

## **National Malaria Elimination Programme (NMEP)**

**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 Under the New Funding Model (NFM)**

#### **(1) Background**

The National Malaria Elimination Programme (NMEP) is a Principal Recipient (PR) of the Global Fund (GF) under the New Funding Model (NFM) to support investments for impact against malaria in Nigeria. The funding covers priority programme areas indicated in the country's National Malaria Strategic Plan 2014-2020: Integrated Vector Management, Chemoprevention (in target populations), Case management, and Cross cutting supportive interventions (Advocacy, Communication and Social Mobilization, Procurement and Supply Management, Health Information System, M & E and Surveillance and Programme Management).

This new funding support from the Global Fund is due to start in February 2015 until December 2016 and will be implemented in 24 High Burden States (HBS) of the Federation including Kano, Oyo, Katsina, Lagos, Kaduna, Benue, Kebbi, Bauchi, Niger, Osun, Zamfara, Sokoto, Ondo, Imo, Rivers, Ogun, Jigawa, Akwa Ibom, Kogi, Kwara, Ekiti, Edo, Cross River and Anambra.

Under the Malaria grant under New Funding Model, NMEP proposes to procure about 6.8 million Long Lasting Insecticidal Nets (LLINs) for routine distribution, 44.7 million Rapid Diagnostics Test (RDTs) Kits, 21.3 million Artemisinin Based Combination Therapy (ACTs) medicines, 7.5 million Sulphadoxine-Pyrimethamine tablets, 2.4 million Artesunate injection, 894,420 sharp containers, as well as 44.7 million pairs of gloves, for distribution in the above 24HBS. NMEP intends to commence the new engagement process to select 3PLs for these 24HBS up, to December 2015 with possibility of extension of these contracts to December 2016 based on performance.

#### **(2) Scope of Work**

##### **(2.1) Federal Medical Stores (FMS) Oshodi to States (Long Haul Distribution):**

The selected 3PLs will work very closely with the PSM branch of NMEP. In each distribution round, the 3PL will be mobilized through an official letter and will carry out the following specific activities under the supervision of the PSM Specialist/Advisor:

- Confirming the quantities allocated for each State from the FMS Oshodi prior to picking and packing. Picking and delivery must be within the hours of 8:00am and 4:00pm Monday through Friday (workdays) and not on Saturdays or Sunday.
- Designating a pharmacist during pick up of medicines at Federal Medical Stores Oshodi, and collect the required health products (ACTs, Sulphadoxine-Pyrimethamine, RDTs, and RDTs consumables) after physical count from the FMS Oshodi based on the NMEP distribution plan, noting and reporting to NMEP any damage or other problems at the time of receipt. 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.
- Transporting the health products under the supervision of a Pharmacist to the designated State Central Medical Stores as soon as possible with the intention of completing the distribution within five (5) working days of receiving the distribution plan on the date agreed with NMEP.
- Offloading the health products at designated States' Central Medical Stores into designated/identified receiving spaces.
- Collecting of receipt vouchers and vendor's proof of delivery completed and signed by the CMS Pharmacist or authorized personnel at the State CMS.
- Transporting health products from FMS Oshodi to the designated State CMS only on availability of adequate goods-in-transit insurance. Claim receipts are to be forwarded to NMEP.
- Monitoring the distribution carefully and rapidly addressing any issues that arise including issues of accessibility, vehicle breakdown, lagging delivery times or security. NMEP shall be notified immediately through telephone and followed up with an email within 3 working days regarding any issues that arise that will hinder completion of distribution within the stipulated timelines.
- Providing all related written documentation including signed proofs of delivery (Requisition, Issue and Receipt Voucher (RIRV) /waybills), verification of quantity delivered (with reconciliation of quantities issued at the FMS Oshodi as against what was signed as received by the State CMS Pharmacist on the RIRV) and discrepancy

reports. These together with the invoices should be submitted for NMEP to process no later than one week after completion of a distribution round. Every submission to NMEP must be confirmed first by the State Programme Manager as satisfactory.

- 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:
- **(2.2) State Central Medical Stores (SCMS) to Health Facilities (Last Mile Distribution):**
- Confirming the quantities allocated for each health facility from the SCMS prior to picking and packing. Picking and delivery must be within the hours of 8:00am and 4:00pm Monday through Friday (workdays) and not on Saturdays or Sunday.
- Designating a pharmacist during pick up of medicines at SCMS, and collect the required health products (ACTs, Sulphadoxine-Pyrimethamine, RDTs, RDTs consumables and LLINs for routine distribution) after physical count from the SCMS based on the NMEP distribution plan, noting and reporting to NMEP any damage or other problems at the time of receipt. The Requisition Issue and Receipt Voucher (RIRV) at the SCMS should only be signed by the authorized personnel at SCMS who should be the State CMS Pharmacist or his/her designate.
- Transporting the health products under the supervision of a Pharmacist to the designated health facilities as soon as possible with the intention of completing the distribution within five (5) working days of receiving the distribution plan on the date agreed with NMEP:
- Offloading the health products at the health facilities into designated/identified receiving spaces.
- Collecting of receipt vouchers and vendor's proof of deliver/completed and signed by the authorized personnel at the health facilities.
- Transporting health products from SCMS to the health facilities only on availability of adequate goods-in -transit insurance. Claim receipts are to be forwarded to NMEP.
- Monitoring the distribution carefully and rapidly addressing any issues that arise including issues of accessibility, vehicle breakdown, lagging delivery times or security. NMEP shall be notified immediately through telephone and followed up with an email within 3 working days regarding any issues that arise that will hinder completion of distribution within the stipulated timelines.

- Providing all related written documentation including signed proofs of delivery (Requisition, Issue and Receipt Voucher (RIRV) /waybills), verification of quantity delivered (with reconciliation of quantities issued at the FMS Oshodi as against what was signed as received by the State CMS Pharmacist on the RIRV) and discrepancy reports. These together with the invoices should be submitted for NMEP to process no later than one week after completion of a distribution round. Every submission to NMEP must be confirmed first by the State Programme Manager as satisfactory. The bidder is expected to submit the following documents:

**(3) Requirements/Qualifications/Selection Criteria**

- Certificate/evidence of incorporation of 3PL provider in Nigeria.
- At least 3 years' experience in long haul/last mile distribution of health products
- At least 3 verifiable references 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 that should be Pharmacists 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
- 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 registration certificate of the superintendent Pharmacist (2014 practice license)
- Contact information (physical address, email address).
- Audited company account for three years (2011, 2012, and 2013)
- Tax clearance and VAT registration (2011,2012, and 2013 for tax clearance)
- Evidence of PENCOS registration (evidence of compliance for 2011,2012, and 2013) or exemption
- Evidence of registration with the Industrial Training Fund for 2013 or exemption.

**(4) Submission of Applications/Closing Date**

The code **3PLs/GFMAL/NFM-15** should be boldly written on the top right corner of the Pre-qualification submission envelope. Name of organization tendering should also be clearly written on rear of the envelope. This sealed envelope containing two hard copies of the submission should be addressed to the following:

**The National Coordinator**

**National Malaria Elimination Programme (NMEP)**

**Federal Ministry of Health (FMoH)**

**1<sup>st</sup> Floor Abia House,**

**Central Business District, Abuja, FCT**

[nmepeoibids@nmcp.gov.ng](mailto:nmepeoibids@nmcp.gov.ng)

**Note:** The closing date for receiving the application is **4.00pm, on 26<sup>th</sup> January, 2015**. Any application received after the stipulated time will not be accepted.

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

**Signed:**

**For NMEP**