



NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)

REQUEST FOR PROPOSAL

FOR

PROVISION OF TRAVEL AGENT SERVICES FOR NACA-GF GRANT

June 2025

INTRODUCTION

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. NACA seeks proposals from qualified firms to provide Travel Management Services. These services include booking of flights, comprehensive flight booking services, including domestic and international flight reservations, ticketing, and related services for NACA staff and stakeholders.

Scope of Work

The scope of work for the travel agency shall include, but not be limited to, the following:

- a) Booking International and Domestic flights, and other travel-related services for employees and stakeholders of NACA in accordance with agreed rates.
- b) Providing options for cost-effective travel solutions without compromising on quality and comfort.
- c) Advising travelers on policy requirements, health and safety measures, airline availability (relevant airline news/updates, staff strikes, etc.) and any other relevant travel information.
- d) Providing 24/7 round-the-clock support for travel-related emergencies, changes, cancellations, and inquiries.
- e) Providing services associated with rebooking, rerouting, for NACA travelers in a timely manner, ensuring minimal disruption to travel plans.
- f) Facilitating the tracking, reporting, and reconciliation of travel expenses.
- g) The travel agent shall offer and facilitate the purchase of travel insurance that covers flight-related risks, such as cancellations, lost luggage, flight delays, or accidents, for both domestic and international travel.

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 returned unopened to the supplier.

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, 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_codeofconductforsuppliers_policy_en.pdf

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

The Managing Director,

Request for Financial Quotations

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 and World Bank, funds and support from the Government of the Federation as well as 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 requires the services of a competent company for the Provision of Travel Agent services

Section A: **Provision of Travel Agent services**

Following your qualification in the prequalification exercise, the National Agency for the Control of AIDS (NACA) is requesting for a quotation for the Provision of Travel Agent services. For this purpose, Procurement 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 Table One below on the expectations to be quoted for. All quotations are inclusive of all associated cost for deliveries.

Section B: Submission Requirements

- a. The Duly signed quotations (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 "Provision of Travel Agent services
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. Bids should be registered in the bid submission register and then dropped in the designated bid submission box at the NACA Headquarters reception area. All bids should have the title of this procurement written on the envelope.
- d. Only quotation received through the physical address provided above will be considered. Upon submission of proposal, suppliers are expected to fill bid register at the location address.
- e. The submission deadline is by 12 Noon on **Thursday, 3rd July 2025**. 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. For successful vendors, the payment methods will be finalized during contracting with the provision of supporting documentation to make claim.
- g. An evaluation using least cost selection criteria will be carried out on the submitted document and negotiation (if necessary) will be done before awarding the contract.
- h. Vendor to indicate **Bid validity for at least 120 days**.
- i. NACA desires a credit limit of not less than **Sixty Million Naira (N60,000,000)**. This will be considered during the selection of vendors.
- j. In case of discrepancy between rate price and total amount, the rate price shall prevail.
- k. All requests for clarifications should be directed to the Head of Procurement via email at calabi@naca.gov.ng on or before 24th June, 2025.

NOTES/DISCLAIMER

- i. NACA shall verify any or all documents and claims made by applicants and will disqualify bidders with falsified documents and claims.
- ii. If it is determined that submitted documents and claims have been falsified, the bidder may face prosecution in a court of Law.
- iii. NACA shall not be held responsible for any disqualified proposal because of any omission or deletion relating to the submission guidelines.

- iv. This advertisement shall not be construed as a commitment on the part of NACA to award a contract to any Contractor, nor shall it entitle any Contractor submitting documents to claim any indemnity from NACA.

NACA is not bound to shortlist any bidder, and reserves the right to annul the bidding process at any time without incurring any liabilities or providing reason

Yours sincerely,

C.K. Alabi
Head Procurement
For: Director General

Quotation Letter

(to be filled by Supplier on Letter Head)

Date:

Request for Quotation: **Provision of Travel 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 _____ 202____.

[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 Travel Agent services**

Submission of Proposal

FINANCIAL PROPOSAL: The service fees provided shall ONLY be on a transaction basis per activity. No other service fees should be provided/requested apart from the ones stipulated on the transaction fees as follows:

S/N	DESCRIPTION OF SERVICES	COMMISSION (IN NAIRA)
1	Issue a Domestic Air Ticket (One Way)	
2	Issue a Domestic Air Ticket (Return Booking)	
3	Issue an International Air Ticket (One Way)	
4	Issue an International Air Ticket (Return Booking)	
5	Ticket change fee (reschedule – reroute)	
6	Missed Flight Rescheduling	
7	Other fees (please describe)	
8	Credit limit	

Date of Price quotation __/__/__

The below specifications stipulate the minimum requirements. The offered equipment should be equal or better.

Note: In case of discrepancy between rate price and total amount, the rate price shall prevail.

Name of Company/Representative.....

Name of Company

Signature and Date.....