



NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)

REQUEST FOR PROPOSAL

FOR

PROVISION OF CLEARING AGENT 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.

Code of Conduct

“The Global Fund Code of Conduct for Suppliers”

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 firm for the **Provision of Clearing Agent Services**

Section A – 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. Evidence of Certification/Compliance with Council of the Regulation of Freight Forwarding in Nigeria (CRFFN) expiring by December 2024;
- j. Detailed company Profile indicating addresses of business place and phone number, etc;
- k. Any other relevant information.

Term of Reference

1. Introduction

The National Agency for the Control of AIDS (NACA) has received funding from the Global Fund as part of the C19RM 2024 grant to procure essential health commodities, including diagnostics, oxygen therapy equipment, PPE, and general laboratory equipment, to mitigate the impact of COVID-19 and support ongoing HIV, TB, and Malaria programs. To ensure efficient and timely clearance of these shipments at Nigeria's ports of entry, NACA seeks prequalified and reputable clearing agents.

2. Purpose

The purpose of this ToR is to outline the responsibilities, qualifications, and compliance requirements for clearing agents to support NACA in customs clearance, handling, and transport of imported health commodities from points of entry to designated storage facilities.

3. Scope of Work

The clearing agents will be responsible for:

- **Customs Clearance:** Ensuring prompt and compliant customs clearance of commodities as specified by NACA.
- **Coordination and Documentation:** Preparing and submitting all required documents for customs and regulatory clearance, including liaison with relevant authorities to secure necessary permits and clearances.
- **Transportation and Handling:** Organizing safe and secure transport of cleared goods from ports to NACA-designated warehouses. Insurance would be required for the movement of commodities in their care. Goods in Transit insurance should suffice.
- **Reporting and Tracking:** Providing regular updates to NACA on the status of shipments, clearance progress, and any issues encountered.
- **Compliance with Global Fund and NACA Policies:** Adhering to Global Fund Supplier Code of Conduct and NACA policies, including ethical guidelines and reporting any suspected violations.

4. Roles and Responsibilities

- **NACA:** Provide detailed shipment schedules, consignment information, and any required supporting documents. Review and approve clearing agent reports and payment claims.
- **Clearing Agent:** Manage the full customs clearance process, transport commodities to designated locations, maintain compliance with regulatory and NACA requirements, and promptly report any irregularities.

5. Deliverables

- **Clearance Report:** A detailed report for each shipment cleared, including dates, customs clearance details, and any issues or delays encountered.
- **Logistics Report:** Documentation of transportation details, including vehicle tracking and proof of delivery at designated sites.
- **Compliance Report:** Quarterly report confirming adherence to Global Fund and NACA guidelines, including ethics and whistleblowing policies.

6. Duration of Assignment

The engagement will be for an initial term of one year, renewable upon satisfactory performance and subject to NACA's ongoing needs.

7. Qualification

Applications will be evaluated based on:

- **Professional Affiliations:** Affiliation with relevant regulatory or professional bodies, such as the Council for the Regulation of Freight Forwarding in Nigeria (CRFFN), is required. Additional affiliations with recognized industry bodies (e.g., Chartered Institute of Logistics and Transport or other regional/international customs and logistics associations) are beneficial.
- **Years of Experience:** Applicants should have a minimum of five years' experience in customs clearance for government agencies or donor-funded projects, particularly within the health sector. Relevant Project Portfolio: The applicant's portfolio should reflect at least five similar assignments completed in the past three years for government agencies or international health organizations. Experience with large-scale health equipment or medical commodity shipments, especially for emergency health interventions, will be considered an advantage.
- Compliance with prequalification requirements.
- Demonstrated experience in handling similar government projects.
- Financial capacity and competitive pricing.
- Capability to meet reporting and compliance standards as per NACA and Global Fund guidelines.

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

Selection Method: Least Cost Method

Technical Evaluation weighed scores

Sn	<u>Criteria, sub-criteria</u>	<u>Points</u>
1	Professional Affiliations: Affiliation with relevant regulatory or professional bodies, such as the Council for the Regulation of Freight Forwarding in Nigeria (CRFFN), is required. Additional affiliations with recognized industry bodies (e.g., Chartered Institute of Logistics and Transport or other regional/international customs and logistics associations) are beneficial	40
2	Years of Experience: Applicants should have a minimum of five years' experience in customs clearance for government agencies or donor-funded projects, particularly within the health sector. Relevant Project Portfolio: The applicant's portfolio should reflect at least five similar assignments completed in the past three years for government agencies or international health organizations. Experience with large-scale health equipment or medical commodity shipments, especially for emergency health interventions, will be considered an advantage.	60
	Total	100

8. Compliance and Ethical Standards

Clearing agents are expected to:

- Abide by the Global Fund Code of Conduct for Suppliers and adhere to anti-corruption guidelines.
- Report any infractions, grievances, or observed misconduct through NACA's dedicated whistleblowing channels.

Section B: Request for Financial Quotations for Provision of Clearing Agent Services

The National Agency for the Control of AIDS (NACA) is requesting proposal for the provision of Clearing Agent Services. For this purpose, the Procurement unit is soliciting for quotes from your organization to provide NACA with your best offer in **Nigerian Naira (NGN)** detailing the **percentage cost** for the assignment.

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 “Clearing Agent Service” 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. 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.
- d. 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.
- e. An evaluation will be carried out on the submitted document and negotiation (if necessary) will be done before awarding the contract.
- f. The recommended contractor will be required to provide the service as per contract award.
- g. 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 Clearing Agent 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 _____

To: National Agency for the Control of Aids
Attn: Head of Procurement
Address: National Agency for the Control of Aids (NACA)
Quotation: Provision of Clearing Agent Services

Date of Price quotation __/__/__

Procurement unit is soliciting for quotes from your organization to provide NACA with your best offer in Nigerian Naira (NGN) detailing the percentage cost for the assignment

1. Clearing rates for CARGO and List required documents from Apapa port to Oshodi Lagos or Abuja

SN	File Opening	40FT Container	20FT Container	Groupage Cargo (Box Items)
1	File Opening			
2	Customs Examination and release			
3	Mgt/Agency Charges			
4	Transportation (Oshodi, Lagos)			
5	Transportation (Abuja)			
Documentation for Clearing *Original BL, *PAAR, *Commercial Invoice				

2. Clearing Rate for Cargo and List of Required documents from MMA to Lagos or Abuja warehouses

SN	File Opening	0-100kg	101-300kg	301-1000kg	1001-5000kg	5001 & above
1	File Opening					
2	Customs Examination and release					
3	Mgt/Agency Charges					
4	Transportation (Oshodi, Lagos)					
5	Transportation (Abuja)					
Documentation for Clearing *Original BL, *PAAR, *Commercial Invoice						

3. Clearing Rate for Cargo and List of Required documents from Abuja Airport to Abuja warehouse

SN	File Opening	0-100kg	101-300kg	301-1000kg	1001-5000kg	5001 & Above
1	File Opening					
2	Customs Examination and release					
3	Mgt/Agency Charges					
4	Transportation					
Documentation for Clearing *Original BL, *PAAR, *Commercial Invoice						