

Request for Expression of Interest

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| **DATE: 22/02/2022** | **FROM: Malaria Consortium Abuja** |
| **CONTACT: No 33 Pope John Paul Street, Off Gana Street, Maitama Abuja, Nigeria** | |

**Registered Logistics Companies for the provision of Logistics and haulage services to Malaria Consortium**

Malaria Consortium is one of the world's leading non-profit organizations dedicated to the comprehensive control of malaria and other communicable diseases in Africa and Southeast Asia. Malaria Consortium works with communities, government and non-government agencies, academic institutions, and local and international organizations, to ensure good evidence supports delivery of effective services, providing technical support for monitoring and evaluation of programmes and activities for evidence-based decision-making and strategic planning. The organization works to improve not only the health of the individual, but also the capacity of national health systems, which helps to relieve poverty and support improved economic prosperity.

Malaria Consortium supports multiple projects in Nigeria with different projects starting and ending each year, as such our demand for supplies and services nationally and internationally varies year on year. The majority of Malaria Consortium supply and service needs are procured locally in our countries of operation where the right price and quality can be obtained. Internationally sourced products predominantly include pharmaceutical and medical items, with other small ad hoc needs on rare occasions (including vehicles).

**Rationale**

Malaria Consortium is looking for registered Logistics Companies with a warehouse located within Port Harcourt and Onne area to support the reception of refrigerated containers, breakdown inbound deliveries into smaller consignments and distribution of antimalarial commodities. Consequently, reputable firms interested in rendering such services to the Company are requested to send in their Expression of Interest (EOI) for this purpose. In line with the implementation of Programme activities, MC would engage the services of the company. Malaria Consortium will require haulage services in the following States; Anambra, Bauchi, Borno, FCT, Jigawa, Kaduna, Kano, Kebbi, Kogi, Rivers, Nasarawa, Niger, Ondo, Osun, Oyo, Plateau, Rivers, Sokoto, Yobe.

**Objective of the Service request**

Provision of distribution, haulage, and warehousing services for antimalarial commodities during the 2022 implementation year.

**Key activities for the Service Provider**

Key activities include:

1. In cooperation with Malaria Consortium’s Supply chain unit and the State Logistics Management Coordination unit, provide support for the long-haul distribution of commodities from allocated hubs to State Central Medical stores
2. In cooperation with Malaria Consortium’s Supply chain unit and the State Logistics Management Coordination unit, provide support for the last mile distribution of commodities from allocated hubs to Local Government Medical stores
3. Provide handling and warehousing services if required, at designated Malaria Consortium hubs
4. Support the process of retrieving the data monitoring devices inside the reefers/cartons together with MC staff at the respective hubs.
5. Support the process of inspecting inbound products and Quantity inspection check as per delivery notes/Waybills together with MC staff at the respective hubs.
6. Provision of other logistics related services on behalf of Malaria Consortium

Expected Output/deliverables

1. Timely delivery of antimalarial commodities to support Programme implementation at the respective MC states as communicated by Malaria Consortium.
2. Provision of adequate and compliant documentation to support the delivery of antimalarial commodities at designated Malaria Consortium Hubs
3. Provision of inbound logistics services, stock handling, order preparation as per the shipment plan provided by Malaria Consortium.
4. Commodities should be delivered at destination according to the required condition of transportation (Temperature control implemented when required)

**Profile requirements for the Service Provider**

The logistics company should be legally authorized to provide logistics and haulage services in the country and provide original written proof of this.

The logistics company should own or rent a warehouse facility within Port Harcourt / Onne area in order to receive Reefer containers.

**Requirements for selection**

Interested firms are required to submit EOI prepared in English Language with the following requirements which shall be used as criteria for preliminary selection.

**Mandatory (Without which companies will be disqualified)**

(i) Evidence of registration with Corporate Affairs Commission.

(ii) Proof of tax remittance (Tax Clearance Certificate)

(iii)Positive Reference letter from not less than three similar clients (INGOs, and public health institutions and MDAs in Nigeria).

(iv) Demonstrate experience for handling and transporting medicines under GDP guidelines

(v) Detailed financial matrix for provision of service (rate cards for services)

(vi) Detailed address of the proposed warehouse for unloading of the containers in Port Harcourt or Onne

**Required Documents for Selection**

The Service Provider shall submit the following in addition to the Mandatory requirements, but not necessarily be limited to:

1. Proof of relevant experiences- Demonstrated service delivery capacity for freight and warehousing services for similar Non-Governmental Organizations (NGOs) and non-profit organizations within the last five years (2017-2021)- Question 1 on the BRD
2. Proof of relevant insurances to support service delivery- not limited to Goods in transit Insurance (GIT)- Question 7 on the BRD
3. Include information on your capability of providing an online tracking system for monitoring movement of vehicles- Question 16 on the BRD or Information on the availability of a reliable feedback system for the provision of timely information on the movement of the commodities
4. Organization organogram with details of points of contact and customer relations for timely feedbacks and updates
5. Information on the available system for the monitoring of temperature during transportation
6. Information on capacity of the company to provide requested services- Ownership of vehicles for service delivery and number of vehicles owned- Question 15 on the BRD
7. Information on capacity of the company to provide requested services- through lease of vehicles for service delivery- Question 15 on the BRD
8. Complete below Annex and Bidder Response Document

**EOI Submission**

Applications for EOI accompanied by the relevant documents should also be forwarded in sealed envelope marked at the top left corner and boldly written: **-**

**“EOI in respect of Logistics and Haulage Services’’**

and addressed to:

***Country Office Manager***

***Malaria Consortium,***

***Plot 33 Pope John Paul Crescent,***

***Off Gana Street***

***Or by email to*:** [tenders@malariaconsortium.org](mailto:tenders@malariaconsortium.org)

**Closing Date**

All submissions must be received at the above Office or tenders’ box not later than 17.00pm on 8th March 2022.

**Important Notice**

* *Only short-listed firms will be contacted*
* *The company reserves the right to reject any response to this request for EOI.*

**Malaria Consortium**

Malaria Consortium is committed to fair and competitive procurement processes, and all expression of interests received will be considered confidential and will not be shared with other bidders.

* Any inappropriate action to influence the award including personal incentives to Malaria Consortium staff is prohibited.
* Any discounts or cost reductions must be included in the original quote to be considered.

For more information or question(s), you can send it as an email to [tenders@malariaconsortium.org](mailto:tenders@malariaconsortium.org) with the following reference; “EOI IN RESPECT OF LOGISTICS AND HAULAGE SERVICES -Question”, before close of business on 1st March 2022.

Thank you for your review of this information.  We look forward to hearing from you.

**ANNEX 1:**

**Malaria Consortium –**

**Pre-qualification Submissions Document for all Bidders**

NOTE: All information provided will be subject to verification and service providers will be disqualified and blacklisted if any provided information is found false

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| **About you and your bid** | | |
| **Service applied for** |  |  |
| **Company Name** |  |  |
| **Company Address and Contact** |  |  |
| **Your Name**  *(the person filling the form)* |  |  |
| **Please state clearly any relationships you may have with MC staff?**  **Friends/Family/Business partners etc.**  *(Failure to name such relationships will invalidate this bid.)* |  |  |
| **About your company?** | | |
| **How long has the company been formed?** |  |  |
| **Is the Business incorporated? Please enclose CAC** |  |  |
| **Please enclose details of the company bank account if you have one and Tax Identification Number** |  |  |
| **Please give the names of the company owners?** |  |  |
|  |  |  |
| **About your experience/skills providing these goods/services?** | | |
| **What experience do you have of supplying this items/service previously?**  *Give details* |  |  |
| **Have you provided similar service to other NGO’s in Nigeria?**  **Who? /What kind of Service?**  *Attach proof* |  |  |
| **Have you provided services to Malaria Consortium?**  *Please give a brief summary* |  |  |
| **What expertise do you have concerning the items/service you are bidding to supply?**  **Do you hold any relevant qualifications in this area?** |  |  |
|  | | |
| **Standard payment terms: 30 days payment after delivery Is this acceptable to you?** |  |  |
| **Is it acceptable for us to visit your office/premises?** |  |  |
| **Give name of 2 business referees and detail of business undertaken?** *(Someone you have supplied goods / provided service to in the last year, preferably work of a similar nature)* |  |  |
| **Signature, Date and Company Stamp** |  |  |