

Overview

THE GLOBAL FUND

TO FIGHT AIDS, TUBERCULOSIS AND MALARIA

NATIONAL AGENCY FOR THE CONTROL OF AIDS (NACA)

REQUEST FOR EXPRESSION OF INTEREST (EOI) & PRE-QUALIFICATION FOR IMPLEMENTATION OF THE NACA/GF GRANT 2021-2023 PROJECTS

REF NO.: NACA/GF/GRANT2021

(1-0) INTRODUCTION

The National Agency for the Control of AIDS (NACA) is statutorily responsible for the coordination of the National HIV response. The Agency has received the Global Fund Grant for the Year 2021- 2023. To achieve the set objectives, the Agency wishes to apply these funds in the implementation of its projects through procurement of various Goods and Non-Consultancy Services. Accordingly, and in compliance with international best practices, the Agency hereby invites interested and qualified Contractors/Service Providers to express interest in the procurement of the following Goods and Services:

(2.0) SCOPE OF WORK

The comprehensive scope of services, as it relates to the services listed below as well as specification and quantifications concerning items of supplies, shall be provided in the Request for Proposal (RFP) and Tender document respectively when Firms are Successfully Shortlisted in the Agency's Database.

LOT NO	SERVICE REQUIRED	DESCRIPTION OF SERVICE
LOT 1	Supply of IT and Office Equipment	To supply computers, printers, scanners, photocopiers, etc.
LOT 2	Supply and Installation of Office Furniture	To supply Office chairs and tables,
LOT 3	Supply of Office Stationery Items	To supply stationeries and office consumables requirements for grant activities
LOT 4	Supply of printer inks, toners	To supply printer inks, toners, and cartridges
LOT 5	Production of Printed materials	Forms, books, guidelines, brochure, leaflets, booklets, etc
LOT 6	Servicing of Motor Vehicles	To carry out routine inspection, maintenance, and repair of project vehicles
LOT 7	Provision of Catering Services	(i) Provide Tea break (varieties), Lunch(varieties) & eating utensils for grant activities at designated venues within Abuja

LOT 8	Air condition Repair and Maintenance	To carry out minor and major repairs and maintenance of air conditioning system
LOT 9	Travel Agency Services	Issuance of both Local and International Air Tickets.
LOT 10	Thirty Party Logistics (3PL) Services	(i) Provide distribution services for Health, Non- Health, and cold chain as required.
LOT 11	Hotel Services in FCT and 36 State Capitals of the Federation	(i) Provide tea break (varieties), Lunch (varieties) & eating utensils as required.(ii) Provide hall with functional projector, internet service as requested.
LOT 12	Supply of Automotive Gas Oil (AGO)	To supply AGO (Diesel)
LOT 13	Repair of Generators	To carry out minor and major repairs and routine maintenance of Generators

LOT 14	Servicing of Agency's IT Equipment	To carry out minor and major repairs on printers, scanners, copiers, or any other IT-related equipment (inclusive of Computers, Printers, Scanners, and Photocopiers, etc) as requested.
LOT 15	Provision of Media Services	Production, Publication, and Airing of Mass Media Activities e.g Jingles, Billboard, etc.

(3.0) GENERAL ELIGIBILITY REQUIREMENTS

The general public may wish to be guided that all procurement activities of the Agency shall be fully governed by the Public Procurement Act (PPA) 2007 and the recent Federal Government Executive Order on Transparency and Support for Local Content in public procurement whereby the following mandatory requirement/ eligibility criteria are expected to be met by all prospective bidders:

- (a) Evidence of Certificate of Incorporation with the Corporate Affairs Commission (CAC) with the inclusion of Articles of Association (forms CAC2 and CAC7);
- (b) Evidence of Company's Income Tax Clearance Certificate for the last three (3) years (2017, 2018 & 2019) valid till 31st December 2020;
- (c) Evidence of current Pension Compliance Certificate valid till 31 December 2020;
- (d) Evidence of current Industrial Training Fund (ITF) Compliance Certificate valid till 31st December 2020;
- (e) Evidence of current Nigeria Social Insurance Trust Fund (NSITF) Compliance Certificate valid till 31st December 2020;

(f) Copy of Certified Audited Company Accounts for the immediate past three years (2017, 2018 and 2019) duly stamped and signed by certified Auditors;

(g) Bank Reference letter or Letter of good-standing from bank

(h) Sworn Affidavit:

- disclosing whether or not any officer of NACA or Bureau of Public Procurement (BPP) is a former or present Director, Shareholder or has any pecuniary interest in the bidder and to confirm that all information presented in its bids are true and correct in all particulars and;
- that the company is not in receivership of any form of insolvency/bankruptcy nor debarment and that the company nor any of the Director(s) of the company has been convicted of any financial crime;

(l) Company's Profile and organizational structure with the full name of the organization and contact person, postal address, telephone/fax numbers, and e-mail addresses.

(j) Verifiable documentary evidence of at least three (3) similar jobs executed in the last five (5) years including Letters of Awards and Job Completion Certificates;

(k) All documents for submission must be transmitted with a Covering/Forwarding letter under the Company/Firms Letter Head Paper bearing amongst others, the Registration Number (CAC), Contact Address, Telephone Number (Preferable GSM No.), and e-mail address. The Letterhead Paper must bear the Names and Nationalities of the Directors of the Company at the bottom of the page, duly signed by the authorized officer of the firm.

(4-0) SPECIFIC TECHNICAL EVALUATION CRITERIA:

(4.1) CATERING SERVICES

(i) List of key catering staff with relevant qualification/certification (minimum of 2). Attach copies of certification or training.

(4.2) PRINTER INKS AND CARTRIDGES

(i) Evidence of partnership/distributorship/ dealership in Printer Inks and cartridges, toners from major manufacturers, and or in-country representatives of the manufacturers.

(4.3) ICT REPAIRS

(i) Evidence of skills in the planning and execution of preventive and corrective maintenance.

(ii) Experience in maintaining Printers, Photocopiers, and Scanner Machines.

(4.4) HOTEL SERVICES

(i) Evidence of licensing by Nigerian Tourism Development Corporation (NTDC) or any other applicable license.

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

(4.5) THIRD PARTY LOGISTICS (3RD) SERVICES

(i) The CV of key personnel (including that of the Pharmacist/Medical Laboratory Scientist who will supervise the distribution rounds.

(ii) Verifiable evidence of presence or work experience in Abuja.

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

(iv) Evidence of capacity to conduct large scale distribution by indicating vehicle details and tonnage capacity.

(4.6) AIR CONDITIONER REPAIR AND MAINTENANCE

(i) List of key technicians and their relevant training/certification.

(4.7) VEHICLE REPAIR AND MAINTENANCE

(i) List of key technicians and their relevant training/certification.

(4.8) GENERATOR REPAIR AND MAINTENANCE

(i) List of key technicians and their relevant training/certification.

(4.9) MEDIA SERVICES

(i) The CV of key personnel

(ii) Evidence of APCON registration

(5.0) MODE OF SUBMISSION FOR EOI/PRE-QUALIFICATION DOCUMENTS

(i) Prospective bidders are to submit three (3) copies of their EOI/Prequalification documents for the Lots of their choice; One Original and Two duplicates in the same envelope addressed to

The Director-General,

National Agency for the Control of AIDS,

No. 3 Zingunchor Street, Beside AEDC Office,

Wuse zone 4, Abuja.

The sealed EOI document must be clearly marked: “EOI Catering Service” or “EOI Stationeries and Office Consumables” etc.

(ii) Each marked envelope should bear the company name, and address of the bidder, Registered and dropped in the designated Tender Box at the Procurement Unit, Ground Floor. E-mail Address: info@naca.gov.ng, Tel: +234-9062929463 not later than **12:00 noon on Friday 26 February 2021**.

For further inquiries or clarifications, please contact the **Head of Procurement, National Agency for the Control of AIDS (NACA)** on dawudabage66@gmail.com on or before **12:00pm Friday 26 February 2021**.

(6.0) OPENING OF BID/EXPRESSION OF INTEREST (EOI) DOCUMENTS FOR CONSULTANCY SERVICES PROJECTS/ PREQUALIFICATION

The EOI/Pre-qualification bids will be opened immediately after the deadline for submission, at **12:00 noon on Friday 26 February 2021** in the Conference Room of the National Agency for the Control of AIDS, No. 3 Zingunchor Street, Beside AEDC Office, Wuse zone 4, Abuja in the presence of bidders or their representatives.

Please Note: Only the pre-qualified/shortlisted bidders will be contacted at a later date to participate in the second stage of the process.

(7.0) GENERAL INFORMATION

- (a) Bids must be in English Language and signed by an official authorised by the bidder;
- (b) Bids submitted after the deadline for submission will be rejected;
- (c) Bidders can express interest for multiple Lots with evidenced capacity to execute;
- (d) 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;

(e) The National Agency for the Control of AIDS (NACA) is not bound to pre-qualify any bidder and reserves the right to annul the Procurement process at any time without incurring any liabilities;

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

(8.0) NOTES/ DISCLAIMER

(i) NACA shall verify any or all documents and claims made by applicants and will disqualify bidders with falsified documents and claims.

(ii) If it is determined that submitted documents and claims have been falsified, the bidder may face prosecution in a court of law.

(iii) NACA shall not be held responsible for any disqualified proposal because of any omission or deletion relating to the submission guidelines.

(iv) This advertisement and response to it shall not be construed as a commitment on the part of NACA to award a contract to any Contractor, nor shall it entitle any of the interested parties to any claims against NACA or the Global Fund.

SIGNED

MANAGEMENT