

National Agency for the Control of AIDS (NACA)
Request for Expressions of Interest/Pre-Qualification of
Consultants/Contractors/Suppliers for NACA Global Fund, MDG and Sure-P
Projects

I) Introduction

The National Agency for the Control of AIDS (NACA) as part of its statutory responsibility for HIV/AIDS treatment care and support and strengthening of health systems in Nigeria has recently received funding from the Global Fund, SURE-P and MDG to support scale-up of HIV prevention interventions across the country over the next twelve (12) months and wishes to apply this fund to address the gaps in the national HIV prevention and treatment programme.

The Agency thus hereby invites application from interested Suppliers/Contractors/Consultants with cognate experience in areas listed under (II) below wishing to pre-qualify their Companies to participate in the subsequent bidding processes in fourteen (14) different areas categorized under works, goods and services.

II) Pre-Qualification Areas

A) Works

1. Renovation of Existing Structures

B) Goods

2. Supply and installation of pharma-grade warehousing equipment and fittings
3. Supply of Project/Utility Vehicles
4. Supply of Computer Hardware and Accessories
5. Supply and Installation of LAN/Internet Facilities
6. Supply of Office Furniture and Fittings
7. Supply of Office Equipment
8. General supplies (Stationery, Cleaning and Maintenance Materials, Souvenirs and Corporate Gift Items)

C) Services

9. Consultancy (ICT, Architecture, Quantity Surveying, Civil, and Electrical Engineering)
10. Insurance Services (Marine, Equipment, Project/Utility Vehicles and Office)
11. Printing and Publication of HIV IEC and related Materials
12. Security Services
13. Distribution services for health and non-health commodities
14. Janitorial Services

III) Guiding Criteria for Selection

Prospective applicants are requested to make submissions that demonstrate capacity and capability to undertake this assignment detailing the following information as basis for short-listing/pre-qualification. The prospective bidder may be a single entity or consortium but not an individual consultant.

1. Evidence of registration with corporate affairs commission (CAC) by inclusion of certificate of incorporation and article of association.
2. Detailed company profile containing experience with minimum of five (5years) on related assignment these information should include background with brochures and areas of expertise.
3. Description of similar assignment with verifiable letters of engagement and evidence of assignment completion spell out professional capacity of staff as well as adequate and appropriate resources to carry out the assignment.
4. Evidence of registration as a corporate entity with related professional and statutory where necessary.
5. Evidence of tax payment for the past 3 consecutive years (2011 to 2013).
6. Evidence of VAT registration and proof of remittances.
7. Annual turnover and audited statements of account for the past three (3) consecutive years (2011 to 2013).
8. Evidence of Compliance with the Provision of the Pension Reform Act 2004 as contained in Section 16 (6d) of the Public Procurement Act 2007; (applicable on MDG and SURE-P projects only)
9. Evidence of ITF/NSITF Clearance Certificates (applicable on MDG and SURE-P projects only).

10. For Joint Ventures (JVs) to include Memorandum of Understanding (MoU) indicating the responsibility and duties of the individual firms constituting the JV.
11. Evidence of recommendation from prospective suppliers'/consultants' bankers indicating the financial capacity and capability to undertake the assignment if awarded.

IV) General Terms and Conditions

1. Pre-qualification application should be very clear about the area of competence and interest.
2. One submission is expected in every area of interest and not more than two areas per each tenderer.
3. Submission must be in English language only, in two (2) copies (one original and one copy) sealed in an envelope clearly marked "Submission for Sure-P/Global Fund/MDGPROJECTS- LOT Number" and dropped in the /Tender Box provided with acknowledgement to NACA office at the address below.
4. Late Submission will be rejected.
5. This invitation for Pre-qualification shall not be construed to be commitment on the part of the Agency, for contract award nor shall it entitle the Tenderer to make any claims whatever 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 from 0900: to 3.30 pm. Mondays to Fridays (except public holidays).
7. Submission must be delivered to the same address on or before 1200 hours local time on Wednesday, 3rd September, 2014.
8. All submissions shall be opened immediately on the same date at the Conference Room of NACA.
9. Only shortlisted qualified bidders would be contacted for the next stage of the procurement process i.e. issuance of Request for Proposal (RFP) or Invitation to Tender.

V) Contact Information

**Procurement Unit,
National Agency for the Control of AIDS (NACA)
Plot 823 Ralph Shodeinde Street,
Central Area**

Abuja

Signed

Head, Procurement

For: Director-General, NACA