

## **Society for Family Health (SFH), Nigeria**

### **Invitation to Bid (ITB) for the Selection of an Agency for Salary Structure Review**

Society for Family Health (SFH) is a non-governmental, non-profit organisation, registered as a Nigerian Trust incorporated in 1985. The mission of the Society is to improve public health in Nigeria by making essential health products and services available to the poor and to those in need. SFH works in partnership with the Federal and State Governments of Nigeria, the British Department for International Development (DFID) and the United States Agency for International Development (USAID), as well as the Global Fund to fight AIDS, Tuberculosis and Malaria among other international donors.

SFH intends to engage a reputable Human Resources Management Consulting firm with specialisation in compensation and tax management.

#### **OBJECTIVE:**

To revise the organisation's remuneration and benefits structure by moving towards a tax efficient clean wage structure that complies with all Nigerian labour related and tax laws, and which is also compliant with major international donor cost principles.

#### **SCOPE OF WORK:**

To review our current salary structure (salary components, allowances and benefits) and develop a new remuneration and benefits' structure that is in line with best practices and clean wage principles and also achieve the following:

Salary structure which is

- (1) Legally compliant with all Nigerian labour and employer's regulations
- (2) In line with internationally acceptable best practices regarding salary structures and components
- (3) In line with internationally acceptable best practices regarding fringe benefits and allowances
- (4) Competitive within the Nigerian environment and able to attract private sector staff
- (5) Transparent and in line with the philosophy of a clean wage
- (6) Tax efficient
- (7) Meets all of SFH's organisational as well as industry specific needs

Interested firms are encouraged to submit a prequalification document as well as a proposal for the provision of this service as stated in the scope of work.

**(1) PREQUALIFICATION STAGE:**

**(A) ELIGIBILITY CRITERIA**

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

- (a) Profile of the organisation, including organisation's certificate of incorporation, physical address, and contacts (telephone and email).
- (b) Organogram of management structure
- (c) Curriculum vitae for all key personnel directly involved in this service
- (d) Tax Clearance Certificate for 2013, 2014 and 2015
- (e) Evidence of financial management systems (must include most recent audited accounts)
- (f) Evidence of previous similar services provided (must include any or all of the following; award letters, contract agreements, service completion Certificates)

**(B) EVALUATION AND SELECTION**

- (a) A technical panel will be constituted to review the submissions 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 organisations with a 'yes' response against all six (6) 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 organisation.
- (d) Only organisations that satisfy the pre-qualification requirements will be evaluated for Requests for Proposal (RFP) stage.

**(2) REQUEST FOR PROPOSAL STAGE:**

The Procurement committee set up within SFH will assess the extent to which proposals submitted in response to this ITB meet the evaluation criteria that are set forth below.

**The selection criteria based on the "Quality Cost Based Selection" (QCBS) method are divided into:**

- Technical Evaluation
- Price/Cost Evaluation criteria

In assessing each proposal, SFH will allocate greater importance to technical factors than to cost factors. This will be reflected in the weighting that SFH will employ in assigning a total score to each proposal. While the technical score will be significantly more important, cost will be a factor in the evaluation. The proposals will be weighted using the ratio 70/30 for Technical and Cost respectively.

The score assigned to each proposal will be of guidance in determining which proposal would provide the greatest value to SFH.

## **TECHNICAL EVALUATION**

### **Evaluation Criteria for Technical proposal:**

#### (1) Technical Approach and Proposed Work plan (30 points)

Proposals will be assessed on the extent to which the proposed approach and methodology are solid, feasible, implementable, effective and demonstrate a clear understanding of the nature of the work being undertaken and the environment in which the work must be performed. This includes; Clarity and readability of written proposal, understanding of the requirements of the scope of work. Acceptable proposed schedule and work plan based on a two (2) weeks turnaround time, Value added propositions and recommendations. Attention to any challenges that the procurement committee has not considered.

#### (2) Expertise of the Personnel in the Organisation (20 points)

Proposals will be assessed on the extent to which the organisation is demonstrated to have sufficient personnel with the necessary education, training, technical knowledge, experience for their assigned functions, balance in team and level of effort.

#### (3) Organisational Capabilities and Past Performance (20 points)

Proposals will be assessed based on the extent to which the bidder's corporate and institutional capability demonstrates an ability to render the service. NGO sector specific experience of the firm will also be assessed. Past experience will be assessed using the award letters, letters of service completion or purchase orders for previous related services.

Total Technical Points = 70 points (Representing the 70% for the Technical proposal).

The Technical Proposals should be limited to not more than 20 pages, excluding attachments. Items such as graphs, charts, cover pages, dividers, table of contents, and attachments (i.e. key personnel resumes, acknowledgement letters, past performance information, references, organogram) are not included in the 20-page limitation for the Technical Proposal. Legibility, clarity and completeness are important. The submission of brochures or flyers alone without an accompanying explanation specific to this ITB is not acceptable.

**PRICE/COMMERCIAL PROPOSAL EVALUATION CRITERIA:**

Organisations are requested to structure their Commercial Proposals quoting the total fee for this service. It must be included in the proposal and must be valid for 60 days from the date of proposal.

Following the technical review process, a review of the cost proposals will be conducted based on the weight of 30 points to represent 30% for the Cost Part of this proposal. Cost Proposals will be analysed as part of the overall evaluation for reasonableness and competitiveness of proposed prices.

**SUBMISSION OF APPLICATIONS/CLOSING DATE**

The code “SFH/ SAL/PREQ” should be boldly written on the top right corner of the Pre-Qualification Stage submission envelope while the code SFH/ “SAL/TECH&FIN” should be boldly written on the top right corner of the Request for Proposal Stage submission envelope.

Name of organisation tendering should also be clearly written on rear of the two envelopes, failure to do this will lead to disqualification. The two (2) sealed envelopes containing two hard copies of each 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:** Submission of bid documents must be hand delivered or couriered to the address above. The closing date for receiving the application is **3<sup>rd</sup> November 2016** excluding Public Holidays. Any application received after the stipulated ten (10) working days will not be accepted.

**TERMS OF INVITATION TO BID**

Society for Family Health reserves the right to appoint or not to appoint any of the firms as it may deem fit. Any firm appointed shall be subject to terms of engagement that may be entered on appointment as a consultant.

Bids sent via email will be disqualified.

Organisations should take account of the expected delivery time required, and are responsible to ensure that proposals are received at SFH by the due date and time. Lost or misdirected courier packages received after the due date and time may be considered as having been submitted late.

Any questions and/or requests for clarifications in relation to this ITB must be submitted in writing via email by no later than 5:00pm GMT +1, within five (5) days of publication to: [lokoroma@sfnigeria.org](mailto:lokoroma@sfnigeria.org) and/or [keruchalu@sfnigeria.org](mailto:keruchalu@sfnigeria.org).

- Proposals which are submitted late or are incomplete or do not fully respond to this ITB may not be considered in the review process.
- Only successful bidders will be contacted
- No advance payments will be made at the point of award.
- SFH will not pay Value Added Tax (VAT).
- Applicable Withholding Tax will be deducted from the winning Vendor's fee on contract value