

## **The Global Fund**

### **To Fight AIDS, Tuberculosis and Malaria**

#### **The National Agency for the Control of AIDS (NACA)**

##### **A. Preamble**

The National Agency for the Control of AIDS (NACA), being the Principal Recipient (PR) for HIV/AIDS programs in Nigeria under the Global Fund project, is saddled with responsibility to cover HIV/AIDS Treatment, Care and Support in particular and strengthen the health system in Nigeria generally. The programme seeks to scale up provision of Antiretroviral (ARV) treatment and related services such as counselling and testing, Prevention of Mother-to-Child Transmission (PMTCT) and community care, among others.

In compliance with the Global Fund guidelines and International Best Practices, the National Agency for the Control of AIDS (NACA) intends to engage the services of Procurement Agent with highly specialized knowledge and extensive experience in procurement to manage the acquisition of goods (Health and non-health) and associated services required on this project with time horizon of two (2) years in the first instance. The indicative value of procurement to be handled by the Procurement Agent is approximately US\$15 million. This is exclusive of ARVs and Laboratory Reagents being procured through Voluntary Pooled Procurement (VPP) and Rapid Test Kits (RTKs) by USAID.

##### **B. Assignments Description**

Specifically, the objectives of the engagement are, among others:

- a) To provide professional opinions on procurement and contract management processes;
- b) To ensure accurate and timely acquisition of cost competitive goods and services for the Agency by undertaking procurement of health and non-health commodities necessary for project with exception of ARVs, Laboratory Reagents and RTKs;
- c) To identify / source suppliers in an open, transparent and competitive manner as well as negotiating reasonable costs and contract details with effectiveness and due diligence on behalf and in the best interest of NACA;

- d) To manage contracts and ensure timely delivery of goods/services contracted in compliance with agreement and guidelines of the Fund;
- e) To maintain expert level of knowledge of procurement industry and commodity/services of Health sector as well as understanding the industry standards and practices;
- f) To develop and maintain effective working relationships within assigned team (if any) and the Procurement department of the Agency in order to ensure that team-oriented approach is effective and productive;
- g) To arrange shipping and insurance at preferential rates, including customs clearance;
- h) To inform consignee and other interested parties of the day to day progress of the procurement and supply;
- i) To prepare periodic procurement /and delivery progress reports for NACA.

**C. Guiding Criteria for Selection:**

The selection of the Service Providers will be in accordance with the procedures set out in Guidelines published by the Donor and the Bureau of Public Procurement as well as International Best Practices.

**D. Eligibility Criteria & Expected Contents of Expression of Interest**

Prospective Applicants are requested to submit their Expressions of Interest that demonstrate capacity and capability to undertake this assignment detailing the following information as basis for short-listing for further evaluation in a subsequent process in which technical and financial proposals will be requested and reviewed accordingly. The prospective bidder may be a single entity or consortium but not individual consultants:

1. Evidence of Incorporation in base Country;
2. Detailed company profile containing experience with minimum of five (5) years on the Assignment;
3. Evidence of Tax payment for the past 3 consecutive years (2010-2012), where applicable;
4. Evidence of VAT registration & proof of past remittances, where applicable:

5. Annual Turnover and Audited Statements of Accounts for the past three (3) consecutive years (2010 -2012) , where applicable;
6. Evidence of compliance with the provision of the pension reform act 2004 as contained in Section 16 (6d) of the Public Procurement Act 2007, where applicable;
7. For Joint Ventures (JVs) include Memorandum of Understanding (indicating the responsibilities and duties of the individual firms consulting the JV);
8. Evidence of compliance with the provision of Section 6 (1) (3) of the amended Industrial Training Fund (ITF)Act No. 19 of 2011, where applicable;
9. Evidence of recommendation from prospective Consultant Bankers indicating the financial capacity and capability to undertake the Assignment, if awarded.
10. A brief write-up on the understanding of the proposed Assignment.

The EOIs shall be evaluated strictly based on the substantive information / credentials/documentary evidences submitted by organizations/firms in support of the information requested above.

Any previous successful collaboration in similar lines with development agencies or government will be an added advantage.

#### **E. General Terms & Conditions**

Expressions of Interest must be in English language only and submitted in the Tender Box provided in duplicates (one original & one copy) in a sealed envelope clearly marked “NACA – EXPRESSIONS OF INTEREST FOR PROCUREMENT AGENT” with acknowledgement to NACA office at the address below. The Agency reserves the right to reject any or all of the Expressions of Interest.

Interested Service Providers may obtain further information at the same address from 9:00am to 3:30pm local time Mondays to Fridays (except public holidays). EOI must be delivered to the same address on or before 12:00pm on Tuesday, 5<sup>th</sup> November, 2013. No EOI shall be received after the closing date and time. The EOI proposals shall be opened on the same day immediately after close of bid at the Conference Room of NACA.

Please note that at this stage no technical and financial proposals are required. Based on the information submitted in response to this request for EOIs, NACA will prepare a shortlist of qualified organizations that would be later issued Request for Proposal (RFP) document.

**F. Contact Information**

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