

Society for Family Health (SFH), Nigeria

Invitation to Bid for Selection of a Health Management Organisation

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), 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 currently has 497 staff distributed across 15 territories pan Nigeria.

SFH intends to engage a reputable Health Management Organisation (HMO) for the provision and management of healthcare services to its employees.

Objective: To provide high quality and cost effective management of healthcare services to employees of SFH, with access to healthcare service across Nigeria at all times.

Scope of Work: The services to be provided will include, but not limited to the following:

- (1) Management of the provision of, and payment for comprehensive healthcare services to SFH staff (approximately 500 staff) for 24 hours and 7 days of a week which will include general medical services, dental, laboratory, gynecological, pediatric and surgical services among others.
- (2) Management of Prompt emergency services and evacuation for overseas treatment should the need arise
- (3) High quality referral systems among health service providers across Nigeria.
- (4) Provision of medical reports and statistics on usage and coverage
- (5) Advisory services to SFH on healthcare services such as wellness programmes and epidemics.

(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 the 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)
- (g) Evidence of Registration with the National Health Insurance Scheme
- (h) List and contact of clients benefiting from vendor's HMO services

(B) EVALUATION AND SELECTION OF THE SR

- (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 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 organisations.
- (d) Only organisations that satisfy the Pre-qualification requirements will be contacted with Request for Proposal (RFP) documents.

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/Commercial 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.

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 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/HMO/PREQ” should be boldly written on the top right corner of the Pre-Qualification Stage submission envelope while the code “SFH/HMO/TECH&FIN” should be boldly written on the top right corner of the Request for Proposal Stage submission envelope. Name of organisations 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 **not later than 3rd 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 and/or 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



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Location

Map Data
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