

## Overview

### **NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)**

### **ENGAGEMENT OF TECHNICAL ASSISTANCE FIRM FOR NATIONAL TRAINING ON CONTRACT MANAGEMENT, SUPPLY CHAIN TRANSPORT & NETWORK DESIGN, DATA ANALYTICS.**

#### **Background**

The Federal Ministry of Health through the National Product Supply Chain Management Programme (NPSCMP) of the department of Food and Drug Services in collaboration with implementing partners developed a National Health Products Supply Chain Strategy and Implementation Plan 2021-2025. Some of the aims of this strategic plan are to optimize the performance of NPSCMP, the change driver for the strategic plan, integrate management of essential medicines and public health commodities, increase ownership and capacity at state levels as well as performance improvement in all Procurement and Supply Chain Management (PSM) areas.

NPSCMP is committed to optimizing health product supply chain services through strengthening capacities of every function area of the supply chain underpinned by a leadership that utilizes strategic information for learning and innovation.

The task to drive the health supply chain in the new strategic direction and manage public health products (for HIV/AIDS, TB, Malaria, Family Planning etc) in an integrated manner with essential medicines for an effective and efficient last mile delivery requires tremendous capacity and resources to implement. This will require amongst many others, excellent contract, financial, data and project management skills at all levels of governance. This is the basis for preparing NPSCMP on a set of new roles it must play as the lead programme in the country's supply chain management for healthcare products

#### **Description and purpose of assignment**

NPSCMP is currently building up her technical capabilities for new roles as the change driver for the strategic plan and the integrated management of public health products and essential medicines. This will lead to increased government ownership and performance management of all supply chain functions. Therefore, NPSCMP is seeking to engage the services of a firm that will train a team of supply chain workers as national resource pool of experts in managing the transition to the integrated model. In the following areas:

- (i) Contract Management
- (ii) Data analytics
- (iii) Supply chain transport and network design

Training in the above-mentioned areas will be conducted for five (5) days and in three (3) batches sequentially.

### **Reporting line**

The firm will work under the directive of the National Coordinator, through the relevant technical leads in NPSCMP to build the capacity of stakeholders at the federal level.

### **Scope of work:**

- Desk review
- Needs assessment of NPSCMP
- Development of training curricular/manual
- Review of training curricular/manual with NPSCMP management on contract management, supply chain transport & network design, data analytics
- Travel to state of activity in Nassarawa
- Support conduct of training of national participants
- Report writing and submission of same to NPSCMP

### **Services to be provided**

- (a) Draft a work plan for the above training engagement for approval by management of NPSCMP
- (b) Support the development of a training curricular/manual on contract management, financial management and accountability, supply chain transport & network design, data analytics.
- (c) Share the training curricular/manual with NPSCMP and harness their input
- (d) Support the conduct of 5-day national level training on contract management, supply chain transport & network design, data analytics Submit technical report of the exercise to NPSCMP
- (e) Submit the training curricular/manual to NPSCMP

## **Duration of work: February to March 2022**

### **Output of deliverable:**

- (1) Report of the activity carried out in a format provided by NPSCMP
- (2) Training curricular/manual on contract management, supply chain transport & network design, data analytics.

### **General Eligibility Criteria**

- (i) Evidence of company registration (certificate of incorporation of the company) including Forms CAC2 and CAC7;
- (ii) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years (2018, 2019 & 2020) valid till 31st December 2021;
- (iii) Copy of Company Audited Accounts for the last 3 years (2018, 2019 and 2020);
- (iv) Evidence of PENCOM Compliance Certificate expiring by December 2021;
- (v) Evidence of ITF Compliance Certificate expiring by December 2021;
- (vi) Evidence of NSITF Compliance certificate expiring by December 2021;
- (vii) Sworn Affidavit disclosing whether or not any officer of the relevant committees of the National Agency for the Control of Aids or the Bureau of Public Procurement is a former or present Director, shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bid are true and correct in all particulars;
- (viii) The minimum validity period of the Tender should be One Hundred and Twenty (120) Days;
- (ix) Evidence of financial capability to execute the contract by submission of Reference Letter from a reputable commercial bank in Nigeria, indicating willingness to provide credit facility for the execution of the project when needed;
- (x) Company's Profile;
- (xi) At least 5 years' experience 'supporting public health programs in the area of procurement and supply chain system

(xii) Evidence of at least three (3) similar jobs executed in the last five (5) years by showing copy of either Letters of Awards, or Job Completion Certificates or Contract Agreement.

(xiii) All documents for submission must be transmitted with a Covering/ Forwarding letter under the Company Letter Head Paper using the Tender Submission Sheet template in Form G-1 and bearing amongst others, the Registration Number (CAC), Contact Address, Telephone Number (Preferable GSM No.), and e-mail address, duly signed by the authorized officer of the firm. An unsigned bid will be disqualified.

## **COLLECTION OF TENDER DOCUMENTS**

The Standard Bidding Document (SBD) can be downloaded from this link;

<https://www.naca.gov.ng/wp-content/uploads/2022/02/RFP-NPSCM-TRAINING-cONSULTANT-FIRM-feb-16th-2022.pdf>

## **(3) SUBMISSION OF TENDER DOCUMENTS**

Prospective consulting firms are to submit three (3) hard copies (one original & two copies) of the requested documents and financial bid. Thereafter, the Tenderer shall enclose the original in one (1) envelope and all the copies of the Tender in another envelope, duly marking the envelopes as “Engagement of Technical Assistance Firm for national training on contract management, supply chain transport & network design, data analytics” TECHNICAL” and “FINANCIAL.” The two (2) envelopes shall then be enclosed and sealed in one (1) single outer envelope after registration using the NACA bid register.

(a) Prospective bidders can submit their documents as a Joint Venture with relevant documents provided in line with the requirements stated in the SBD.

## **(4) DEADLINE FOR SUBMISSION**

The deadline for the submission of Tender should **not be later than 12 noon of Tuesday 8 March, 2022**. Clarification can be obtained at the Office of the Head of Procurement, Ground Floor, NACA main building, 3 Ziguinchor Street, Wuse Zone 4, Abuja

## **(5) GENERAL INFORMATION**

(1) Bids must be in English Language and signed by an official authorized by the bidder;

(2) Bids submitted after the deadline for submission would be rejected;

(3) NACA reserves the right to evaluate and award per line item and in the event of exigency, NACA may vary the quantities/quality of the items during the time of evaluation, award and execution of contract with respect to this invitation to tender;

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

## **(12.0) ADDRESS FOR INFORMATION AND SUBMISSION OF PROPOSALS**

**Attention:**

**Head Procurement**

**National Agency for the Control of AIDS (NACA)**

**Ground Floor Room 1.08**

**No. 3 Zingunchor Street, Beside AEDC Office, Wuse zone 4, Abuja**

**Email: [procurement@naca.gov.ng](mailto:procurement@naca.gov.ng)**

**Tel: +234-9-4613726-9 Fax: +234 94613700**

## **(13.0) GLOBAL FUND CODE OF CONDUCT**

You shall get acquainted with the global fund code of conduct for suppliers using this link below: [https://www.theglobalfund.org/media/3275/corporate\\_codeofconductforsuppliers\\_policy\\_en.pdf](https://www.theglobalfund.org/media/3275/corporate_codeofconductforsuppliers_policy_en.pdf)

Accepting this invitation shall serve as an acknowledgement and agreement to abide by the Global Fund Code of Conduct for Suppliers.

## **(14) 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 consultants with falsified documents and claims.

(iii) If it is determined that submitted documents and claims have been falsified, the consultant 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 a contract to any Consultant, nor shall it entitle any Consultant submitting documents to claim any indemnity from NACA.

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

**SIGNED**

**MANAGEMENT**