

Society for Family Health

Call for Proposal for Selection as Procurement Agent

The Society for Family Health (SFH) is a non-profit, Non-Governmental Organization founded in 1985 and providing information services and affordable products in health area to the people of Nigeria. SFH deploys behavior change strategies through social marketing techniques to motivate and empower the poor and vulnerable to adopt healthy behaviours

As a Principal Recipient for the Global Fund Round 8 Malaria Grant, malaria treatment is one of the Service Delivery Areas SFH will be reporting on in the phase 1 of the implementation. In an effort to achieve this objective, SFH will procure and distribute Artemisinin Combination Therapies (ACTs) to private health facilities in all 36 states and FCT, in Nigeria. SFH will coordinate funding and provide technical support to the successful organization selected and approved as procurement agent. To implement the Round 8 Grant, SHF invites proposals from qualified organizations from the public and private sectors, civil society including non-governmental organization with relevant experience in the area of procurement and supply chain management (with special competence in procurement). Interested organizations are expected to send proposals for these services in the following areas.

Objective of Service

To ensure the timely procurement and delivery of commodities in the right quantity and quality thereby contributing to the rapid and sustained scale-up of malaria control interventions for impact in all states in Nigeria.

Specific Activities

1. Establish long term agreement with manufacturers/suppliers of products required
2. Place purchase orders and execute orders for ACTs for various age groups
3. Ensure quality assurance and quality control compliance
4. Ensure compliance with National Pharmaceutical Rules and Regulations
5. Make arrangements for shipment and Insurance of the commodities
6. Clear products at the ports and deliver appropriately in warehouses. Maintain real-time Logistic Management Information System (LMIS) which is fully operational and able to record client and inventory information system
7. Provide timely reports to client on progress of procurement
8. Develop and maintain Standard Operating Procedures (SOPs) for inventory management of the health products

9. Ensure that the supply chain system is fully in line with the WHO Guidelines for Good storage practices and Good Distribution Practices for Health Products

Eligibility Criteria

To be eligible for consideration, proposal must provide the following details

- (a) Profile of the organization including organization's certificate of incorporation (Not required for government establishment), physical address, organogram of management structure, ownership (including Board membership), contacts (telephone, facsimile lines and email) and profile of key personnel.
- (b) Copy of current strategic plan and details of operating budget for 2010
- (c) Financial management systems (accounting, internal control and audited financial).

Evaluation and Selection of the Procurement Agencies

- Proposals will be reviewed by a technical review committee within SFH using criteria that include those listed below
- The agent's experience in purchasing pharmaceutical products and other commodities internationally on behalf of governments or organizations
- Robust quality assurance system to ensure the quality of the drugs purchased and delivered
- Experience in and ability to issue tender or conduct competitive negotiation for the purchasing of pharmaceuticals products
- Experience in and ability to enter into long term agreements with manufacturers
- Experience in and ability to effectively monitor and appraise the performance of pharmaceutical manufacturer and other subcontractors
- Experience in or ability to manage a buffer stock in compliance with applicable legislation and regulations. If not existing, Offeror should provide a concrete plan to implement such a buffer stock according to Good Distribution Practices
- Experience in or ability to manage and maintain an internet –based system for the ordering and tracking process. If not existing, offer or should provide a concrete plan to develop the same with expected implementation within a mutually agreed time.

- Experience in and ability to issue International Competitive tenders and awarding contracts for shipping and insurance at preferential rates and/or arranging and managing of shipping and transport insurance contracts.

Submission of Application/Closing Date

The code PROC RND 8-GF/MAL should be boldly written on the top right corner of the proposal envelop. This sealed envelop containing two hard and one soft copy (CD) of your proposal, should be addressed to the Deputy Director Procurement and received in our Abuja Office address below, on or before 5.00pm 6th January, 2011.

Please Note

Late submission will not be entertained

All costs incurred as a result of this Expression of interest and any subsequent requests for information shall borne by the bidding companies

Deputy Director Procurement Society for Family Health

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