

ACHIEVING HEALTH NIGERIA INITIATIVE (AHNI)

REQUEST FOR PROPOSAL (RFP) FOR LEGAL SERVICES PROVISION

(A) BACKGROUND

Achieving Health Nigeria Initiative (AHNI) is a not-for-profit human development organization dedicated to improving lives in lasting ways by advancing integrated, locally driven solutions. Our staff includes expert in health, education, nutrition, environmental, economic development, civil society, gender equality, youth, research, humanitarian services, and technology - creating a unique mix of capabilities to address today's interrelated development challenges. AHNI 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.

Achieving Health Nigeria Initiative (AHNi) is seeking the services of a reputable law firm to act as legal representatives and Secretary to its Board of Trustees. The law firm will play a crucial role in providing legal counsel, guidance, and administrative support to ensure the effective governance of the organization as per the scope below:

(b) REQUEST:

Interested firm should visit this webpage on any web browser to access and download a Scope of Work (SoW) in respect to this notice:

Scope of Work (SoW)

(c) MINIMUM ELIGIBILITY REQUIREMENT:

No RFP REQUIREMENT

1 Firm Profile: registered address(s), official/functional emails, telephone numbers, and point of contact for the company

- 2 Evidence of legal registration document of the company (CAC, FORM C07, and FORM C02}
- 3 Latest Tax Clearance Certificate (Please note that we will scan the QR Code on your TCC to validate authenticity}
- 4 Evidence of experience in award(s) of Contract for Legal Services(s) with similar scope, and complexity, within the last 3 years: Firm must provide copy(ies) at least Contract of Engagement Letters

(d) COST OF SERVICE PROPOSAL

- No Financial Quotation
- 5 Financial Quotation and required Commercial Terms. Financial quotation must include cost of legal services in line with expected Scope of Work and Delivery

(E) EVALUATION AND SELECTION CRITERIA

Bidders must ensure that all requested information above are included in the submission. Proposals will be evaluated as follows:

STAGES OF BID EVALUATION	EVALUATION DESCRIPTION	EVALUATION APPLICATION
1ST STAGE	Complete Conformity to RFP Submission Requirement	PASS OR FAIL
2ND STAGE	Conformity to Minimum Eligibility Requirement listed 1-4	PASS OR FAIL
3RD STAGE	Provision of Financial covering 12-month services provision	PASS OR FAIL
4TH STAGE	Selection and award Criteria (i.e.. Price reasonableness, skills set and experience of the firm}	Most Responsive Bid

(f) SUBMISSION PROCEDURE AND INSTRUCTIONS:

Technical Documentation (Criteria 1-4) and **Financial Quotation including commercial terms** (Criteria 5) **MUST** be separated, signed by the authorized representative, and submitted in sealed envelopes. Your submission must be appropriately

titled, addressed, and submitted to:

The Procurement Committee,

Achieving Health Nigeria Initiative (AHNi),

Plot 512, Cadastral Zone B09(#23 Celina Ayom Crescent),

Behind NAF Conference Centre, Kado

900108, Abuja FCT-Nigeria.

(g) ADDITIONAL INFORMATION TO BIDDERS:

- For clarification on any aspect of this RFP, please send an email reflecting RFP title to Abuja.Procurement@Ahnigeria.org
- AHNi is Value Added Tax (VAT) exempted but deducts withholding tax (WHT) in compliance with relevant Nigeria Tax Laws.
- All proposal document submitted including price must be valid for one (1) year from the proposal due date. This include but not limited to cost, terms, conditions, and service level agreement.
- The duration of the Contract is 12 months from the date of commencement but, subject to renewal by the AHNi Board of Trustees

(h) Closing Date:

- All completed proposal documentation must be hand delivered or couriered to the above address on or before **Thursday 9 November 2023 at 5:00pm GMT**

DISCLAIMER

AHNi reserves the right to select and negotiate with those companies it deems in its sole

discretion to be qualified for competitive bid and to terminate negotiation without incurring any liability. Issuance of bid documents does not constitute a commitment by AHNi to award a contract.