NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)

REQUEST FOR PROPOSAL

FOR

PROVISION OF THIRD-PARTY LOGISTICS (3PL) SERVICES

JULY, 2025

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_codeofconductforsuppliers_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

Drug Management Agency (DMA) is an Agency of the State Ministry of Health solely responsible for procuring, warehousing and distributing Health and Health related products to public health institutions in the State. The DMA is requesting proposals from qualified firms for the engagement of Third-Party Logistics Service (3PLs) Providers to support the distribution of health and non-health related products within the States. The scope of work includes, but is not limited to, the transportation and delivery of Health and non-health related Products from the state Central Medical Store to State Zonal Stores and to designated Health Facilities within the (Kano, Kaduna, and Nasarawa). Interested firms are invited to submit their proposals accordingly:

LOTs	Description
Lot 1	Short Haul Distribution of Non-Cold Chain Commodities from State Central Medical Stores to State Zonal Stores (in cubic meters & cost per delivery/drop)
Lot 2	Last Mile Distribution (LMD) from CMS or State Zonal Store to Health Facilities in cubic meters & cost per delivery/drop

Eligibility Requirement

a. Evidence of Certificate of Incorporation issued by the Corporate Affairs Commission CAC 2 and CAC 7.
b. Evidence of Company's Income Tax Certificate for the last three (3) years 2022,2023,2024 valid till 31st December 2025.
c. Evidence of Pension Clearance Certificate valid till 31st December, 2025;
d. Evidence of Industrial Training Fund (ITF) Compliance Certificate valid till 31st December, 2025;
e. Evidence of Nigeria Social Insurance Trust Fund (NSITF) Clearance Certificate valid till 31st December, 2025;
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. Affidavit:

- disclosing whether any officer of the relevant committees of the State DMA or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and 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 Audited Accounts for the last three (3) years - 2022, 2023 & 2024;
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 the State DMA and must be dated within this advert period);
j. Detailed company Profile indicating addresses of business place and phone number, etc;
k. The company must sign a cover letter.

Other Selection Criteria

a) Evidence of goods-in-transit Insurance policy
b) Evidence of type of vehicle (Cold-Chain, Pharma and Ambient Vehicles) and (proof of ownership or lease agreement for all vehicles)
c) Evidence of Experience in provision of Third-party Logistics for Health and Health-related Commodities
d) Verifiable documentary evidence of similar jobs executed in the last past including Letters of Awards, Job Completion Certificates, Photographs, etc.
e) Physical presence of the 3PL in the state
f) Use of technology such as tracking devices
g) Evidence of the good number of staff

GUIDELINE FOR SUBMISSION AND OPENING OF PROPOSAL

The technical and financial proposal must be in English Language and submitted in two (2) hard copies **one original & one copy)**. The two copies shall then be enclosed and sealed in one (1) single outer envelope, and clearly marked at the topmost right corner **"Lot Description"** and the Name, Address, Email and Phone Number of the firm boldly written at the back of the envelope, with acknowledgement to the address below:

Attention: The Head of Drug Management Agency

- **Kano State Drugs and Medical Consumables Supply Agency,**
  No 2, Ibrahim Taiwo Road, Opposite Radio Kano, Kano, Kano State, Nigeria

- **Kaduna State Health Supplies Management Agency (KADHSMA), No. 2 United Textile Road Kakuri-Makera Kaduna South, Kaduna State.**

- **Nasarawa State Drugs and Supply Management Agency, Shendam Road, Lafia, Nasarawa State.**

- Yobe State Drugs & Medical Consumables Management Agency (YODMA)
  Along Potiskum-Gutba Byepass, Abbari Ward, PMB 1172, Damaturu, Yobe State

all financial proposals must also be submitted in Excel Format on a flash drive

Note: *Failure to seal and mark the inner envelopes in accordance with the instructions provided in this clause shall relieve the procuring entity, State Drug Management Agency (DMA), of any responsibility for the misplacement or premature opening of the Proposal.*

Deadline for Submission: The deadline for the submission of proposal should not be later than **Thursday 21st August 2025** by **12 noon**. The submission(s) received will be opened immediately after closing.

1. The Technical Proposal and Financial Proposal must be submitted as separate documents. Under no circumstances should the Technical Proposal contain any reference to pricing information, to ensure that the evaluation is conducted solely based on technical merit.
2. Prospective vendors may quote for all the lots
3. Only proposals received through the physical address provided above will be considered. Upon submission of the proposal, service providers are expected to fill in the bid register at the location address.
4. The submission deadline is **12 Noon on Thursday 21st August 2025. Bids shall be opened immediately at** the States' respective DMAs
5. An evaluation will be carried out on the submitted document and negotiation (if necessary) will be done before awarding the contract.
6. The recommended contractor will be required to provide the service as per contract award.
7. Note that the DMA plans on entering into a one-year renewable short-term agreement with multiple service providers from this process. A Form of Contract shall be signed with the DMA, 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.
8. All requests for clarifications should be directed to **the DMA via emails**
   Kano DMA: kanodmcsa@gmail.com
   Kaduna DMA: kadhsma@kdsg.gov.ng, kadhsma@gmail.com
   Nasarawa DMA: nasdsma@gmail.com
   Yobe DMA: info@yodma.yb.gov.ng

Section E: GENERAL INFORMATION

a. Bids must be in English Language and signed by an official authorized by the bidder.
b. Bids submitted after the deadline for submission would be rejected and returned.
c. All costs will be borne by the bidders.
d. The DMA is not bound to pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities in accordance with Section 28 of the Public Procurement Act 2007.

Section F: NOTES/DISCLAIMER

i. Late submissions will not be accepted.
ii. DMA shall verify any or all documents and claims made by applicants and will disqualify bidders with falsified documents and claims.
iii. If it is determined that submitted documents and claims have been falsified, the bidder may face prosecution in a court of Law.
ii. DMA shall not be held responsible for any disqualified proposal because of any omission or deletion relating to the submission guidelines.
iii. This advertisement shall not be construed as a commitment on the part of DMA to award a contract to any Contractor, nor shall it entitle any Contractor submitting documents to claim any indemnity from DMA.

iv. DMA 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,

Signed
Management

Proposal Letter

(to be filled by Supplier on Company Letter Head)

Date:

Request for Proposal: **Provision of Third-Party Logistics (3PL) Services**

To: xxx State Drug Management Agency
Attn: Head of Procurement
Address: xxxx

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 NOT 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 _____ _____ 2025_____.

_____ _____

[signature] *[in the capacity of]*

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

To: xxxx ***Head DMA***
Attn: Head of Procurement
Address: xxxx
Quotation: **Provision of Third-Party (3PL) Logistics Services**

Date of Price quotation __/__/__

(Unit Price per tonne to different locations to be completed by prospective vendor)

LOT 1. Short Haul Distribution of Non-Cold Chain Commodities from State Central Medical Stores to State Zonal Stores (in cubic meters & cost per delivery/drop)																	
2. Name of 3PL Service Provider:																	
3. Date:		Cost per cubic meter (volume) and cost per drop (Hybrid)						Cost per cubic meter (volume) and cost per drop (Hybrid)									
4. Currency of Offer:		NGN		NGN		NGN		NGN		NGN		NGN		NGN			
		Cost per cubic meter (volume)	Cost per drop	Cost per cubic meter (volume)	Cost per drop	Cost per cubic meter (volume)	Cost per drop	Cost per cubic meter (volume)	Cost per drop	Cost per cubic meter (volume)	Cost per drop	Cost per cubic meter (volume)	Cost per drop	Cost per cubic meter (volume)	Cost per drop		
Health Commodities Pick-up Location: >>State Central Medical Store (SCMS)	Delivery Location:>> Health Facilities within the state	If Product delivered to 1-20 HFs		If Product delivered to 21-50 HFs		If Product delivered to 51-100 HFs		If Product delivered to 101-150 HFs		If Product delivered to 151-200 HFs		If Product delivered to 201-250 HFs		If Product delivered to more than 250/ HFs			
Kaduna	Kaduna																
Kano	Kano																
Nasarawa	Nasarawa																
The cost per facility provided for forward logistics (LMD) is also applicable for Reverse logistics when required																	

Lot 2: Last Mile Distribution (LMD) from CMS or State Zonal Store to Health Facilities in cubic meters & cost per delivery/drop

2. Name of 3PL Service Provider:															
3. Date:		Cost per cubic meter (volume) and cost per drop (Hybrid)						Cost per cubic meter (volume) and cost per drop (Hybrid)							
4. Currency of Offer:		NGN		NGN		NGN		NGN		NGN		NGN		NGN	
		Cost per cubic meter (volume)	Cost per drop	Cost per cubic meter (volume)	Cost per drop	Cost per cubic meter (volume)	Cost per drop	Cost per cubic meter (volume)	Cost per drop	Cost per cubic meter (volume)	Cost per drop	Cost per cubic meter (volume)	Cost per drop	Cost per cubic meter (volume)	Cost per drop
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Kaduna	Kaduna														
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