



# **NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)**

## **REQUEST FOR PROPOSAL**

**FOR**

**PROCUREMENT OF WAREHOUSE SERVICE PROVIDER**

**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](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](mailto:ispeakoutnow@naca.gov.ng)

or [naca.ispeakoutnow@gmail.com](mailto: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 **Procurement of Warehouse Service Provider**

### **Section A – Eligibility Requirement**

- a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission (CAC) including Form CAC<sub>1.1</sub> or CAC<sub>2</sub> and CAC<sub>7</sub>;
- b. Evidence of Company's Income Tax Clearance Certificate for the last three (3) years 2021,2022,2023 valid till 31<sup>st</sup> December, 2024;
- c. Evidence of Pension Clearance Certificate valid till 31<sup>st</sup> December, 2024;
- d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31<sup>st</sup> December, 2024;
- e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31<sup>st</sup> 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.

# TERMS OF REFERENCE FOR WAREHOUSE SERVICE PROVIDERS FOR NACA

## 1. Introduction

The National Agency for the Control of AIDS (NACA) has secured funding from the Global Fund through the C19RM 2024 grant to procure essential health commodities and, including diagnostics, oxygen therapy equipment, personal protective equipment (PPE), and general laboratory equipment, to support COVID-19 mitigation and ongoing HIV, TB, and Malaria programs. To facilitate safe and efficient storage and distribution, NACA seeks the services of reputable warehouse service providers.

## 2. Purpose

The purpose of this TOR is to outline the responsibilities, qualifications, and compliance requirements for warehouse service providers to support NACA in the secure storage, handling, and management of health and non-health commodities at designated facilities.

## 3. Scope of Work

The warehouse service providers will be responsible for:

- **Warehouse Storage:** Provision of secure, climate-controlled storage space for the commodities, ensuring compliance with required storage conditions (temperature, humidity, security) as specified by NACA.
- **Inventory Management:** Implementing and maintaining an accurate inventory management system to track all stored items and to ensure real-time visibility of stock levels.
- **Handling and Order Fulfillment:** Receiving, unpacking, handling, and preparing commodities for distribution based on NACA's orders, ensuring proper handling to maintain the integrity of the commodities.
- **Security and Safety Protocols:** Ensuring the warehouse is equipped with adequate security measures (e.g., CCTV, access control) and emergency response systems for fire, theft, and other hazards.
- **Risk Insurance:** Securing comprehensive all-risk insurance coverage for all commodities in storage, including protection against fire, theft, water damage, and other potential risks that could compromise the commodities' quality and safety.
- **Reporting and Documentation:** Providing regular inventory reports, stock movement updates, and any incident reports to NACA.
- **Compliance with Global Fund and NACA Policies:** Adhering to the Global Fund Supplier Code of Conduct and NACA policies, including ethical guidelines and reporting any suspected violations.

## 4. Roles and Responsibilities

- **NACA:** Provide detailed inventory requirements, monitor warehouse operations through regular audits and visits, and review and approve warehouse service reports and payment claims.
- **Warehouse Service Provider:** Manage all aspects of storage, handling, inventory tracking, and reporting to maintain compliance with regulatory and NACA standards. Promptly report any discrepancies or issues encountered in inventory management.

## 5. Deliverables

- **Inventory Report:** Monthly inventory status report, detailing stock levels, movements, and any discrepancies noted.

- **Incident Report:** Documentation of any incident affecting inventory or storage conditions (e.g., temperature breaches, damage, security breaches) and actions taken.
- **Compliance Report:** Quarterly report confirming adherence to Global Fund and NACA guidelines, including ethics and safety protocols.

## 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

### Technical Requirement for Storage for warehouse space in Abuja, FCT

- Demonstration of Warehouse location and size/space.
- Evidence of policy of storage of items (All stock shall be stored at least 10cm (pallet) off the floor, 30cm away from the walls and other stacks, and not more than 2.5m (8 feet) high. The arrangement should allow for easy cleaning and movement of personnel.
- Evidence of Policy on Temperature control and provision of a backup power supply to maintain a temperature.
- Evidence of Policy on space maintenance with temperature and humidity monitoring system in place.
- Evidence of Policy on ventilation intense light, extraneous odours and other indications of contamination.
- Evidence of Pallet and rack systems with units in the state of cleanliness and repair.
- Evidence of Policy on health, Safety and accident prevention plan.
- Evidence of Policy on tracking of expiry dates of commodities. (FIRST-TO-EXPIRE, FIRST OUT (FEFO) procedure).
- Evidence of Policy on personnel training. (tools and machinery safety, fire safety, emergency preparedness, accident prevention).
- Evidence of Policy on Quarantine, Removal of expired and damaged products immediately from usable stock and document in the appropriate forms.
- Evidence of Inventory management and control (Electronic and Manual) system.
- Evidence of Policy on Assurance of Security of warehoused products and items backed by Insurance policy Cover.
- Evidence of Electric license (Bill), Waste disposal license and Insurance.
- Evidence of Policy to manage other warehousing ancillary services which include but are not limited to:
  - Handling of warehoused products and issuing same to authorized organizations on behalf of the client
  - Inventory management (notification of commodity receipt, receiving report, issue of commodity, monthly stock status report to the clients)
  - Invoicing of products
  - Additional coding of products where necessary
- o. Key personnel; The firm should demonstrate that professional staff with extensive experience is available to oversee and carry out the scope of work.
  - The technical submission should include CVs for the following required key personnel:
  - Warehouse Manager with minimum of Bachelors Degree with at least 7 years' experience,

- Quality Assurance Specialist with minimum of Bachelor's Degree in relevant courses with at least 7 years' experience
  - Warehouse officers with minimum of Bachelor's degree in sciences or relevant courses with at least 5 years' experience (order processing officer/distribution officer).
- p. Organizational chart with key roles and staff.
- q. Past performance- The technical submission should include information with evidence on past performance for NGOs/Donor / Government Agency, briefly describing at least two recent and similar scope of work done in the last five years.

### Other Requirements

- **Professional Affiliations:** Affiliation with relevant regulatory or professional bodies, such as a recognized warehouse management association, is beneficial.
- **Years of Experience:** A minimum of five years of experience in warehousing services for government agencies or donor-funded projects, particularly within the health sector, is required.
- **Relevant Project Portfolio:** Applicants should provide a portfolio demonstrating at least five similar assignments in the past three years, especially in warehousing for health commodities.
- **Compliance with Prequalification Requirements:** Applicants must meet all criteria outlined in the prequalification document.
- **Financial Capacity and Competitive Pricing:** Applicants should demonstrate the financial stability and provide competitive pricing for their services.
- **Capability to Meet Reporting and Compliance Standards:** Applicants must meet NACA and Global Fund compliance standards, including timely and accurate reporting.

Selection Method: Least Cost Method

### Technical Evaluation weighed scores

<b>Sn</b>	<b><u>Criteria, sub-criteria</u></b>	<b><u>Points</u></b>
1	Demonstration of Warehouse 5,000 Square meter size/space in Abuja	10
2	Evidence of policy of storage of items (All stock shall be stored at least 10cm (pallet) off the floor, 30cm away from the walls and other stacks, and not more than 2.5m (8 feet) high. The arrangement should allow for easy cleaning and movement of personnel.	5
3	Evidence of Policy on provision of a backup power supply to maintain a temperature.	5
4	Evidence of Policy on space maintenance with temperature and humidity monitoring system in place.	5
5	Evidence of Policy on ventilation intense light, extraneous odours and other indications of contamination.	5
6	Evidence of Pallet and rack systems with units in the state of cleanliness and repair.	5
7	Evidence of Policy on health, Safety and accident prevention plan.	5
8	Evidence of Policy on tracking of expiry dates of commodities. (FIRST-TO-EXPIRE, FIRST OUT (FEFO) procedure.	5
9	Evidence of Policy on personnel training. (tools and machinery safety, fire safety, emergency preparedness, accident prevention).	5

10	Evidence of Policy on Quarantine, Removal of expired and damaged products immediately from usable stock and document in the appropriate forms.	5
11	Evidence of Inventory management and control (Electronic and Manual) system.	5
12	Evidence of Policy on Assurance of Security of warehoused products and items backed by Insurance policy Cover.	5
13	Evidence of Insurance.	5
14	Key personnel; The firm should demonstrate that professional staff with extensive experience is available to oversee and carry out the scope of work	12
	➤ The technical submission should include CVs for the following required key personnel:	3
	➤ Warehouse Manager with minimum of Bachelors Degree with at least 7 years' experience,	3
	➤ Quality Assurance Specialist with minimum of Bachelor's Degree in relevant courses with at least 7 years' experience	3
	➤ Warehouse officers with minimum of Bachelor's degree in sciences or relevant courses with at least 5 years' experience (order processing officer/distribution officer).	3
15	Past performance- The technical submission should include information with evidence on past performance for NGOs/Donor / Government Agency, briefly describing at least two recent and similar scope of work done in the last five years.	6
	<b>Total</b>	<b>100</b>

## 8. Compliance and Ethical Standards

Warehouse service providers are expected to:

- **Adhere to the Global Fund Code of Conduct for Suppliers** and NACA's anti-corruption policies.
- **Report any infractions or observed misconduct** through NACA's dedicated whistleblowing channels.

## Section B: Request for Financial Quotations for Procurement of Warehouse Service Provider

The National Agency for the Control of AIDS (NACA) is requesting proposal for the Procurement of Warehouse Service Provider. For this purpose, the Procurement unit is soliciting from interested Vendors to provide NACA with your best offer in **Nigerian Naira (NGN) detailing** quotation of monthly cost per pellet for cold chain, Non-Cold chain and non-health items in their financial proposal

## Section C: Submission Requirements

- 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 "Warehouse service provider" to  
**Procurement Division Office**  
**National Agency for the Control of Aids (NACA)**  
**No 3 Ziquinchor Street, Wuse Zone 4**  
**Beside AEDC Office, Abuja.**
- Note that it is not permissible to transfer this invitation to any other firm.
- 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 18<sup>th</sup> 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 11<sup>th</sup> December, 2024.**

Yours sincerely,

**Signed**  
Management

Proposal Letter

*(to be filled by Supplier on Letter Head)*

Date:

Request for Proposal: **Procurement of Warehouse Service Provider**

*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: Procurement of Warehouse Service Provider**

Date of Price quotation \_\_/\_\_/\_\_

Procurement unit is soliciting from interested Vendors to provide NACA with your best offer in **Nigerian Naira (NGN) detailing** quotation of monthly cost per pellet for cold chain, Non-Cold chain and non-health items in their financial proposal

<b>SN</b>		<b>Pellet</b>	<b>Month</b>	<b>Cost</b>
1	Cold Chain	1	1	
2	Non-Cold Chain	1	1	
3	Non-Health items	1	1	