

The National Agency for the Control of AIDS (NACA)

Expression of Interest

A. Preamble:

The National Agency for the Control of AIDS (NACA) recently signed Round Nine (9) Global Fund Grant on behalf of the Federal Government of Nigeria covers HIV/AIDS Treatment, Care and Support in particular and strengthen the health system in Nigeria generally.

As part of this grant, NACA as the principal Recipient (PR), intends to engage the services of consultants who have highly specialized knowledge and extensive experience on the following Assignments

- Project management for the refurbishment/construction /renovation of warehouses and development of related services in 30 State Medical Stores (SMS) across the Federation.
- Independent External Audit consultancy service.

B. Assignment Description

Specifically, the objectives of the engagement are, among others:

Project Management

- To conduct a survey of the State Medical Stores allocated to respective Consultants;
- To prepare detail list of their respective requirements for the refurbishment/construction/renovation of the warehouses and other related services;
- To prepare and submit the Detailed Project Report (DPR), detailed drawings along with design as well as the Bill of Quantities (BOQ) for the proposed work;

- To prepare the Bid document and conduct open and competitive selection of contractor for the proposed work;
- To provide project management consultancy for the project as well as supervise the refurbishment/construction/renovation by the contractor selected on the basis of the transparent bidding process.
- To be responsible for the Quality Control of the proposed work.

External Audit

- Establish that proper books/records of accounts have been maintained and are in agreement with the supporting documents, information and explanations obtained from the implementing agencies, i. e. Principal and Sub-Recipients.
- Establish that the expenditure had been incurred in accordance with the grant agreement signed by the implementing agency and in accordance with approved work plans and budgets.
- Verify that the reported activities were actually implemented and properly represented in the required financial reports/statements by the agencies
- Verify that all related procurement procedures that enhance transparency including proper records keeping were adhered to accordingly.
- Verify that proper records/books have consistently been prepared in accordance with the accountability guidelines issued by the Financial Management Agency (FMA) and that the reports are in accordance to International Financial Reporting Standards.

C. Guiding Criteria for Selection:

The selection of the Consultants will be in accordance with the procedures set out In Guidelines published by the Donor and Bureau of Public Procurement.

D. Eligibility Criteria and Expected Contents of Expression of Interest Prospective Applicants are requested to submit their Expressions of Interest that demonstrate capacity and capability to undertake this assignment detailing the following information as basis for short-listing for further evaluation in a subsequent process in which technical and financial proposals will be requested and reviewed accordingly. The prospective bidder may be a single entity or consortium but not individual consultants:

- Evidence of registration with Corporate Affairs Commission (CAC) by inclusion of Certificate of Incorporation and Article of Association
- Detailed company profile containing experience with minimum five (5) years on the Assignment. These information should include Background with brochures and area of expertise, Description of similar assignments with verifiable letters of contract award and certificates of job completion, spell out professional capacity of staff as well as adequate and appropriate resources to carry out the assignment
- Evidence of registration as a corporate entity with professional bodies such as ARCON, COREN, SURCON, ICAN, etc;
- Evidence of Tax payment for the past 3 consecutive years;
- Evidence of VAT registration and proof of past remittances;
- Annual Turnover and Audited Statements of Accounts for the past three (3) consecutive years;
- Evidence of Compliance with the provision of the Pension Reform Act 2004 as contained in Section 16 (6d) of the Public Procurement Act 2007.
- For Joint Ventures (JVs) include Memorandum of Understanding (indicating the responsibilities and duties of the individual firms constituting the JV)
- Evidence of recommendation from prospective Consultant's Bankers indicating the financial capacity and capability to undertake the Assignment, if awarded.

E. General Terms and Conditions:

Expressions of interest must be in English language only submitted in the Tender Box provided in four (4) copies (one original and three copies) in a sealed envelope clearly marked "NACA –Expressions of Interest for (Specify Assignment)" with acknowledgement to NACA office at the address below. The Agency reserves the right to reject any or all of the Expressions of Interest.

Interested Consultants may obtain further information at the same address from 9:00am to 3:30pm local time Monday to Fridays (except public holidays). EoI must be delivered to the same address on or before 10th October 2011 by 12:00 noon. The EoI proposal shall be opened on the same day by 2:00pm at the Conference Room of NACA.

Only one (1) Consultant is required for the External Audit assignment while the Project Management has been grouped into six (6) lots representing the geo-political zones. No firm shall be allocated more than one (1) lot. Only Consultants shortlisted for the next stage would be contacted and required to send a detailed proposal based on the Request for Proposal (RFP) that would be issued to them.

F. Contact Information:

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