

**TERMS OF REFERENCE FOR DISTRIBUTION OF VACCINES  
AT +2°C TO +8°C and -15°C TO -25°C TEMPERATURE RANGES  
FROM NSCS TO 36 STATES+FCT AND INTERSTATES ON LTA BASIS**

<b>Title of the assignment</b>	Distribution of Vaccines at +2°C to +8°C and -15°C to -25°C temperature ranges
<b>Estimated Duration and timelines</b>	Routine Immunization and other vaccines requiring transportation at temperature ranges between +2°C to +8°C and -15°C to -25°C and thawed vaccine (where applicable) would be distributed throughout the year 2024 and beyond, based on the request of NPHCDA/UNICEF. However, for every cycle of distribution, a timeline will be specified and agreed by UNICEF, NPHCDA and the vendor. The services will be for an initial period of one year and renewable for an additional year based on the needs and satisfactory performance of the service provider.
<b>Background</b>	<p>National Primary Health Care Development Agency (NPHCDA) has been deploying over 9 types of EPI vaccines (+2°C to +8°C and -15°C to -25°C) and their associated devices to 36 states and the FCT for its routine immunization and SIA programs. This year, there is an estimated 256,007,430 doses of RI vaccines expected to be distributed to the zones and states and in some occasion between state to state. On another note, NPHCDA with support from UNICEF will be implementing targeted reactive campaigns across the country which requires vaccines to be deployed to states. These vaccines require temperature ranges of +2°C to +8°C and -15°C to -25°C, accordingly throughout the supply chain levels.</p> <p>To accomplish its goals, NPHCDA regularly seeks to distribute RI and other vaccines requiring (+2°C to +8°C and -15°C to -25°C) to states and sometimes interstate.</p>
<b>Objective and Scope</b>	<p>Safely and timely distribute RI and other vaccines requiring (+2°C to +8°C and -15°C to -25°C) from the National Strategic Cold Store/zonal stores to states' cold storage facilities.</p> <ol style="list-style-type: none"> <li>1. Distribution from National Strategic Cold Store/designated storage points in Abuja/zonal stores to all cold storage locations in the 36 states and the FCT. Reference to be made to the approved NPHCDA Distribution plans as will be shared by the health section.</li> <li>2. On a need basis, conduct interstate vaccine distribution across the country.</li> <li>3. All movement will be at the request of NPHCDA as confirmed by UNICEF health section before embarking.</li> </ol>
<b>Deliverables</b>	Proof of delivery within the temperature and time parameters as required by NPHCDA. Proof of delivery shall be duly stamped and signed by a designated consignee upon completion of transport.
<b>Description of Assignment</b>	<p><b><u>Transport</u></b></p> <p>In response to NPHCDA/UNICEF transport requests, execute the transportation of vaccines according to the lane specified by NPHCDA, including the following responsibilities:</p>

	<ul style="list-style-type: none"> <li>○ Packaging of the vaccines at +2°C to +8°C and -15°C to -25°C, depending on the type of the vaccine, at origin along with associated devices (syringes, safety boxes) in ambient temperature.</li> <li>○ Transportation of the shipment within +2°C to +8°C and -15°C to -25°C, depending on the type of the vaccine</li> <li>○ Transportation of the associated devices (syringes, safety boxes) in ambient temperature.</li> <li>○ Delivery, unpacking and storing of the vaccines within +2°C to +8°C and -15°C to -25°C, depending on the type of the vaccine.</li> <li>○ Deliver and store the associated devices (syringes, safety boxes) into the dry storage of the receiving store.</li> <li>○ Based on the distribution network, the contractor shall be required to provide their cost estimates and commence distribution if accepted, within 24 hours after request from NPHCDA/UNICEF for overall distribution network in the country, the mode(s) of transport to be used, total price per destination per tonnage, duration of delivery from origin to destination, and tentative date for the delivery. The contractor is free to add any additional remarks per destination as may be deemed appropriate.</li> <li>○ Notify the national logistics team at the pick-up facility and state logistics team at the receiving facility of the ETA.</li> <li>○ Any other additional costs related to transportation, if at all, must be clearly indicated and justified. UNICEF may seek clarification in this regard otherwise not be bound to accept them.</li> </ul> <p><b><u>Temperature Management</u></b></p> <ul style="list-style-type: none"> <li>○ Responsible for the continuous monitoring of the temperature of +2°C to +8°C and -15°C to -25°C as the case may be, of the vaccine in-transit.</li> <li>○ Transmittal of temperature readings and delivery reports to NPHCDA and UNICEF for each shipment, in accordance with NPHCDA SOP's and effective vaccine management requirements.</li> </ul> <p><b><u>Contingency Planning</u></b></p> <ul style="list-style-type: none"> <li>○ Plan and implement adequate contingency plan in case of vehicle breakdown, delayed flights, inaccessible routing, package integrity (such as sudden drop of temperature), or any other issues or risks affecting the quality of the temperature-controlled shipment.</li> <li>○ Each shipment to include buffer quantities of ice packs for vaccine distribution.</li> <li>○ Each contingency measure taken shall be informed to NPHCDA/UNICEF immediately it becomes known, including its cause, justification, cost and time implication, to enable NPHCDA/UNICEF re-schedule and readjust accordingly. The contingency shall be approved by NPHCDA/UNICEF prior to its implementation.</li> </ul>
<b>Basic Requirements</b>	<ul style="list-style-type: none"> <li>○ Verifiable physical office branches in all the 6 geopolitical zones + FCT</li> <li>○ Minimum of 10 refrigerated vehicles with proof of ownership</li> </ul>

	<ul style="list-style-type: none"><li>○ Experience in vaccine distribution in Nigerian terrain for at least 5 years</li><li>○ Availability of vaccine storage point(s) in Abuja with a minimum capacity of 80cbm cold storage capacity</li><li>○ Availability of minimum of 200 cold boxes and ice pack production capacity of about 10,000.</li><li>○ Availability of WHO PQS temperature monitoring devices (Minimum of 200)</li><li>○ Availability of Good in Transit (GIT) Insurance of about 2 billion naira</li></ul>																											
Evaluation	<p>The evaluation will be carried out in two phases; technical evaluation followed by financial evaluation. The technical evaluation will evaluate each technical proposal for compliance with the technical requirements stated in this ToR according to the technical evaluation criteria stipulated below. Only technical proposals that pass all the mandatory requirements and receive a minimum of 70 points will be considered for financial evaluation. Proposals which are considered technically non-compliant or non-responsive will not be given further consideration. As part of the technical evaluation, UNICEF may request physical visit to proposers' offices to verify information provided in the technical proposal.</p> <p>Next, the financial evaluation will evaluate each financial proposal from technically qualified companies, and conclude the evaluation with award recommendations for the lowest-priced proposer(s).</p> <p><u>Technical evaluation criteria</u></p> <p>Mandatory requirements (pass/fail)</p> <table><tr><th>Ref</th><th>Category</th></tr><tr><td>1</td><td>Proven availability of 10 or more refrigerated vehicles with proof of ownership. Detail the fleet with specification and age for each vehicle. Provide with proof of maintenance.</td></tr><tr><td>2</td><td>Proven experience in vaccine distribution for a minimum of 5 years in Nigerian terrain</td></tr><tr><td>3</td><td>Availability of vaccine storage facility in Abuja with minimum capacity of 80cbm cold storage</td></tr><tr><td>4</td><td>Availability of minimum of 200 units of WHO PQS temperature monitoring devices for vaccine shipment</td></tr><tr><td>5</td><td>Availability of minimum of 200 cold boxes (PQS)</td></tr><tr><td>6</td><td>Ice pack production capacity of about 10,000 units</td></tr></table> <p>Other technical criteria (scoring)</p> <table><tr><th>Criteria</th><th>Sub-criteria</th><th>Maximum Points</th></tr><tr><td rowspan="3">Overall response</td><td>Completeness of response</td><td>15</td></tr><tr><td>Overall concord between requirements and proposal</td><td>15</td></tr><tr><td><b>Total</b></td><td><b>30</b></td></tr><tr><td>Company and key personnel</td><td>Range and depth of experience with similar services</td><td>10</td></tr></table>	Ref	Category	1	Proven availability of 10 or more refrigerated vehicles with proof of ownership. Detail the fleet with specification and age for each vehicle. Provide with proof of maintenance.	2	Proven experience in vaccine distribution for a minimum of 5 years in Nigerian terrain	3	Availability of vaccine storage facility in Abuja with minimum capacity of 80cbm cold storage	4	Availability of minimum of 200 units of WHO PQS temperature monitoring devices for vaccine shipment	5	Availability of minimum of 200 cold boxes (PQS)	6	Ice pack production capacity of about 10,000 units	Criteria	Sub-criteria	Maximum Points	Overall response	Completeness of response	15	Overall concord between requirements and proposal	15	<b>Total</b>	<b>30</b>	Company and key personnel	Range and depth of experience with similar services	10
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		Number and volume of services, number of staff	10
		Client references (minimum three)	10
		Key personnel: relevant experience and qualifications	10
		<b>Total</b>	<b>40</b>
	Proposed approach	General management, monitoring and quality assurance	20
		Contingency planning and management	10
		<b>Total</b>	<b>30</b>
	<b>Maximum Points for Technical Evaluation</b>		<b>100</b>
	<b>Minimum Pass Mark for Technical Evaluation</b>		<b>70</b>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>○ The Contractor shall submit relevant documents and provide regular reports, subject to UNICEF &amp; NPHCDA requests and expectations, for visibility into planned, in-transit, and delivered shipments, including quantity, times (expected and actual), and temperature readings.</li> <li>○ To work within the schedules set by NPHCDA in consultation with UNICEF, and where not possible, negotiate an acceptable timeline that is realistic and aligns with the Agency's expectations.</li> </ul>		

## Annex 1

### List of RI vaccines requiring (+2°C to +8°C) temperature range

Hepatitis B

Pentavalent

PCV

IPV

TD

MenA

HPV

Any other vaccine as may be specified.

**List of RI vaccines requiring (-15°C to -25°C) temperature range**

BCG Vaccines

Measles

Yellow fever

Rota

OPV/nOPV2

Any other vaccine as may be specified.

Distribution plan will be shared by NPHCDA which may be regularly reviewed based on the states' consumption pattern and storage capacity.

**Instructions to bidders:**

1. Proposals should be made separately: Technical and Financial. Technical should not have financial information as such technical proposal will be disqualified.
2. All completed proposals should be submitted to this email address: [ngsupply@unicef.org](mailto:ngsupply@unicef.org) with the RFP reference number **9189029**. Your proposals will not be considered nor opened on failure to quote the RFP number on your forwarding email.
3. This RFP is for vendors with presence in Nigeria only.
4. Financial proposal that includes a brief cover letter with summary of cost on letter-headed paper with contact details of the company and duly signed with a detailed breakdown of cost as an **attachment is mandatory**. This is in addition to the attached template for financial proposal.
5. Financial and Technical proposal should have contact details of the company representative for this RFP clearly written on the first pages of both documents.
- 6. Deadline for submission is 22<sup>nd</sup> April 2024. Deadline on this instruction supersede the deadline of 12th April 2024 due to the holidays in-between.**