

USAID

Family Health International (FHI360)

Request for Proposal

(A) Introduction

Family Health International (FHI 360) with funding from the United States Agency for International Development (USAID) is supporting the government of Nigeria (GON) to enhance sustained cross-sectional integration of HIV/AIDS services by building Nigerian capacity to deliver sustainable high quality, comprehensive, prevention, treatment, care and related services in various states within Nigeria.

The Nigeria Country Office hereby seeking for qualified organizations to submit proposals for the services specified in Section B (List of Required Services) below.

(B) LIST OF REQUIRED SERVICES

DESCRIPTION

Lot No

- | | |
|---|--|
| 1 | Provision of janitorial services |
| 2 | Provision of generator maintenance services in Abuja and other locations within Nigeria |
| 3 | Provision of facility management services to Country Office and other locations within Abuja |
| 4 | Provision of courier services |
| 5 | Generator Operators |

Lot 1: Provision of Janitorial Services

Scope of Work: The successful bidder will provide cleaning and gardening services to FHI 360 as follows:

- (1) General cleaning of all offices

- (2) Dusting and cleaning of all furniture
- (3) Emptying and cleaning of all dustbins and shredders
- (4) General cleaning of all glass doors and windows
- (5) General cleaning of all electrical gadgets, partitions, and wooden doors
- (6) Washing of all hard floors, corridors and stairways
- (7) General cleaning and disinfecting of all toilets
- (8) General cleaning and removal of all cobwebs from all ceilings and corridors
- (9) Daily gardening (cleaning of the car park, mowing of all the lawns, raking of the garden, pruning of shrubs and hedges, weeding and watering of the garden)
- (10) Weekly, monthly, and quarterly general cleaning.
- (11) Quarterly fumigation of the FHI360 Country office Abuja
- (12) Monthly cleaning of drainage and gutters

This service will be provided in two office locations within Abuja.

The personnel requirement for this service is summarized as follows:

S/N	Personnel	Number Required
1	Supervisor	1
2	Cleaners/Gardener	21

The bidder must ensure that 70% of the total cost of service go for staff remunerations such that staff pay is within industry pay grade and not below national minimum wage.

The bidder must provide health insurance cover for all the staff

Lot 2: Provision of Generator Maintenance Services

Scope of Work: The successful bidder will provide generator maintenance services to FHI 360 as follows:

- (1) Promptly attend to fault calls/emergency within an hour, seven days a week
- (2) Carry out monthly inspection/checks of generators
- (3) Maintenance servicing shall be carried out after every 200 running hours of the generator.
- (4) The basic services shall comprise engine and alternator services, changing of lubrication oil, replacement of fuel/oil filters and check on the equipment for voltage and speed (both on and off load). Radiator flushing and chemicals treatment, replacement of water/air filters and replacement of fan belt where applicable.
- (5) Ensure that the generators are kept clean at all times and it shall be for six services or one year (12 months) whichever comes first.
- (6) Provide a comprehensive price list of generator spare parts detailing parts specifications.
- (7) Service Breakdown:

First Service	Second Service	Third Service	Fourth Service	Fifth Service	Sixth Service
Oil filter			Oil filter		
Engine Oil	Oil filter	Oil filter	Engine Oil		Oil filter
Fuel filter	Engine Oil	Engine Oil	Fuel filter	Oil filter	Engine Oil
General Service	Fuel filter	Fuel filter	General Service	Engine Oil	Fuel filter
	General Service	General Service		Fuel filter	General Service
Air Fitter	Service	Service	Air Filter	General Service	Service

Below is the list of the generators to be covered under this contract, and their locations:

S/N	Capacity (KVA)	Office	Make
1	600	CO -Abuja	Perkins

		CO -Abuja	Perkins
2	500		
		CO -Abuja	Perkins
3	150		
		Adamawa	Perkins
4	100		
		Adamawa	Perkins
5	22		
		Bauchi	Perkins
6	100		
		Bauchi	Perkins
7	80		
		Borno	Perkins
8	22		
		Jigawa	Perkins
9	22		
		Kano	Perkins
10	100		
		Lagos	Perkins
11	165		
		Yobe	Perkins
12	22		
		Yobe	Perkins
13	22		

			Perkins
14	100	Akwa Ibom	Perkins
15	22	Akwa Ibom	Perkins
16	100	Anambra	Perkins
17	22	Bayelsa	Cummins
18	100	Bayelsa	Perkins
19	100	Cross River	Perkins
20	22	Cross River	
21	100	Edo	Perkins
			Perkins
22	22	Rivers	
		Rivers	
23	22		Perkins

FHI 360 may exercise the option of assigning different vendors to different locations (states or combination of states)

Lot 3: Provision of Facility Management Services

Scope of Work: The contractor will provide qualified and skilled personnel with exposure and experience in the maintenance and servicing of building (offices and residential) including electrical, civil, mechanical, ventilation/ air-conditioning, carpentry, painting, renovation, sewage, borehole and water engineering

The contractor will ensure the smooth and effective running of all building services in all the locations, including the power, water, plumbing and air-conditioning systems, as well as the integrity of the building fabric (doors, locks, internal and external lighting, etc.) This will include, but not limited to the following duties:

- (1) Provision of 24 hours, 7 days, emergency call service for all emergency maintenance/repairs at all locations
- (2) Daily Checking of power supply, lighting, air-conditioning, water supply, services/repairs and replacement of outlets and parts in offices & residences.
- (3) Quarterly cleaning and servicing of all Air Conditioners
- (4) Quarterly washing of overhead water tanks.
- (5) Repairs and replacement as necessary to all carpentry, glazing, electrical, power supply, air-conditioning, plumbing, sanitary service and fittings at all locations
- (6) Provide a comprehensive price list of facility spare parts detailing specifications of each part.

The contractor will render this service at the FHI 360 Country Office, and other locations within Abuja

The personnel requirement for this service is as shown below:

Personnel Requirement	
S/N	Number Required
1	Supervisor 1
2	Electrician 2
3	Plumber 1
4	AC/Refrigerator Technician 2

		1
5	Carpenter	1
6	Vehicle+ Maintenance + Fuel	1
7	Driver	2
8	Orderlies	

The bidder must ensure that 70% of the total cost of service go for staff remunerations such that staff pay is within industry pay grade and not below national minimum wage.

The bidder must also provide health insurance cover for all the staff.

Lot 4: Provision of Courier Services

Scope of Work: The courier company will provide regular mail and bulk mails delivery services (national & international) to FHI 360

- (1) Appointed service provider will be expected to assist with the delivery/distribution of regular and bulk mail on a weekly or monthly basis to different stakeholders, institutions, and individuals.
- (2) Collect and deliver all regular/bulk mail from FHI360 designated locations. The authorized representative of courier services will be required to furnish receipts of parcels and documents on completion of the job.
- (3) The service provider will ensure that all parcels/documents are delivered to the intended recipient(s).
- (4) Upon prompt and correct delivery, the service provider will ensure that the intended recipient clearly indicates his/her full names, signature and telephone number on the delivery note.
- (5) The courier service provider will furnish proof of delivery on all types of mails to FHI360 with the required level of detail on a monthly basis.

- (6) Provide temporary warehouse service for goods in transit.
- (7) Undelivered mails must be returned to FHI360 within a week of returned delivery.

Lot 5: Generator Operators FHI360 Abuja office

Scope of Work: The Successful Company is expected to embed three generator operators on shift duties who will carry out the following services amongst others:

- (1) Promptly power on the generator when there is utility failure from the public supply network (PHCN) and vice versa
- (2) Comply with FHI360's schedule of using the smaller generator during non-working hours (8pm to 7am weekdays, weekends and holidays) and the bigger one at other times.
- (3) Fuel the generator on a regular basis, keep up to date records of hourly usage and diesel consumed
- (4) Report faults timely to ensure that there is no down time
- (5) Ensure that the generators are clean and the generators houses are kept clean at all times
- (6) Provision of health insurance cover for all staff.
- (7) The bidder must ensure that 70% of the total cost of service go for staff remunerations such that staff pay is within industry pay grade and not below national minimum wage.

(A) SELECTION CRITERIA (Skills, Abilities, and Qualifications)

- (1) Detailed Company Profile with registered address, functional email, telephone numbers and point of contact for the organization.
- (2) Evidence of company registration with the Corporate Affairs Commission, including form CAC7 & CAC2
- (3) Tax Clearance Certificate for 2013, 2014 and 2015
- (4) Evidence of possession of experience in similar jobs

Bidders must describe in sufficient detail at least 3 projects similar in size, scope, and complexity (recently completed or in progress) carried out in the last five (5) years.

At a minimum, bidders must furnish the following information for each project cited:

- A brief description of the project, inclusive of the activities/function performed and an explanation of how this experience is relevant to the scope of this RFP
- The reference document for the award, value of the contract at the time of award, and period of performance
- The name, physical address, telephone number and contact e-mail address of the client
 - (5) Evidence of strong network across Nigeria (Lot 2 and 4). Bidders must provide the addresses, telephone numbers and names of contact persons in the states where they have offices.
 - (6) NIPOST registration (Lot 4)
 - (7) Resumes/CVs of key technical staff, with copies of professional certification with relevant bodies.
 - (8) Evidence of registration with relevant professional bodies or institutions of practice.
 - (9) Recommendation letter from an organization attesting to Satisfactory Performance in previous projects
 - (10) Evidence of real time online tracking of material/goods in transit (Lot 4)
 - (11) ISO/SON Certification (Lot 4)
 - (12) Evidence of type of insurance policy cover (Lot 4)
 - (13) List of the types and number vehicles available in the bidder's fleet (Lot 4); this could be verified prior to award.
 - (14) Evidence of standby generators to replace any faulty generator (Lot 2 & 5); this could be verified prior to award.
 - (15) Evidence of affiliation/franchise with an international organization (Lot 4)
 - (16) Approved price list for Perkins and Cummings Engine spare parts (Lot 2)
 - (17) CVs of Generator Operators (Lot 5)
 - (18) Employment letter/Pay slip evidence of staff engaged with other reputable organizations (Lot 1,3 & 5)
 - (19) Other criteria for Lot 2:

- (a) Emergency management plan. Continuous building monitoring plan (for Country Office).
 - (b) Insurance cover for activities.
 - (c) Technical maintenance log books (samples).
 - (d) Zone of tolerance for each of the services area including plumbing, carpentry, electrical and air-conditioning.
- (20) Evidence of financial capability.

(D) SUBMISSION OF PROPOSALS

Bidders are requested to submit technical and financial bids in separate envelopes, clearly indicating the lot number on the envelopes. All financial bids must be in Naira (NGN) and signed by authorized representative of the bidding company.

Submission should be addressed to:

**The Procurement Manager
Family Health International (FHI360).
Plot 1073 JS Tarka Street, Garki, Area 3
Abuja.**

All documents required by this RFP must be received at the above designated location **not later than 5:00pm. (Nigeria Time) on Thursday 15th September, 2016** in a sealed envelope.

- Facsimile (fax), e-mail documents or postmarked documents will not be accepted.
- Issuance of this RFP in no way constitutes a commitment by FHI360 to award a contract.
- FHI 360 reserves the right to vary any part of this RFP at the time of award if it becomes necessary.
- FHI360 is Value added Tax (VAT) exempted, but charges Withholding Tax (WTH) in compliance with Relevant Nigerian laws.

FHI360 designee will answer any questions up to **Thursday 8th September 2016** in relation to this RFP; hence any request for clarification should be addressed to:

**Procurement Manager, FHI 360, Plot 1073 JS Tarka Street Garki, Area 3,
Abuja**Procurement@sidhas.org
Tel: 09-4615555.