

## Overview

### **LAGOS STATE GOVERNMENT**

### **MINISTRY OF HEALTH GRANT MANAGEMENT UNIT**

### **EXPRESSION OF INTEREST (EOI) FOR THE ENGAGEMENT OF VENDORS TO PROVIDE HOTEL/HALL RENTAL SERVICES, 3RD PARTY LOGISTICS SERVICES, TRAVEL MANAGEMENT SERVICES UNDER A LONG-TERM AGREEMENT & INVITATION FOR BIDS (IFB) FOR THE SUPPLY OF DIAGNOSTICS / CLINICAL EQUIPMENT AND MEDICAL CONSUMABLES LAGOS STATE GOVERNMENT**

**IFB: LSMH/NCB/G/03/21 & LSMH/GMU/EOI/S/03/21**

#### **(1.0) BACKGROUND**

The Lagos State Ministry of Health (LSMoH) is a Principal Recipient (PR) for Global Fund Grant comprising of Tuberculosis and Resilient Sustainable Systems for Health (RSSH). As the Principal Recipient, the Ministry of Health is legally responsible for the management of the integrated grant ensuring achievement of the programmatic results and accountability of the grant financial resources.

Subsequently, the Ministry of Health has established the Grant Management Unit (GMU) to work with other implementing units (TB and RSSH) within the Ministry, Sub-Recipients (SRs), and other implementing partners in executing and implementing various programs in compliance with the grant agreement signed between The Global Fund and LSMoH.

The GMU invites prospective vendors to express their interest in providing the services and goods detailed in section 2.0 under long term agreement from January 2021 to December 31, 2021. and to submit responses to the Invitation for Bids for the supply of diagnostics / clinical equipment and medical consumables.

#### **(2.0) SCOPE OF WORK FOR EXPRESSION OF INTEREST**

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**EOI LOT 1**

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Provide hotel accommodation for the grant's residential trainings/ activities at Ikeja, Eti Osa, Amuwo Odofin, Epe, Ikorodu, and Badagary LGAs

**Hotel/Hall      Services      Provision**

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Provide Tea break (varieties) & Lunch (varieties) as required during training

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Provide hall with functional projector, internet service for training as requested

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Provide catering and eating utensils as may be required for grant catering activities

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**EOI LOT 2**

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**3<sup>rd</sup> Party Logistics Services Scope of Work** Provide distribution and transit warehousing services for Pharmaceutical products (medicines, laboratory consumables and reagents)

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Provide distribution services for durable and non-durable in vitro diagnostic products, microscopes and imaging equipment

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Provide distribution services for long-lasting insecticidal treated nets; and consumables/single-use health products including condoms, insecticides, therapeutic nutritional support, general laboratory assets, injection syringes, and other laboratory commodities.

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Provide distribution services for non-health products including but not limited to Information Technology and Communication Devices (ICTD) and Data Management Tools such as LMIS mid NHMIS tools, program guidelines, registers, etc.

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Movement of samples of biological nature both cold and non-cold chain

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Provide any other distribution services as required by the grant

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**EOI LOT 3**

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**Travel management**

**services**

Making bookings and preparing appropriate itineraries based on the lowest fare and the most direct and convenient routing  
processing mid issuance of air tickets and advising on flight schedule changes

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To provide information on flight availability and timetables on requests

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To provide guaranteed ticket delivery to GMU office at no extra cost

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**(3.0) SCOPE OF WORK FOR DIAGNOSTICS/ CLINICAL EQUIPMENT AND MEDICAL CONSUMABLES**

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**IFB LOT 4**

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To supply diagnostics / clinical equipment and medical consumables

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**Diagnostic/Clinical Equipment and**

**Medical Consumables**

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To carry out installation of the supplied diagnostics/ clinical equipment

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To provide training and periodic preventive maintenance services post installation for diagnostics/ clinical equipment

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To provide needed reagents/ consumables for the operationalization of the diagnostics/ clinical equipment

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#### **(4.0) GENERAL QUALIFICATION REQUIREMENTS FROM INTERESTED PARTIES (EOI & IFB)**

- (i) Evidence of Registration with Corporate Affairs Commission (CAC) with the inclusion of Certificate of Incorporation and Articles of Association.
- (ii) Company profile and organizational structure with the full name of the organization and contact person, postal address, telephone/fax numbers, and e-mail addresses.
- (iii) Evidence of company tax clearance for the last 3 years (2017-2019)
- (iv) Audited financial statements of the company for the years 2017-2019 (for Lot 2 and IFB for Medical Commodities) and/or 6 months bank statement (Lot 1 and 3).
- (v) Bank Reference letter /Letter of good-standing from bank.
- (vi) Verifiable evidence of 4 similar experiences (within a minimum of 3 years) with government, private or non--governmental organizations. (These should include award letters, purchase orders, or evidence of satisfactory completion or progress for each experience indicated).
- (vii) Sworn Affidavit that all presented documents are genuine (IFB only).

#### **(5.0) SPECIFIC TECHNICAL EVALUATION CRITERIA**

##### **(5.1) HOTEL/ HALL SERVICES**

- (i) Evidence of licensing by Nigerian Tourism Development Corporation (NTDC) or Lagos State Hotel Licensing Authority (LSHLA) or any other applicable license.

(ii) List of key catering staff with relevant qualifications/certification (minimum of 2) and their respective qualifications. Attach copies of certification/ training.

### **(5.2) 3RD PARTY LOGISTICS SERVICES**

(i) The CV of the key personnel including that of the vehicle drivers, a Pharmacist or a Medical Laboratory Scientist who will supervise the distribution rounds.

(ii) Verifiable evidence of presence and work experience in Lagos State.

(iii) Availability of a transit warehouse in Lagos is an added advantage.

(iv) Copy of a valid goods-in-transit/ comparable insurance worth not less than 50 million naira.

(v) Evidence of capacity to conduct large-scale distribution by indicating vehicle details with pictures capturing the number plate of proposed vehicles and tonnage capacity.

(vi) At least 4 years' experience in long haul/last-mile distribution of health and non-health products.

(vii) At least 4 verifiable references demonstrating experience in long haul/last-mile distribution of health products.

### **(5.3) TRAVEL MANAGEMENT SERVICES**

(i) Capacity to be able to facilitate a confirmed flight, reservations for the most suitable flight route and price, as well as the respective ticket issuance on 24/7 hours and 365 days functionality.

(ii) The organization must be IATA accredited.

(iii) Evidence of current IATA registration with IATA code.

#### **(5.4) SUPPLY OF DIAGNOSTICS/CLINICAL EQUIPMENT**

- (i) Must be a manufacturer, major distributor or representative of the manufacturer/distributor of such consumable items.
- (ii) Evidence of post-market validation/QA PASSED in-country by NAFDAC &/or related government parastatal.
- (iii) Evidence of engagement of a Licensed Medical Lab Scientist or a biomedical engineer (Product Specialist) in the vendor's staff list.
- (iv) Ability to provide onsite installation process, trainings and after-sales service to all diagnostic equipment for 3 years (evidence should be provided).
- (v) Bid security of 1% of the total bid sum will be required for total quote.

#### **(5.5) SUPPLY OF MEDICAL COMMODITIES**

- (i) Must be a manufacturer, major distributor, or representative of the manufacturer/distributor of such consumable items (evidence should be provided).
- (ii) Bid security of 1% of the total bid sum will be required for total quote.

#### **(6.0) SUBMISSION OF BID DOCUMENTS FOR IFB (SUPPLY OF DIAGNOSTICS/ CLINICAL EQUIPMENT AND MEDICAL CONSUMABLES)**

- (i) Only Vendors who are already registered with the Lagos State Public Procurement Agency (LSPPA) and are in its vendor database shall be able to access and download the Bid Documents.
- (ii) Interested bidders who are yet to register, should quickly visit the PPA website ([www.lagosppa.gov.ng](http://www.lagosppa.gov.ng)) for Contractors Registration and Guide.

(iii) For inquiries on how to register, renew or upgrade, please call 08174140161, 07056564901 or email. gmuprocurement@gmail.com or visit the Lagos State Public Procurement Agency, Alausu, Ikeja.

(iv) Bidders shall upload their bids virtually through the same electronic medium by which the bid was downloaded.

(v) Please note, interested bidders are to ensure their business registration with PPA is in the right category and classification.

(vi) Uploading of bids should be completed **on or before 12:00 noon (mid-day) Tuesday 6 April, 2021**

#### **(7.0) SUBMISSION OF EXPRESSION OF INTEREST**

The EOI document should include:

An original copy and two (2) other copies of Expression of Interest

which shall be delivered in a sealed envelope clearly marked:

“EOI Hotel/ Hall Service” or “EOI Travel Management” or “EOI 3rd Party Logistics Services”

#### **(7.1) DELIVERY ADDRESS (EOI):**

The Coordinator,

Grant Management Unit, LSMOH

GMU Office, Folarin Coker Staff Clinic,

The Secretariat



Alausa, Ikeja, Lagos, Nigeria

EOIs submissions close at **12:00noon on Tuesday 6 April, 2021**

### **(8.0) BID OPENING FOR IFB**

The electronic Bids will be opened and carried out virtually at **12:00 noon on Tuesday 6 April 2021** for vendors who submitted bids by accessed the PPA website [www.lagosppa.gov.ng](http://www.lagosppa.gov.ng).

### **(9.0) ADDITIONAL INFORMATION**

(i) Please note that the submission of these documents in response to this invitation shall not entitle any of the interested parties to any claims against LASG, LSMOH, or The Global Fund.

(ii) All costs incurred by respondents as a result of this invitation and any subsequent requests for information shall be for the respondent's account only.

(iii) Site visits/ samples of items to be supplied may be required.

(iv) All requests for clarification should be directed to the Procurement and Supply Chain Manager via email at [gmuprocurement@gmail.com](mailto:gmuprocurement@gmail.com) on or before 12:00pm Thursday 1<sup>st</sup> April 2021.

**NB:** Successful LTA vendor shall be required to register with the Lagos Public Procurement Agency (PPA) on notification of award.

An advance payment shall not be considered or made to any recommended vendor on all.

**SIGNED**

**COORDINATOR**

**GF GRANT MANAGEMENT UNIT**

**LAGOS STATE MINISTRY OF HEALTH**