

FHI360

REQUEST FOR PROPOSAL FOR PORT CLEARANCE AND VEHICLE HAULAGE SERVICES

(A) Scope of Service Required

FHI360 is the Prime Recipient of the 3 years Global Fund NFM3 Grant which seeks to move Nigeria towards achieving the UNAIDS 95-95-95 targets, it has become imperative that all identified gaps be covered, and all areas of weakness strengthened. In 2021, out of the approximately 9 million pregnant women expected at the ANC sites, only 2,623,680 were captured at the antenatal clinics (ANC), representing about 24% of the total number of pregnant women expected of whom 2,356,196 were counselled, tested, and received their results. This represents an ANCHTS coverage of only 15%. The wide gap in PMTCT coverage drives the increasing burden of HIV amongst children. The state-specific frameworks now form the basis for a National PMTCT Scale-up approach and details PMTCT elimination targets to be achieved by the end of 2023 by each state. In the bid to achieve the above, FHI360 is supporting the implementing partners to take delivery of 72 units 4*4WD Pick-Up Vehicles and distribute them to 36 states to support the scale-up of National PMTCT program in Nigeria.

FHI360 is therefore seeking proposal from an accredited agent to facilitate the port clearance from Lagos Sea port and deliver the vehicles to states. The delivery schedule will be provided to the successful accredited agent.

(B) Scope of Service Required:

- Facilitate port clearance in collaboration with port authorities upon receipt of shipping documents from the consignee.
- The agent will make payment for all statutory fees on behalf of the consignee and submit receipts for reimbursement.
- After port exit, FHI 360 shall communicate a location within Lagos for temporary

storage before final distribution.

- The selected agent will be required to deliver through haulage service, 2 vehicles each to 36 states (state capitals).

(C) Proposal Requirement:

Please read this section carefully and be sure that all requested information Is Included in your submission. Evaluators will neither make assumptions nor draw Inferences regarding missing or incomplete information. The submission of incomplete information could result in the refection of proposals.

- Company Profile cover letter with registered address, functional email, telephone numbers and point of contact for the organization.
- Evidence of company registration with the Corporate Affairs Commission, including form CAC7 & CAC2
- Copy of Tax Clearance Certificate for 2020, 2021, and 2022
- Copy of Agency accreditation license issued Nigeria Customs Service
- Copy of valid Good in Transit Insurance
- Copy of approved Job Completion Certificate(s)/Purchase order(s)/delivery note(s) for similar jobs done in the past 3 years for INGO or any reputable organization

(D) Instruction to Bidder:

- (1) Submit the above required documents in a sealed envelope and label as such "Proposal for Port Clearance and Vehicles Haulage Services – [insert company name here]."
- (2) Present your financial proposal on your company's letterhead in a separate envelop, sealed and label as such Quotation for Port Clearance and Vehicle Haulage Service

- [insert company name here]

Please Note: Break down your quotation into two lines: Line 1 for Agent's Handling Fee/Administration fee, Line 2 for Haulage cost based on 2 units per location to 36 states' capital cities. Exclude 3rd party statutory fees; reimbursement will be upon presentation of receipts.

(3) Submit both envelopes/packages together to FHI 360 Country Office, No. 23 Celina Ayom Crescent, Off Ahmadu Bello Way, Behind NAF Conference Center, Kado District, Abuja, by **Friday 5 pm on December 1, 2023.**

(E) Selection Criteria:

(1) Competitive price

(2) Delivery time (timeline for Port Clearance and Haulage to state should be presented separately)

(3) Goods In Transit coverage

Please note:

Issuance of this RFP in no way constitutes a commitment by FHI360 to any bidder.

FHI360 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 carryout Withholding Tax (WTH) deduction on commercial transactions in compliance with relevant Nigerian laws.

Safeguarding policy- FHI 360 is committed to provide a safe environment for all employees, beneficiaries and anyone contracted by FHI 360. This Includes taking measures to protecting vulnerable people from Sexual Exploitation and Abuse (SEA) by either FHI 360 employees or associated personnel. FHI 360 abides by child safeguarding principles. FHI

360's Safeguarding Policies apply and flow out to all FHI 360 staff, board members, volunteers, and partner staff (subcontractors, consultants, vendors, and sub-recipients), regardless of the funding mechanism or amount of contract, agreement, or purchase order.