

Society for Family Health (SFH), Nigeria

Invitation to Pre-Qualify for Selection as Procurement Agent

Society for Family Health, Nigeria (SFH) is an indigenous Non-Governmental, Non-Political and Non-profit Organisation that supports the Nigerian Government's efforts in improving the health of Nigerians. SFH's activities focus on Child Health, Family Planning, HIV & AIDS, Maternal and Reproductive Health, and Safe Water Systems. With headquarters in the Federal Capital Territory Abuja, Nigeria, SFH has about 18 field offices that cover the Six Geo-Political zones of the country.

The mission of SFH is to empower Nigerians, particularly the poor and vulnerable, to lead healthier lives. Working with the public and private sectors, SFH utilises social marketing and behaviour change communication to improve access to essential health information, services and products; and to promote the adoption of healthy behaviours.

SFH is a Principal Recipient (PR) for the private sector component of the New Funding Model (NFM) from the Global Fund to fight AIDS, Tuberculosis and Malaria (GFATM).

SFH will be partly responsible for improving informed demand and use of malaria prevention and treatment products; and the HIV Testing & Prevention component of the NFM. The procurement scope for the two disease areas are summarized below:

HIV:

Provide community specific HIV prevention interventions targeted at the General Population and Key Population. SFH will procure and distribute the under listed estimated quantities of commodities:

S/N	Item Description	Quantity
	Condoms:	
	Male	53,030,678 pieces
1.	Female	2,281,696 pieces
2.	Water-based lubricants	11,793,749 sachets
3.	Determine	1,120,753 tests
4.	Stat Pak	11,655 tests
5.	Unigold	56,038 tests

Malaria:

Procure and distribute an estimated quantity of the following malaria commodities:

S/N	Item Description	Quantity
	Artemisinin Combination Therapies (ACTs):	1,369,549 doses
	ACT 1	1,743,062 doses
	ACT 2	871,531 doses
	ACT 3	2,241,080 doses
	ACT 4	
1.		
2.	Sulphadoxine and Pyrimethamine Tablets	141, 832 doses

In line with the above, SFH invites reputable and competent organisations to apply for pre-qualification to be selected as the Procurement Agent for the procurement of the above mentioned items. SFH will coordinate funding and provide technical support to the organisation that will emerge as Procurement Agent. The duration for this engagement will be for a fixed agreed period. SFH intends to engage the services of one (1) Procurement Agent.

Objectives of Service:

The objective of this service is to ensure the timely procurement and delivery of commodities in the right quality and quantity, thereby contributing to the rapid and sustained scale up of interventions for impact in all states in Nigeria.

Specific Activities:

(A.) The purpose of this service is to secure the assistance in the selection of the commodities and manufacturers based on best price and best lead time; and the assistance in the supply of the commodities to Nigeria. Furthermore, to secure the procurement and supply of the commodities for the SFH malaria and HIV/AIDS control interventions.

(B.) Conduct and manage contracting of manufacturers.

(C.) Issue purchase orders to suppliers.

(D.) Consolidate orders.

(E.) Organize pre- shipment sampling/testing of products for quality control.

(F.) Arrange shipments, clearing and deliveries.

(G.) Monitor suppliers and make payment for all products purchased; as SFH would disburse funds directly to the Procurement Agent

(H.) Maintain a web based platform for its Logistics Management Information System (LMIS) which is fully operational and enables online tracking of the status of orders. The Procurement Agent shall update SFH on all other procurement aspects and data (ordering, delivery processes, etc.).

(I.) Provide regular (including quarterly and annual) procurement reports with the attendant financial implications to SFH indicating all procurement services undertaken during the specified period.

(J.) Input data to the Global Fund Price Quality Reporting (PQR) Mechanism (if required).

(K.) Set up a system for monitoring and reporting of financial transactions for audit purposes.

Eligibility Criteria:

To be eligible for consideration, interested organisations must provide the following details;

(a) Profile of the organization, including organization's certificate of incorporation, physical address, organogram of management structure, ownership (including board membership), and contacts (telephone, facsimile and email)

(b) Profile of management team and members of the Board

(c) Copy of current strategic plan, and details of operating budget for 2013, 2014 and 2015;

(d) Evidence of financial management systems (accounting, internal control, and audited financial statements for the most recent 3 years – 2013, 2014, 2015);

(e) Evidence of the capacity and experience of the company to carry out international procurement of pharmaceutical and health products. This includes: Internal Quality Assurance procedures which have been externally reviewed; all valid national and international certifications issued by national and international industry related evaluation organizations and government institutions (such as Good Distribution Practices (GDPs) and ISO certifications).

(f) Evidence of the availability of qualified personnel for carrying out the specific activities mentioned above.

(g) Evidence of tax payment for the past 3 consecutive years (i.e. 2013, 2014 and 2015).

Evaluation and Prequalification for the next stage:

(a) A technical panel will be constituted to review the EoI and shortlist applicants to proceed to the next stage of Request for Proposals, based on the criteria listed above.

(b) At this stage, a 'yes' (represented by a score of '1') or 'no' (represented by a score of '0') qualifier will be used to rate all the points above, and organizations. Only bidders who score more than 80% will proceed to the next stage.

(c) All costs incurred by bidders as a result of this process and any subsequent requests for information shall be borne by the bidding organisations.

(d) Only companies that satisfy the pre-qualification requirements will be contacted with Requests for Proposal (RFP) and Request for Quotes (RFQ) document.

(e) This advertisement shall not be construed as a commitment on the part of SFH to appoint any organisation nor shall it entitle any organisation to claim any indemnity from SFH.

(f) Interested bidders may obtain further information from the contact given below between 9:00am and 3:00pm or via the following e-mail address: procagent_gfd_nfm@sfnigeria.org. Such information should be requested not later than 20th September, 2016.

Submission of Applications/Closing Date:

The code **PROC/GF/2016** should be boldly written on the top right corner of the pre-qualification submission envelope. Name of organisation tendering should also be clearly written on the rear of the envelope. Failure to do this will lead to disqualification.

This sealed envelope containing two hard copies of the submission should be addressed to the following:

**The Head, Procurement Division,
Society for Family Health (SFH),
8 Port-Harcourt Crescent,
Off Gimbiya Street,
Area 11, Garki, Abuja.**

Note: The closing date for receiving the application is **not later than 29th of September, 2016.**

Any application received after the stipulated Ten (10) working days will not be accepted.

