

Society for Family Health (SFH), Nigeria

Invitation for Expression of Interest for the Provision of Pharma-Grade Warehouse Space

Society for Family Health (SFH) was incorporated in 1985 and is one of the foremost Non-Governmental Organisations (NGOs), that provide support to the Nigerian government in key areas of public health: HIV & AIDS prevention, Malaria control, family planning and maternal & child health (water and sanitation, and diarrhoea control).

SFH invites Expressions of interest from prospective qualified organisations that wish to provide suitable Pharma-grade warehousing space in fixed locations for pharmaceuticals and health products.

Objective of service: To provide Pharma-grade warehouse spaces with conditions that adhere to WHO guidelines for good storage practices for pharmaceuticals.

Organizations interested in any or all listed locations are invited to express their interest by providing the information requested in section B below

#	Location#	Location #	Location#	Location#	Location
1	Lagos Island	6 Onitsha	11 Calabar	16 Kano	21 Lagos Mainland
2	Ibadan	7 Enugu	12 Makurdi	17 Gusau	22 Bauchi
3	Ilorin	8 Owerri	13 Jos	18 Sokoto	23 Akure
4	Ado-Ekiti	9 Aba	14 Abuja	19 Gombe	24 Oshogbo
5	Benin	10 Port Harcourt	15 Kaduna	20 Yola	

(A) Minimum Storage space Specification for warehouse spaces in all 24 locations

- (1) Easily accessible warehouse location
- (2) A fifty square meters (50m²) area demarcated and dedicated for pharmaceutical and health products.

- (3) Twenty square meters (20m²) of number 2 above must be demarcated as temperature-controlled space with adequate temperature control including air conditioning and provision of backup power supply to maintain temperature between 15°C and 25°C
- (4) Clean and dry storage space maintained with temperature and humidity monitoring system in place
- (5) All warehouse space must be well ventilated excluding, intense light, extraneous odours and other indications of contamination
- (6) Pallet and rack systems with units in state of cleanliness and repair.
- (7) Existing Safe pest control system with zero risk of contamination of materials and pharmaceutical products
- (8) Availability of inventory management and control (Electronic and Manual) system
- (9) Assurance of Security of warehoused products and items backed by Insurance policy cover
- (10) Manage other warehousing ancillary services which include but are not limited to:
 - (a) Handling of warehoused products and issuing same to authorized organizations on behalf of the client
 - (b) Inventory management
 - (c) Invoicing of products
 - (d) Additional coding of products where necessary

(B) Eligibility Criteria

To be eligible for consideration, interested organisations must provide the following details:

- (a) Profile of the organization, including organization's certificate of incorporation, physical address, organogram of management structure, ownership (including board membership), and contacts (telephone, facsimile and email);
- (b) Profile of management team and members of the Board
- (c) Details of operating budget for 2012, 2013 and 2014;
- (d) Evidence of financial management systems (accounting, internal control, and audited financial statements for the most recent 3 years- 2011,2012 and 2013
- (e) Evidence of previous warehousing services (Particularly for finished pharmaceuticals and health products) handled with details of Grant amounts, funding agencies and period of such Grants.
- (f) Evidence of ownership/lease and spread of warehousing premises for finished pharmaceuticals and health products (with addresses)
- (g) Evidence of the availability of qualified warehouse personnel.
- (h) Evidence of tax payment for the past 3 consecutive years (2011-2013)
- (i) Evidence of VAT registration and proof of remittances and/or tax exemption certificate;
- (j) Evidence of Compliance with the Provision of the Pension Reform Act 2004
- (k) Evidence of registration of premises with appropriate governing body(ies) for pharmaceutical products storage and handling
- (l) Evidence of Insurance cover of premises

(C) Evaluation and Selection of organisations

- (a) A technical panel will be constituted to review the EOI and shortlist Applicants to proceed to the next stage of Request for Proposals based on the criteria listed above,

- (b) At this stage, a 'yes' or 'no' qualifier will be used to rate all the points above, and only organizations with a 'yes' response against all the points above will be considered.
- (c) All costs incurred by bidders as a result of this process and any subsequent requests for information shall be borne by the bidding organizations.
- (d) Only companies that satisfy the Pre-qualification requirements will be contacted with Requests for Proposal (RFP) and Request for Quotes (RFQ) document.
- (e) This advertisement shall not be construed as a commitment on the part of SFH to appoint any organisation nor shall it entitle any organisation to claim any indemnity from SFH

Submission of Applications/Closing Date

The code WH/SFH/05/15 should be boldly written on the top right corner of the Pre-qualification submission envelope. Name of organisation tendering should also be clearly written on rear of the envelope, failure to do this will lead to disqualification.

This sealed envelope containing two hard copies of the submission should be addressed to the following:

**The Head, Procurement Division,
Society for Family Health (SFH)
8 Port-Harcourt Crescent, Off Gimbiya Street, Area 11,
Garki, Abuja.**

Note: The closing date for receiving the application is 12th June, 2015