

Federal Ministry of Health, Abuja

Request For Expression of Interest (EOI) – Engagement of Third Party Logistics Providers (3PLs) by NMEP for Distribution of Health Products

BACKGROUND:

The National Malaria Elimination Programme (NMEP) is a Principal Recipient (PR) of the Global Fund (GF) Round 8 Phase 2 malaria grant titled “Contributing to rapid and sustained scale-up of Malaria Control Interventions for Impact in Nigeria” for the public sector. The grant covers five (5) Service Delivery Areas (SDAs); Prevention with LLINs, Prompt and Effective treatment with ACTs, Diagnosis, Behavioural Change Communication (BCC) and Health Systems Strengthening (HSS), and it is being implemented in 30 States of the Federation including the Federal Capital Territory (FCT). The States are Enugu, Adamawa, Abia, Bayelsa, Benue, Borno, Cross River, Delta, Ebonyi, Edo, Ekiti, Imo, Kaduna, Katsina, Kebbi, Kogi, Kwara, Lagos, FCT, Nasarawa, Niger, Ogun, Ondo, Osun, Oyo, Plateau, Sokoto, Taraba, Yobe, and Zamfara.

Within the Phase 2 grant and the interim funding from GF in 2013, NMEP has procured about 8,035,102 Long Lasting Insecticidal Nets (LLINs) for routine distribution, 17,320,685 Rapid diagnostics Test (RDTs) Kits, 26,041,928 Artemisinin Based Combination Therapy (ACTs) medicines, as well as 34,641,370 Gloves, for distribution in the above 30 States. The distribution has been on going from 2013 using some selected 3PLs, and NMEP intends to use proceeds from the grant to finance more rounds of distribution, and hence the new engagement process to select 3PLs up to December 2014 with possibility of extension of these contracts up to June 2016 based on performance and availability of funding.

Scope of Work/Specific Activities

(1.) Federal Medical Stores (FMS) Oshodi to States (Long Haul Distribution):

The selected 3PLs will work very closely with the PSM branch of NMEP and on mobilization through an official letter for each distribution round and will carry out the following activities under the supervision of the PSM Specialist:

- The 3PL shall first of all confirm the quantities allocated for each State from the FMS Oshodi prior to picking and packing.

- 3PL shall designate a pharmacist during pick up of drugs at Federal Medical Stores Oshodi, and shall pick up health products (ACTs, RDTs, and RDTs consumables) after physical count from the FMS Oshodi based on the NMEP distribution plan, and transport them under the supervision of a Pharmacist to the designated State Central Medical Stores.
- The 3PL shall confirm and document quantities picked up at the FMS Oshodi and quantities delivered at the respective State CMS. The Requisition Issue and Receipt Voucher (RIRV) at the FMS Oshodi should only be signed by the authorized personnel at FMS Oshodi who should be the Head of FMS Oshodi or malaria desk Pharmacist.
- 3PL shall only transport ACTs, RDTs, and RDTs consumables from FMS Oshodi to the designated State CMS only on availability of adequate goods in transit insurance.
- The 3PL shall deliver the commodities at the State CMS, and must in addition to vendor's proof of delivery, obtain a receipt voucher completed and signed by the CMS Pharmacist or authorized personnel at the State CMS.
- 3PL shall attach all proofs of delivery (signed Requisition, Issue and Receipt Voucher (RIRV) /waybills) to invoices for NMEP to process. This should be submitted latest one week after completion of a distribution round.
- 3PL shall in addition to the proof of delivery, submit a short report that clearly shows the reconciliation of quantities issued at the FMS Oshodi as against what was signed as received by the State CMS Pharmacist on the RIRV.

Scope of Work/Specific Activities

(2) State Central Medical Stores (SCMS) To Health Facilities (Last Mile Distribution):

The selected 3PLs will work very closely with the PSM branch of NMEP, and Project Management Unit of the State, and on mobilization through an official letter for each distribution round, will carry out the following activities under the supervision of the State Logistics Officer

- The 3PL shall first confirm the quantities allocated for each health facility from the SCMS prior to picking and packing.
- 3PL shall designate a pharmacist during pick up of drugs at SCMS, and shall pick up health products (ACTs, ROTs, and RDTs consumables) after physical count from

the SCMS based on the State distribution plan and transport them under the supervision of a Pharmacist to the designated health facilities.

- The 3PL shall confirm and document quantities picked up at the SCMS and quantities delivered at the respective health facilities. The RIRV at the SCMS should only be signed by the authorized personnel at SCMS-State CMS Pharmacist or his/her designate.
- 3PL shall only transport ACTs, RDTs, and RDTs consumables from SCMS to the designated State health facilities only on availability of adequate goods in transit insurance.
- The 3PL shall deliver the commodities at the health facilities and must in addition to SPL's proof of delivery, obtain copies of RIRV completed and signed by the authorized personnel at the health facilities.
- 3PL shall attach all proofs of delivery (signed Requisition, Issue and Receipt Voucher (RIRV)/waybills) to invoices for NMEP to process. This should be submitted latest one week after completion of a distribution round. Every submission to NMEP must be confirmed first by the State Programme Manager as Satisfactory.
- 3PL shall in addition to the proof of delivery, submit a short report that clearly shows the reconciliation of quantities issued at the SCMS as against what was signed as received at the health facilities.

Requirements/Qualifications/Selection Criteria

The bidder is expected to submit the following documents:

- Contact information (physical address, email address)
- Certificate / evidence of incorporation of 3PL provider in Nigeria.
- Evidence of at least 3 years experience in long haul/last mile distribution of health products
- Evidence of at least 3 verifiable reference list demonstrating experience in long haul/last mile distribution of health products. Reference letters must be obtained from previous work places. Previous experience working for NMEP is an added advantage.
- The CVs of trained personnel who will supervise the distribution rounds (at least one per state)
- Verifiable evidence of presence, or work experience in the States of interest or arrangements to be put in place.

- List and description with pictures capturing the number plate of proposed vehicles for use in distribution
- Evidence of availability of a transit warehouse in the location of interest is an added advantage
- Copy of valid goods in transit insurance of a worth not less than 100 million naira
- Copy of current (2014) registration license of the superintendent Pharmacist
- Certificate of registration of firm with relevant professional bodies.
- Audited company account for the past three years
- Tax clearance and VAT registration
- Evidence of PENCOT registration or exemption
- Evidence of registration with the Industrial Training Fund or exemption

Please note that the EOI and the accompanying documents should be packaged in a sealed envelope clearly marked on the top right hand corner “Expression of Interest- ENGAGEMENT OF THIRD PARTY LOGISTICS PROVIDERS (3PLs) BY NMEP FOR DISTRIBUTION OF HEALTH PRODUCTS”, and submitted to the office of:

The National Coordinator

National Malaria Elimination Programme (NMEP), FMOH

1* Floor Abia House,

Central Business District, Abuja, FCT

Timeframe:

The duration of the project will be from August 2014 to 31st of January, 2015 with possibility of extension of these contracts up to June 2016 based on performance and availability of funding.

Selection Method:

Quality and Cost Based Selection (QCBS) method will be used to select the most qualified firms for the job. Request for both technical and financial proposals will be issued out to firms that qualify after the Eoi stage.

Deadline for Submission of Expression of Interest:

The deadline for the submission of Expression of Interest is **4.00pm 20th June, 2014.**

Interested bidders may obtain detailed Terms of Reference from the NMEP
website:<http://www.nmcp.gov.ng>

Signed:
for NMEP