



FEDERAL REPUBLIC OF NIGERIA

# REQUEST FOR PROPOSALS

for

## **Individual Consulting Services**

### Time-Based Payments

ENGAGEMENT OF CONSULTANTS FOR THE REVIEW THE BILLS  
OF QUANTITY (BOQS) FOR THE INFRASTRUCTURAL UPGRADE  
OF 12 PUBLIC HEALTH LABORATORIES

**November 2021**

## Letter of Invitation

Dear Sir:

1. The National Agency for the Control of AIDS (NACA) invites proposals for consulting services for the following assignment: **Engagement of Consultants for the Review of Bills of Quantity (BOQ) for the Infrastructural Upgrade of 12 Public Health Laboratories.** The purpose of this assignment is as follows: The consultant will provide technical support to the Lab Systems unit of NACA/RSSH for the review of Bill of Quantity (BoQs) for the infrastructural upgrade of 12 Public Health Laboratories developed by engineers of the supported facilities and will provide support through the procurement process for the infrastructural upgrade.

The product of this assignment shall be the validated BoQs with costs commensurate to the current market realities to guide the development of RFQs.

2. More details on the requested services are provided in the Terms of Reference in section A below

3. The National Agency for the Control of AIDS (NACA) will make available the necessary documents and reports and other information concerning this assignment. You may obtain additional information at the following address: National Agency for the Control of AIDS (NACA) Ground Floor No. 3 Zinginchor Street, Beside AEDC Office, Wuse zone 4, Abuja

4. A candidate will be selected on the basis of comparison of individual qualifications (academic and Experience).

5. The following forms are attached :

(a) Terms of Reference ;

(b) Model of Curriculum Vitae ;

(c) Model of Letter for submitting the Proposal ;

(d) Form for Observations of the Consultant on the Terms of Reference ;

Yours sincerely,

**Bage Dawuda**  
Head Procurement  
For Director General

## A. TERMS OF REFERENCE

### ENGAGEMENT OF CONSULTANTS FOR THE REVIEW OF BILLS OF QUANTITY (BOQ) FOR THE INFRASTRUCTURAL UPGRADE OF 12 PUBLIC HEALTH LABORATORIES

**Location:** Abuja

**Grade:** Consultant

**Project / Program:** Nigeria Global Fund RSSH-NACA

**Reports To:** Lab Team Lead

#### 1. Background

The Government of Nigeria under the leadership of NACA in collaboration with the Sub recipients has received support from Global Fund to conduct “**Engagement of Consultants for the Review of Bills of Quantity (BOQ) for the Infrastructural Upgrade of 12 Public Health Laboratories**”. The needs assessment is to determine the general and specific needs of each selected laboratory using a standard checklist developed based on the standards and guidelines for physical structure of PH Labs. The needs assessment has been conducted by a team of laboratory experts and biomedical engineers. Additionally, draft BoQs would be developed by the engineers of the works department of the public health laboratories/states. This document outlines the terms of reference for the conduct of review of the Bills of Quantity (BoQs) for the infrastructural upgrade of 12 Public Health Laboratories and provide support to the PR through the procurement process for the infrastructural upgrade.

#### 2. Goal and Objectives

The goal is the review of Bill of Quantity (BoQs) for the infrastructural upgrade of 12 Public Health Laboratories developed by engineers of the supported facilities and to provide support to the PR through the procurement process.

##### Specific objectives

- To review the Bill of Quantity (BoQs) for the infrastructural upgrade of 12 Public Health Laboratories generated based on the report of the needs assessment carried out at the labs by six (6) teams of experts.
- To provide support to the PR through the procurement process for contractors who will work on the structures. Support will be provided during the solicitation, bid evaluation and bid analysis stages to provide expert advise on the comparison of quotes to the current market prices.

#### 3. Expected deliverables

The specific tasks will include the following;

1. Inception report with detailed review workplan and timelines.
2. Provide the technical core team with weekly update throughout the duration of the BoQ review and procurement process (via emails/physical).
3. Submit validated BoQs to guide the development of Standard Bidding Documents (SBDs).
4. Support the development of SBDs.

5. Review the draft BoQs and present validated BoQs per PH laboratory to NACA/RSSH Lab Systems team in power point presentations
6. Submit validated BoQs and final activity report to the Laboratory Systems unit, NACA/RSSH in an acceptable format.

#### 4. Qualifications and Experience:

- 1) A Quantity Survey/Civil Engineering/Building/Architecture Professional with a minimum of first (1<sup>st</sup>) degree in Quantity Survey/Civil Engineering/Building/Architecture or related course.
- 2) Evidence of COREN registration/certificate for engineers or relevant license for other professionals is required.
- 3) Minimum 10 years' experience of practicing as Quantity Surveyor/Civil Engineer/Building Engineer /Architect
- 4) 2 years' Experience as consultant in the area of laboratory infrastructure development

#### 5. Payment Terms:

Payment would be made upon completion of the assignment and confirmation from user department.

#### 6. Duration:

The duration of the consultancy is Fifteen (15) days

#### 7. COLLECTION OF REQUESTS FOR PROPOSAL (RFP) DOCUMENT

The Request for Proposal (RFP) can be downloaded from this link;

#### 8. GUIDELINE FOR SUBMISSION AND OPENING OF DOCUMENTS

- a. The detailed Proposal must be in English Language and submitted in three (3) hard copies each (**one original & two copies**) of the requested documents and proposal. The documents shall then be enclosed and sealed in one (1) single outer envelope, and clearly marked at the topmost right corner "**Lab Consultant**" and the Name, Address, Email and Phone Number of the Consultant boldly written at the back of the envelope **and registration of the bids at Procurement office at the address below** .Alternatively, Submission can be made to [procurement@naca.gov.ng](mailto:procurement@naca.gov.ng).
- b. **Deadline for Submission:** The deadline for the submission of proposal should not be later than Friday 19<sup>th</sup> November 2021 by **12 noon**. The submission (s) received will be opened immediately after closing at NACA Conference Room in the presence of consultants that choose to attend.

## 9. ADDRESS FOR INFORMATION AND SUBMISSION OF PROPOSALS

*Attention:*

**Head Procurement**

National Agency for the Control of AIDS (NACA)

Ground Floor Room 1.08

No. 3 Zinguinchor Street, Beside AEDC Office, Wuse zone 4, Abuja

OR

Email: [procurement@naca.gov.ng](mailto:procurement@naca.gov.ng)

## 10. GLOBAL FUND CODE OF CONDUCT

You shall get acquainted with the global fund code of conduct for suppliers using this link below:

[https://www.theglobalfund.org/media/3275/corporate\\_codeofconductforsuppliers\\_policy\\_en.pdf](https://www.theglobalfund.org/media/3275/corporate_codeofconductforsuppliers_policy_en.pdf)

Accepting this invitation shall serve as an acknowledgement and agreement to abide by the Global Fund Code of Conduct for Suppliers.

## 11. NOTES/DISCLAIMER

- i. Late submissions will not be accepted.
- ii. NACA shall verify any or all documents and claims made by applicants and will disqualify consultants with falsified documents and claims.
- iii. If it is determined that submitted documents and claims have been falsified, the consultant may face prosecution in a court of Law.
- ii. NACA shall not be held responsible for any disqualified proposal as a result of any omission or deletion relating to the submission guidelines.
- iii. This advertisement shall not be construed a contract to any Consultant, nor shall it entitle any Consultant submitting documents to claim any indemnity from NACA.
- iv. NACA is not bound to shortlist any Consultant, and reserves the right to annul the bidding process at any time without incurring any liabilities or providing reason.

**Signed**  
Management.

## B. FORMAT OF CURRICULUM VITAE (CV)

Name : \_\_\_\_\_

Complete address :

Profession : \_\_

Date of Birth : \_\_\_\_\_

Years of professional experience : \_\_ Nationality : \_

Membership in Professional Societies : \_\_\_\_\_

Detailed Tasks Assigned : \_\_

### Key Qualifications :

*[Give an outline of your experience and training most pertinent to tasks on assignment. Describe degree of responsibility you held on relevant previous assignments and give dates and locations. One page should be sufficient.]*

### Education :

*[Summarize college/university and other specialized education, giving names of schools, dates attended, and degrees obtained. A page or less should be sufficient.]*

### Employment Record :

*[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

### Languages :

*[For each language indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

### Certification :

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_  
*[Signature of consultant ]*

Date : \_\_\_\_\_  
*Day/Month/Year*

Full Name of Candidate :

**C. PROPOSAL**

[*Location, Date*]

To : [*Name and address of Procuring Entity*]

Mr/Mrs. :

I, the undersigned, offer to provide the consulting services for [*Title of consulting services*] in accordance with your Letter of Invitation dated [*Date*].

My fees are [estimated at..., as applicable]

I hereby submit my Proposal, which includes this Technical and Financial Proposal.

I understand that you are not bound to accept any Proposal you receive.

I remain,

Yours Truly,

Name of the Consultant :

Address :

**D. OBSERVATIONS AND SUGGESTIONS  
OF THE CANDIDATE CONSULTANT ON THE TERMS OF REFERENCE**

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- 1.
- 2.
- 3.
- 4.
- 5.



## **LIST OF ANNEXES**

- Annex A : Cost Estimate of Services, and Schedule of Rates.
- Annex B : Consultants Reporting Requirements.
- Annex C : Evaluation Criteria.

**ANNEX A**

**COST ESTIMATE OF SERVICES**

(1) *Remuneration*

<i>Rate /day in (currency)</i>	<i>Number of Days</i>	<i>Total (currency)</i>
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(2) *Reimbursables*

	<i>Rate</i>	<i>Units/Days</i>	<i>Total</i>
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(a) (International)  
(Local)  
Travel + Taxi

(b) Local  
Transportation

(c) Communications

(d) Hotel Accomodation

*Sub-total (2)*

TOTAL COST

**ACTIVITY SCHEDULE (Consultant to modify accordingly)**

*Activity (Work)*

*periods*

1st    2nd    3rd    4th    5th    6th    7th    8th    9th    10th    11th    12th

**ANNEX B**  
**CONSULTANTS REPORTING REQUIREMENTS**

**Reports**

**Date**

1. Inception report
2. Weekly update throughout the duration of the BoQ review and procurement process (via emails/physical).
3. Present validated BoQs per PH laboratory to NACA/RSSH Lab Systems team in power point presentations
4. Final activity report to the Laboratory Systems unit, NACA/RSSH in an acceptable format

**ANNEX C  
EVALUATION CRITERIA**

The Criteria, sub-criteria, and point system for the evaluation of the Technical Proposals are:

	<u>Points</u>
(i) Specific experience of the Consultant relevant to the assignment:	<b>60</b>
1) Adequacy for the assignment	50
2) Experience in region	10
(ii) Key professional qualifications and competence for the assignment:	40
1) General qualifications	40
<b>Total points for criterion (I &amp; ii):</b>	<b>100</b>

*Note: Score for minimum technical requirement is 70%*

Award will be made to the lowest priced technically responsive bidder.