, **all quotations must also be submitted in Excel Format on a flash drive using the additional excel template attached.** All quotations are inclusive of all associated cost for deliveries (loading and offloading, payment of levies etc).

Prospective vendors are not compelled to submit quotation for all lots but for lots they have comparative advantage.

SCHEDULE OF REQUIREMENTS

LOTs	Description
Lot 1	Long Haul Distribution of Non-Cold Chain Commodities from Federal Central Medical Store, Oshodi to Premier Medical Warehouse, Abuja.
	Long Haul Distribution of Cold Chain Commodities from Federal Central Medical Store, Oshodi to Premier Medical Warehouse, Abuja.
Lot 2	Last Mile Distribution (LMD) of Non-Cold Chain Commodities from FCMS Lagos to all 36 States + FCT
	Revise Logistics of Non-Cold Chain Commodities from all 36 States + FCT to FCMS Lagos
Lot 3	Last Mile Distribution (LMD) of Non-Cold Chain Commodities from Premier Warehouse/MDS Warehouse Abuja to all 36 States + FCT
	Revise Logistics of Non-Cold Chain Commodities from all 36 States + FCT to Premier Warehouse/MDS Warehouse Abuja
Lot 4	Last Mile Distribution (LMD) of Cold Chain Commodities from FCMS Lagos to all 36 States + FCT
	Revise Logistics of Cold Chain Commodities from all 36 States + FCT to FCMS Lagos.
Lot 5	Last Mile Distribution (LMD) of Cold Chain Commodities from Premier Warehouse/MDS Warehouse Abuja to all 36 States + FCT
	Revise Logistics of Cold Chain Commodities from all 36 States + FCT to Premier Warehouse/MDS Warehouse Abuja.

Section C: Submission Requirements

- a. The Duly signed proposals (in two separate sealed envelopes, one marked “original” and one marked “copy”. The two envelopes shall then be enclosed in one single outer

envelope) should be delivered on or before the due date and time by hand in **sealed envelope** indicating on the envelope “Third Party Logistics” to

**Procurement Division Office
National Agency for the Control of Aids (NACA)
No 3 Ziquinchor Street, Wuse Zone 4
Beside AEDC Office, Abuja.**

- b. Note that it is not permissible to transfer this invitation to any other firm.
- c. Prospective vendors may quote for all the lots
- d. Only proposals received through the physical address provided above will be considered. Upon submission of proposal, service providers are expected to fill bid register at the location address.
- e. The submission deadline is **by 12 Noon on Wednesday 18th December, 2024. Bids shall be opened immediately** at the Conference Hall National Agency for the Control of Aids (NACA) No 3 Ziquinchor Street, Wuse Zone 4, Beside AEDC Office, Abuja.
- f. An evaluation will be carried out on the submitted document and negotiation (if necessary) will be done before awarding the contract.
- g. The recommended contractor will be required to provide the service as per contract award.
- h. Note that NACA, plans on entering a one-year renewable short-term agreement with multiple service providers from this process. A Form of Contract shall be signed with NACA, which will become the contract in the event your organization’s proposal is retained. A sample Form of Contract is indicated in Annex below and may be subject to further modifications.
- i. All requests for clarifications should be directed to **the Head of Procurement via email at idawha@naca.gov.ng on or before Wednesday 11th December, 2024.**

Yours sincerely,

Signed
Management

Proposal Letter

(to be filled by Supplier on Letter Head)

Date:

Request for Proposal: **Provision of Third-Party Logistics (3PL) Services***To: National Agency for the Control of Aids**Attn: Head of Procurement**Address: National Agency for the Control of Aids (NACA)*

Having examined the documents regarding the Request for Quotations, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to deliver the *(name the goods/service)* in conformity with the said Request for Quotations for the sum of *[total bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of the Quotation.

We undertake, if our Quotation is accepted, to deliver the goods/service in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by this Quotation for the period specified in the Request for Quotations as of the date of the opening of the Quotations and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Quotation, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 2020_____.

[signature]

[in the capacity of]

Duly authorized to sign this Quotation for and on behalf of _____

9	Ogun								
10	Ondo								
11	Osun								
12	Oyo								
13	Abia								
14	Anambra								
15	Ebonyi								
16	Enugu								
17	Imo								
18	Abuja								
19	Benue								
20	Kwara								
21	Kogi								
22	Plateau								
23	Nassarawa								
24	Niger								
25	Adamawa								
26	Bauchi								
27	Borno								
28	Gombe								
29	Taraba								
30	Yobe								
31	Jigawa								
32	Kaduna								
33	Kano								
34	Katsina								
35	Kebbi								
36	Sokoto								
37	Zamfara								

REVISE LOGISTICS OF NON-COLD CHAIN COMMODITIES FROM ALL 36 STATES + FCT TO FCMS LAGOS

8	Lagos								
9	Ogun								
10	Ondo								
11	Osun								
12	Oyo								
13	Abia								
14	Anambra								
15	Ebonyi								
16	Enugu								
17	Imo								
18	Abuja								
19	Benue								
20	Kwara								
21	Kogi								
22	Plateau								
23	Nassarawa								
24	Niger								
25	Adamawa								
26	Bauchi								
27	Borno								
28	Gombe								
29	Taraba								
30	Yobe								
31	Jigawa								
32	Kaduna								
33	Kano								
34	Katsina								
35	Kebbi								
36	Sokoto								
37	Zamfara								

6	Rivers								
7	Ekiti								
8	Lagos								
9	Ogun								
10	Ondo								
11	Osun								
12	Oyo								
13	Abia								
14	Anambra								
15	Ebonyi								
16	Enugu								
17	Imo								
18	Abuja								
19	Benue								
20	Kwara								
21	Kogi								
22	Plateau								
23	Nassarawa								
24	Niger								
25	Adamawa								
26	Bauchi								
27	Borno								
28	Gombe								
29	Taraba								
30	Yobe								
31	Jigawa								
32	Kaduna								
33	Kano								
34	Katsina								
35	Kebbi								
36	Sokoto								

27	Borno								
28	Gombe								
29	Taraba								
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