

The National Agency for the Control of AIDS (NACA)

Expression of Interest

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 to cover HIV/AIDS Treatment, Care and Support in particular and strengthen the health system in Nigeria generally. The programme seeks to scale up provision of antiretroviral treatment and related services such as counseling and testing, Prevention of Mother-to-Child Transmission (PMTCT) and community care.

Being a performance-based and counter-part funding programme, the National Agency for the Control of AIDS (NACA) intends to engage the services of Agents who have highly specialized knowledge and extensive experience in procurement to manage the acquisition of goods and associated services required on this project.

Assignment Description

- Specifically, the objectives of the engagement are, among others:
- To provide professional opinions on procurement and contract processes;
- To ensure accurate and timely acquisition of cost competitive goods and services for the Agency by undertaking procurement of ARVs, HIV test reagents and other health commodities necessary for HIV treatment;
- To identify/ source suppliers and negotiate reasonable costs and contract details with effectiveness and due diligence on behalf and in the best interest of NACA
- To manage contracts and ensure timely delivery of goods/services contracted in compliance with agreement and guidelines of the fund;
- To maintain expert level of knowledge of procurement industry and commodity/services of Health sector as well as understanding the industry standards and practices;
- To develop and maintain effective working relationships within assigned team (if any) and the Procurement department of the Agency in order to ensure that team-oriented approach is effective and productive;
- To prepare periodic procurement /and delivery progress reports for NACA.

Guiding Criteria for Selection of Procurement Agent

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

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;
- Evidence of Incorporation in base Country;
- Evidence of Tax payment for the past 3 consecutive years, where necessary;
- Evidence of VAT registration & proof of past remittances; where necessary;
- Agents profile containing experience, resources and delivery capacity with minimum three (3) years experience on procurement and should have adequate staffing and logistic capacity to deliver the intended results. These information should include Background with brochures and area of expertise, Description of similar assignments with documents, supporting documents of experience of at least three (3) years including cost, project structure and spell out professional capacity of staff as well as adequate and appropriate resources to carry out the assignment;
- Annual Turnover and Audited Statements of Accounts for the past three (3) consecutive years,
- Evidence of recommendation from prospective Agents Bankers indicating the financial capacity and capability to undertake the Assignment, if awarded;
- Evidence of Compliance with the provision of the Pension Reform Act 2004 as contained in Section 16 sub section 6 (d) of the Nigerian Public Procurement Act 2007, where necessary;
- A write-up on the understanding of the Assignment.

General Terms & Conditions

Expressions of Interest must be in English language only and submitted in three (3) copies (one original & two copies) in a sealed envelope clearly marked **NACA -EXPRESSIONS OF INTEREST FOR PROCUREMENT AGENT** 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 Procurement Agents may obtain further information at the same address from 9.00am to 3.30pm local time Mondays to Fridays (Except public holidays).

Expressions of Interest must be delivered to the same address on or before 12noon local time on Friday, 8th April, 2011.

Only Procurement Agents shortlisted for the next stage would be contacted and required to send a detailed proposal within fifteen (15) days based on the detailed Request for Proposal (RFP) that would be issued to them.

Contact Information

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