



FEDERAL REPUBLIC OF NIGERIA

REQUEST FOR PROPOSALS

for

Individual Consulting Services

Fixed-Based Payments (Monthly)

Engagement of Drivers (2x)

January, 2022

Letter of Invitation

Dear Sir:

2. 1. The National Agency for the Control of AIDS (NACA) invites proposals for consulting services for the following assignment: **Engagement of Driver (2x)** The purpose of this assignment is as follows: In carrying out her mandate in the project, there is need to have qualified drivers who will aid in running the program smoothly. NPSCMP therefore; seek the services of competent individual for this task

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

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 Zingunchor Street, Beside AEDC Office, Wuse zone 4, Abuja.

A candidate will be selected on the basis of comparison of individual qualifications (Curriculum Vitae and Experience), Technical Approach, Methodology and Workplan

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 Driver (2x)

Location: Abuja

Grade: Consultant

Project / Program: Nigeria Global Fund CRM-19

Reports To: NPSCMP

1. Background

The National Product Supply Chain Management Program (NPSCMP) funded by the Global Fund through the National Agency for the Control of AIDS (NACA) under the Resilient and Sustainable Systems for Health (RSSH) Grant is modelled to ensure continued availability of health products at the last mile through total visibility for accountability and control across the HIV, Malaria, and TB space in Nigeria.

NPSCMP as sub-recipient is responsible for implementing the Procurement and Supply Chain Management (PSM) component of the RSSH Grant for which NACA is the Principal Recipient. The aim is to achieve set goals and objectives in a sustainable manner. This also includes gaining the right manpower support for the NPSCMP.

In carrying out her mandate in the project, there is need to have qualified drivers who will aid in running the program smoothly. NPSCMP therefore; seek the services of competent individual for this task.

2. Goal and Objectives

In carrying out her mandate in the project, there is need to have qualified drivers who will aid in running the program smoothly. NPSCMP therefore; seek the services of competent individual for this task.

The scope of work and expected outputs/deliverables will be the following:

Terms of Reference

1. Drive office vehicles for the transport of authorised personnel.
2. Collect and deliver mail, documents, and other items.
4. Ensure that all vehicles comply with the Minimum Operating Security Standards (MOSS).
5. Take care of the day-to-day maintenance of assigned vehicles, check oil, water, battery and brakes.
6. Log official trips, daily mileage, gas consumption, oil changes and greasing.
7. Follow all rules and regulations in relation to the management of NPSCMP.
8. Perform other related duties as required.

Skills and Competencies

Able to work under minimal supervision and be proactive and initiative.
Integrity, flexible approaches to work coupled with enthusiasm, commitment and energy.
The ability to work in a multi-cultural and multi-national environment.
Good organization and planning skills.
Effective time management skills.
Excellent interpersonal skills.
Ability to work in a team.
Good communication skills.
Ability to perform multiple tasks and work under pressure with a wide range individuals and institutions.
Maintenance of confidentiality at all times.

Qualification required:

Minimum High School Certificate.

- Valid Driver's Licence.
- Training in Mechanics will be an added advantage.
- At least three (3) years working experience as a Driver for a Donor funded project.
- Knowledge of computer applications (MS Word and Excel) will be an added advantage.

Reporting line:

The selected personnel will be required to report milage log to the Head of Admin NPSCMP at refuelling instances, and report to the management of NPSMCP through the Head of Admin on monthly basis.

3. Duration:

Feb 2022-Dec 2023

4. Documents:

While submitting the Technical Proposal, the Applicant shall, in particular, ensure to attach the following:

- Profile of the consultant
- Copies of all certificates for all qualifications indicated in the CV.
- Relevant Experience and relevant supporting document.
- Recent CV

The financial proposal shall specify a total lump sum amount.

6. COLLECTION OF REQUESTS FOR PROPOSAL (RFP) DOCUMENT

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

7. GUIDELINE FOR SUBMISSION AND OPENING OF DOCUMENTS

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 “**Engagement of Driver (2x)**” and the Name, Address, Email and Phone Number of the Consultant boldly written at the back of the envelope, with acknowledgement to NACA office at the address below. Alternatively, Submission can be made to procurement@naca.gov.ng.

- a. **Deadline for Submission:** The deadline for the submission of proposal should not be later than Monday 12 noon of 21st February, 2022. The submission(s) received will be opened immediately after closing at NACA Conference Room in the presence of consultants that choose to attend.

8. 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 Zingunchor Street, Beside AEDC Office, Wuse zone 4, Abuja

OR

Email: procurement@naca.gov.ng

9. 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

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

10. 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 [net of taxes, 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**

- 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*

*Rate /Month
in (currency)*

Number of Months

Total (currency)

(2) *Reimbursables*

Rate

Units/Days

Total

(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 - within two (2) weeks of assumption of duty/signing of contract.
2. Progress Reports- within six (6) weeks of assumption of duty/signing of contract.
3. Draft Final Report- within four (4) weeks of completion of the survey.
4. Final Report- within two (2) weeks of submission of the draft report.

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:	60
1) Adequacy for the assignment	60
(ii) Key professional qualifications and competence for the assignment:	40
1) General qualifications	40
Total points for criterion (i & ii):	100

Note: Quality Based Procurement method will be adopted for this purpose with technical weighted score at 80%