

NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)

REQUEST FOR EXPRESSION OF INTEREST (EOI), PRE-QUALIFICATION AND TENDER DOCUMENTS FOR THE IMPLEMENTATION OF 2017 CAPITAL PROJECTS

(1.0) INTRODUCTION

The National Agency for the Control of AIDS (NACA) is statutorily responsible for the coordination of the HIV/AIDS National response and the strengthening of health systems. The Agency is anticipating funding from the Federal Government of Nigeria and other National and International donors/partners (Global Fund, UNICEF e.t.c.) for the execution of her 2017 capital projects.

Towards achieving these objectives, the Agency wishes to apply these funds in the implementation of her 2017 capital projects through procurement of various goods and Consultancy/Non-Consultancy Services. Accordingly, and in compliance with the Public Procurement Act, 2017 (PPA), the Agency hereby invites interested and qualified Consultants/Contractors to express interest, submit prequalification tender documents for the procurement of the following Goods and Services:

CATEGORY I – GOODS

PACKAGE A1: GENERAL GOODS (TENDER DOCUMENT)

Lot 1: Procurement and Installation of solar panels for alternative energy source

PACKAGE A2: GENERAL GOODS (PREQUALIFICATION DOCUMENT)

Lot 1: Production and Printing of HIV Information Education Communication (IEC) materials, etc)

Lot 2: Supply of Computer Hardware and Accessories

Lot 3: Supply and Installation of LAN/Internet Facilities

PACKAGE B: MEDICAL SUPPLIES (PREQUALIFICATION DOCUMENT)

Lot 1: Supply of First Line Anti-Retroviral Medicines

Lot 2: Supply of Second Line Anti-Retroviral Medicines

- Lot 3: Supply of Third line Anti-Retroviral Medicines
- Lot 4: Supply of HIV Opportunistic Infections (OI) Medicines
- Lot 5: Supply of Screening Test Kits
- Lot 6: Supply of Confirmatory Test Kits
- Lot 7: Supply of Tie Breaker Test Kits
- Lot 8: Supply, Installation, and Planned Preventive Maintenance (PPM) of various Laboratory Equipment (CD4, Chemistry Analyzer, Hematology Analyzer, and Viral Load Machines (Within and outside the warranty period)
- Lot 9: Supply of assorted Reagents for the various Laboratory Equipment listed in (8) above Supply of Medical /Laboratory Consumables

CATEGORY 2: CONSULTANCY AND NON-CONSULTANCY SERVICES (EXPRESSION OF INTEREST)

PACKAGE A: CONSULTANCY SERVICES

- Lot 1: Develop and maintain NACA web services and the National HIV Response Management Information System Other general IT Programme Development Services
- Lot 2: Provision of staff trainings capacity building in general man power development and other tailored trainings/ capacity building with particular focus on HIV/AIDS Programming skills/general HIV/AIDS related Programmes and Activities
- Lot 3: Development of Social Support Programmes and establishment of Social Support Mechanisms for HIV Key and Vulnerable Populations in the National HIV/AIDS programme.
- Lot 4: Providing Consultancy Service in the General Coordination of Donor Project, HIV Evaluation, Reviews and Special Studies in National Response
- Lot 5: Provision of Consultancy Services for Strengthening Gender and Human Rights Responsiveness of the National HIV/AIDS Programme
- Lot 6: Provision of Consultancy Services for Strengthening the Public and Private Sector HIV/AIDS Mainstreaming Programme

Lot 7: Independent Verification Agents in HUV/AIDs Related Programmes and Activities.

Lot 8: Provision of Consultancy Services in Conducting HIV/AIDS Awareness Campaign in Various Languages in Various Locations across the Country and FCT.

Lot 9: Accounting/Auditing Services (to conduct Financial Audit and Provide Technical Support in Finance and Account related Area)

Lot10: Cleaning and Landscaping Services

Lot 11: Provision of Security Services within the Office Premises e.t.c

Lot 12: General Insurance Services

Lot 13: Provision of Consultancy Services in Financial Management and Compliance

PACKAGE B: NON-CONSULTANCY SERVICES

Lot 1: Implementation of IPSAS

Lot 2: Production, Publication and Airing of Mass Media Activities

Lot 3: Retainership for Preventive Maintenance/Repairs of Various Category of Vehicles

Lot 4: Provision of Hotel Services in FCT and 36 State Capitals of the Federation

Lot 5: Retainership for Supply of Automotive Gas Oil (AGO)

Lot 6: Retainership for the servicing of Agency's Cooling System (Air Conditioner and Refrigerators (ACs)

Lot 7: Retainership for the Servicing of Agency's IT Equipment (Computers, Printers, Photocopier Machines e.tc.)

Lot 8: Retainership for Supply of Premium Motor Spirit (PMS)

Lot 9: Retainership for Preventive Maintenance/Repairs of Various Category of Electricity Generating Sets.

(2.0) SCOPE OF SERVICES

The comprehensive scope of services as it relates to consultancy and non-consultancy services as well as specification and quantifications concerning items of supplies shall be provided in the Request for Proposal (RfP) and Tender document respectively. However, broad description for the scope of service is as follows:

- (i) Development of context specific change management strategies and sustainability plans for transition of existing project.
- (ii) Production and airing of jingles in several Nigeria Languages on some media platform
- (iii) Conduct of operation research, NACA Studies and National HIV, AIDs Epidemiology and Impact Analysis (NHEIA)
- (iv) Development and Deployment of the Assessment Module on Development Assistance Database (DAD)
- (v) Conduct of NACA Staff Capacity Assessment and Collation of Training needs.
- (vi) Man-power Training/Capacity Building of NACA Staff
- (vii) Training on Project Implementation, Step Down Training for Selected Number of States on Policy Briefs and Training for Directorate Staff.
- (viii) HIV/AIDS awareness Campaign in Selected States across the Country.

(3) GENERAL ELIGIBILITY CRITERIA

The general public may wish to be guided that all procurement activities of the Agency shall be fully governed by the Public Procurement Act (PPA) 2007 and the recent Federal Government Executive Order on Transparency and Support for Local Content in public procurement whereby the following minimum eligibility criteria are expected to be met by all prospective bidders:

Submission of Certificate of Incorporation with Corporate Affairs Commission (CAC);

- (1) Submission of three (3) Years Tax Clearance Certificate (2014, 2015 and 2016);

(2) Submission of PENCOM Certificate of Compliance expiring December 2017 or Appropriate Exemptions/Waivers as may be applicable. Submission of Industrial Training Fund (ITF) Compliance Certificate expiring December 2017;

(3) Submission of National Social Insurance Trust Fund (NS1TF) Compliance Certificate expiring December 2017;

(4) Submission of three years Audited Account (2014, 2015, and 2016);

(5) Firms submitting as Joint Ventures (JVs) should include Memorandum of Understanding (MoU) indicating the responsibility and duties of the individual firms constituting the JV as well as Names and Skills of Key Staff under each Company in the JV such that an informed judgment on the Firm's Capacity in terms of Permanent or Borrowed Personnel can be determined;

(6) Submission of Evidence of Company Registration with the BPP in the National Database of Federal Contractors, Consultants and Service Providers (NDCCSPs) by the inclusion of Interim Registration Report (IRR); A Sworn Affidavit disclosing whether or not any officer of NACA or Bureau of Public Procurement (BPP) is a former or present Director, Shareholder or has any pecuniary interest in the company and to confirm that all information presented in it's bids are true and correct in all particulars;

(7) Submission of Comprehensive Company Profile;

(8) Verifiable evidence of experience in the area of interest (including award letters, completion certificates e.t.c);

(9) Firms bidding for ARVs/RTKs should submit Prequalification and GMP by WHO and NAFDAC Registration. The capabilities for 100% complete local manufacturing of the ARVs/RTKs or Partly Local Capacity for ARVs/RTKs Production will be an added advantage.

(4) TERMS AND CONDITIONS

(1) EOI/Pre-qualification application should be very clear about the area of competence and interest, by specifying the category, package and lot numbers as advertised, on the signed cover letter

(2) No Bidder should bid for more than two lots per package.

(3) Submission must be in English language only, in four (4) copies (one original and three copies) sealed in an envelope clearly marked "Submission for NACA-Category X –Package X, Lot X Number....." and dropped in the Tender Box provided with acknowledgment to NACA office at the address stated in paragraph 6 below.

(4) The cover letter submitted with the bid documents must be signed

(5) The EOI and the Pre-qualification shall not be construed to be commitment on the part of the Agency, to award a contract nor shall it entitle the Tenderer to make any claims whatsoever and seek indemnity from the Agency by virtue of having responded to this advertisement.

(6) Interested bidders may obtain further information at the same address stated in paragraph 6 below from 0900am to 3:30pm local time Mondays to Fridays (except weekends and public holidays).

(7) Submission must be delivered to the same address **on or before 12:00 noon local time on Monday, 30th October, 2017.**

(8) All submissions shall be opened immediately on the same date at the NACA Conference Room immediately after closing.

(9) Only prequalified and shortlisted firms would be contacted for the next stage of the procurement process i.e. issuance of Request for Proposal (RFP) or Invitation to Bid.

(10) Evidence of certification by relevant regulatory Agency and evidence of registration relevant professional bodies where applicable.

(11) The document must be sequentially arranged according to the general eligibility criteria and failure to comply with this or any of the advertised submission guideline will lead to outright disqualification

(5) GUIDELINE FOR SUBMISSION AND OPENING OF DOCUMENTS

Completed EOI, Pre-qualification or Tender documents must be in English Language and submitted in four (4) copies (one original & three copies) in a sealed envelope clearly marked at the topmost right corner "NACA EXPRESSIONS OF INTEREST, PRE-QUALIFICATION OR TENDER FOR (Specify Assignment)" and the Name, Address, Email and Phone Number of the firm(s) boldly written at the back of the envelope, with acknowledgement to NACA office at the address below.

Submission of application closes **on Monday 30th October, 2017 by 12 noon**, and the submission received will be opened immediately after closing at NACA Conference Room (Ground Floor) in the presence of firms representatives that choose to attend.

(6) ADDRESS FOR INFORMATION AND SUBMISSION OF BIDS

Attention:

Head of Procurement

National Agency for the Control of AIDS (NACA)

Ground Floor Room 1.08

Plot 823, Ralph Shodeinde Street Central Business District, Abuja.

Email Address: info@naca.gov.ng

Tel: +234-9-4613726-9

Fax: +234-94613700

(7) NOTES/DISCLAIMER

- (i) Late submissions will not be accepted.
- (ii) NACA shall verify any or all documents and claims made by applicants and will disqualify bidders with falsified documents and claims.
- (iii) If it is determined that submitted documents and claims have been falsified, the bidder may face prosecution in a court of Law.
- (iv) NACA shall not be held responsible for any disqualified proposal as a result of any omission or deletion relating to the submission guidelines.
- (v) This advertisement shall not be construed as a commitment on the part of NACA to award a contract to any Contractor, nor shall it entitle any Contractor submitting documents to claim any indemnity from NACA.

(vi) NACA is not bound to shortlist any bidder, and reserves the right to annul the bidding process at any time without incurring any liabilities or providing reason.

Signed:

Management.