

**TERMS OF REFERENCE (TORs) for PROVISION OF WAREHOUSE SPACE RENTAL SERVICES FOR STORAGE OF NPHCDA DRY HEALTH COMMODITIES**

## 1. IDENTIFICATION

Title of TOR	PROVISION OF WAREHOUSE SPACE RENTAL SERVICES FOR STORAGE OF NPHCDA DRY HEALTH COMMODITIES, NIGERIA
Anticipated start date	TBD
Anticipated end date	31 <sup>st</sup> August 2025
Contract Supervisor	Logistics Specialist
WBS	To be determined
Grant	To be determined
Duration	for initial period of one year with possibility of extension for another year
Estimated Budget (NGN)	NGN100.00 Please note that this will be a time bound LTA  Submission of proposal is online to: <a href="mailto:ngrsupply@unicef.org">ngrsupply@unicef.org</a> ; deadline for submission is <b>27<sup>th</sup> August 2024</b> ; 12.30 pm Abuja time

## 2. BACKGROUND:

As part of its ongoing support to the government of Nigeria in ensuring uninterrupted access to essential services by the children and women of the country, UNICEF purchases a wide range of pharmaceuticals, vaccines, syringes, safety boxes and data tools items which require adequate storage space. Therefore, UNICEF seeks proposals from qualified bidders legally registered with the Federal Government of Nigeria authority for provision of storage space on rental basis for incoming and outgoing relief supplies within FCT, Abuja on an accessible road.

The storage spaces will be used to store health commodities like syringes, data tools and any other related equipment for NPHCDA. Should your offer be selected, your company will be expected and obliged to render the services under the terms and conditions specified in this Term of Reference, and in accordance with your company's offer.

Bidders are invited to submit a quote with 90 days validity. The quoted rate must remain unchanged for the period of 2 years with possibility for extension for the third year, at the same rates, terms, and conditions.

Offers should be quoted in Naira ALL-INCLUSIVE for the below-mentioned services.

Errors and Omissions: The Bidder will not be permitted to take advantage of any errors or omissions in this Tender or any request for service issued under the Agreement. Should the bidder discover any errors or omissions, the Bidder must notify the Client and may be allowed to withdraw their offer before award or at point of signing the LTA.

## 3. OBJECTIVE

## TERMS OF REFERENCE (TORs) for PROVISION OF WAREHOUSE SPACE RENTAL SERVICES FOR STORAGE OF NPHCDA DRY HEALTH COMMODITIES

The objective of the tendering process is to establish agreement(s) with service provider(s) who have experience in warehouse space rental services OR owns a warehouse premises and intends to rent out for a period of at least 1 Year OR capable to arrange warehouse rental space for client as per requirements mentioned in this document.

### 4. GENERAL INFORMATION

UNICEF in Nigeria is looking for warehouses to be used as storage space. The preferred location for the warehouse is FCT, Abuja with the minimum requirements for the covered area, open area and office space are mentioned in “warehouse Requirement Form” appended at Section 5.

The warehouse is to be used for the purpose of storage of NPHCDA commodities like syringes, safety boxes, data tools and any other related equipment food items, Cold chain storage items, specialized equipment, vehicles, essential medicines, and medical supplies. The initial duration of the contract for warehouse rental will be one year with possibility of extension (period to be established), subject to satisfactory performance of the contractor and continued operational requirements of UNICEF in the country.

Kindly be informed that once an offer/proposal is made, it will be considered as a final bid. Should your offer/proposal then be selected, your company will be expected and obliged to render the services under the terms and conditions specified in this Term of Reference, and in accordance with your company’s offer.

### 5. SCOPE OF WORK:

#### 5.1. WAREHOUSE RENTAL SERVICES

##### 5.1.1. REQUIREMENTS

**Location and Access.** The storage facilities shall be situated in a fenced compound and in the proximity of the main road or wide access road of minimum 20 meters width and within 100 meters maximum length. The compound shall be one and contiguous with sufficient space for the trucks’ maneuvering and parking. The premises shall not be situated in an area susceptible to flooding and/or landslides. The warehouses must not be located near military quarters or hazardous substance manufacturing facilities and should have been cleared in the plan of respective land authority.

**Safety Considerations.** The warehouses are to have strong and well-fitted metal gates and other anti-burglary protection elements, such as strong metal bars on the windows, sufficient interior lighting and over the fences/ boundary walls that are resistant to weather factors and should be connected to an independent distribution board in the guard's room. Layout of the storage compound must allow for limited and controlled access to the area.

**Fire Prevention.** The facilities should be secured against internal and external fire hazards, such as wildfire, loose electrical wires etc. and secured from the surrounding areas/fields preferably isolated by the fence or boundary walls. Availability of regularly maintained fire extinguishers (portable and stationary units) with proximity to the operating water pipe or water tank with fire hoses will be an added advantage.

##### 5.1.2. FACILITY

###### ➤ Structural soundness:

- The Construction materials used for walls must be non-flammable.
- Flooring must be made of reinforced concrete (crack-free), floor finishing should be anti-slipping.
- Doors shall be sliding with clearance height of 5 meters and width of 5 meters.
- Roof must be leak-proof.
- Should have exhaust fans installed.

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- All main wires and electrical devices must be secured and correctly installed at the suitable height to avoid collision with IN and OUT traffic of the warehouse.
- An independent storm water drainage network (open channel or pipelines) should be set up and connected to the street level to evacuate the rainwater.
- Dependable utilities: Availability of electrical power grid and back-up power
- Handling: The warehouse should be equipped with handling equipment like forklifts, trans pallets to ease offloading of sensitive materials (Oxygen cylinders, WICR, cold boxes, etc.)
- The energy supply of the handling equipment should be preferably electric or gas, to optimize carbon footprint.
- Carbon Footprint: the warehouse should be eco-friendly by being equipped with plastic pallets (preferably), solar energy and non-diesel specialized equipment like forklifts, trans pallets.
- The average turnover value of supplies in the warehouse would be XXX USD/month. Thus, the contractor is expected to pay an insurance premium with ceiling to cover at least XXX USD/per month for the goods for specific incidents (Floods, fires, explosions, theft).
- Office space and utility areas: availability of AC office space for warehouse staff, pipe born water, water storage tank, toilet and sewerage facilities for warehouse team and drivers.
- Open Space: open accessible and useable space for parking, loading, and offloading of materials. The useable space must be flat, devoid of marshy land or low land prone to flooding. Higher open useable space will be considered as an advantage. No additional rental for open space will be paid.
- Inclusion of Persons with Disabilities: Persons with disabilities include those who have long-term physical, mental, intellectual, or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others. The building ensures physical accessibility as per Accessibility levels for UNICEF in Annex 1.
- Gender Issue: The building should have prayer room, toilets, showers, changing rooms for male and female separately, baby care room or day care room.

### 5.1.3. LEASE TERM

UNICEF is looking for warehouse spaces for a longer period, however at this stage, the initially term of the warehouse lease is for a minimum of one (01) year extendable for a further one (1) additional year. The proposed rate shall be valid for 6 months starting at the time of submitting the offer/proposal to remain unchanged throughout the entire validity period of the future contract. The rate must be inclusive of all stated expenses, including the maintenance.

### 5.1.4. PAYMENT TERMS

The standard payment terms are within 30 days after satisfactory implementation and receipt of documents in order payable per month. Rates should be per month/year

### 5.1.5. MONTHLY RENTAL AMOUNT

The lease rental amount to be paid to the contractor / service provider will be based on the covered space and no payment will be made for open area. In case of any change or modification in the requirements of the covered storage space, the contractor/service provider will be informed and notified in a considerable period.

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## 6. WORKING LOCATIONS:

FCT Abuja, Nigeria

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**7. DELIVERABLES AND MILESTONE PAYMENTS:**

WAREHOUSE RENTAL SPACE REQUIREMENT FORM		
AGENCY NAME	UNICEF NIGERIA	
CRITERIA	GENERAL DESCRIPTION	UNICEF REQUIREMENT
<b>Storage Space Requirement</b>	Covered storage space required for the storage of items	3,000 – 4,000 Square Meters
<b>Open Space Required</b>	Required for storage of containers and vehicles, to be mentioned in Square Meters. Adequate space required as a loading/offloading dock, sufficient space for any truck to maneuver and possible additional storage space using containers	1,000 to 2,000 Square Meters
<b>Office Space Required</b>	Space required for the offices of warehouse management staff	72,00 Square Meters
<b>Geographical Location</b>	Preferred warehouse location – in or within the surrounding areas of a location mentioned	FCT, Abuja Nigeria
<b>Types of Goods to Store</b>	Description of the goods to be stored and any specific condition/s with respect to the goods storage	Medical items Dry materials like syringes, safety boxes, data tools and other related materials for NPHCDA, Humanitarian supplies etc.
<b>Infrastructure</b>	Warehouse structures are normally permanent structures, concrete structures & Steel Structures etc.	Concrete Structures
<b>Expected Contract/Lease/Duration</b>	Refers to the intended duration of the lease/contract in terms number of years	1 year, can be further extended for another year
<b>Insurance (Building)</b>	It is preferable that the warehouse should be insured by the landlord/owner of the building	UNICEF will not insure the warehouse building, it will be the lessor's responsibility to insure the building.
<b>Insurance (Goods)</b>	The goods stored in the warehouse will be insured by the contractor	The average turnover value of supplies in the warehouse would be 100,000.00 USD/month. Thus, the contractor is expected to pay an insurance premium with ceiling to cover at least 120,000.00 USD/per month for the goods for specific incidents (Floods, fires, explosions, theft).
<b>Handling Equipment &amp; Carbon Footprint</b>	The warehouse should be eco-friendly by being equipped with plastic pallets (preferably), solar energy and non-diesel specialized equipment's like forklifts, trans pallets.	Handling: The warehouse should be equipped with handling equipment's like forklifts, trans pallets to ease offloading of sensitive materials (Oxygen cylinders, WICR, cold boxes, etc.) The energy supply of the handling equipment should be preferably electric or gas, to optimize carbon footprint.
<b>Utilities Required</b>	Standard utilities are Electricity, Power Generators, Telephone Line, Internet, Toilet, kitchen and washup facilities, CCTV etc.	Electricity, Power Generator, Internet, Toilets, kitchen and washup facilities security wall fence of two meters
<b>Any Other Requirement</b>	Mentioning other requirements which are specific to the agency and storage needs of the goods	The location of warehouse should ideally be in Abuja. Warehouse enclosed in a perimeter minimum height secured with appropriate deterrents and at least two well-controlled access gates. Adequate security lightings along perimeter fence and within the compound
<b>Security Guard Post</b>		Security guard post to be required at main gate
<b>Occupancy</b>	It refers to the number of tenants within the proposed premises by the contractor	Single occupancy of UNICEF is needed, and there will be no other tenant needed during the term of the lease.
<b>Site inspection</b>	A site inspection will be conducted at the date and time agreed.	A site inspection will be conducted for the purpose of providing background information only

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**8. MAIN DUTIES AND RESPONSIBILITIES OF CONTRACTOR /SERVICE PROVIDER**

<b>No</b>	<b>Task to be Performed.</b>	<b>Deliverable(s)</b>	<b>Estimated Completion Date</b>	<b>% Milestone Payment</b>
	<p>The contractor will be responsible to provide the following services.</p> <ul style="list-style-type: none"> <li>➤ Maintain unhindered access to the client for the warehouse facilities throughout the contract period.</li> <li>➤ The Contractor/service provider is responsible for appropriate Insurance of the warehouse Building. The insurance of the Goods stored in the warehouses is the responsibility of the client .</li> <li>➤ Whenever a damage to existing facility occurs due to reasons not related to the client usage of the storage space, the contractor / service provider shall undertake. repairment action within 48 hours of the given notification.</li> <li>➤ Obtain all necessary permissions from authorities to carry out the warehouse operations.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Access to Client maintained throughout the duration of the contract.</li> <li>➤ Appropriate insurance of the warehouse building secured by the Service provider.</li> <li>➤ Repairment not related to the client usage of the storage facility to be undertaken within 48 hours.</li> <li>➤ All necessary permissions from the authorities obtained by the bidder</li> </ul>	<p>Monthly until 31<sup>st</sup> August 2025 (with possibility of extension for another year)</p>	
	<p>The contractor/service provider shall be responsible to provide following utilities and services to the client.</p> <ul style="list-style-type: none"> <li>➤ Adequate inside and outside light and electricity.</li> <li>➤ Adequate light in public spaces and stairwells if applicable</li> <li>➤ Backup Generator installed with enough capacity to meet electrical load of the premises will be an advantage.</li> <li>➤ Fuel cost of the generator will be paid by the agency;</li> </ul>	<p>Adequate lights in public spaces and stairwells provided.</p> <ul style="list-style-type: none"> <li>➤ Back generator with enough capacity to meet electrical load of the premises.</li> <li>➤ Fuel costs are paid by the agency. Maintenance is</li> </ul>		

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	<p>however, generator regular maintenance will be the responsibility of warehouse space provider.</p> <ul style="list-style-type: none"> <li>➤ Provision of Security guard services (24/7 Security): Adequate Security guards and a supervisor may be required to deploy for 24-hour security of the warehouse. Payment for security services will be paid as additional. Agency shall have a right to use the same company for such services OR may use their own contract of security services</li> <li>➤ Provision of CCTV camera and its maintenance services.</li> <li>➤ Provision of Utility Services , Electricity, Water and Telephone Landline and internet). Payment of such utilities will be paid as per actual billing.</li> <li>➤ All other facilities and services which makes available generally to tenants in the building.</li> </ul>	<p>performed by the bidder.</p> <ul style="list-style-type: none"> <li>➤ Service guards are provided</li> <li>➤ CCTV camera are provided</li> <li>➤ Electricity, water, telephone and internet provided</li> </ul>		
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**9. MANAGEMENT OVERSIGHT:**

The work should be done closely with and report to the Logistics Specialist, who will oversee and coordinate and facilitate the access to any materials required for this assignment, as well as communicating with the UNICEF management. The Logistics Specialist will provide guidance, in coordination with the Chief of Supply and Deputy Representative Operations, methodology, including refinement of requirements and tools, and any related issues.

A smooth regular and nimble monitoring will be established, to allow regular oversight, and assessment of progress at regular basis.

**10. QUALIFICATIONS AND EXPERIENCE REQUIRED:**

Interested vendors must meet the following minimum qualifications:

- Must have experience in providing warehousing (dry) solutions for over 10 years.
- Must be able to provide a turnkey warehousing solution under one contractual agreement.
- Must have an annual financial turnover great than 500,000 USD for at least three years since 2021.
- Must have held at least one Professional Indemnity insurance in the past 10 years.

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- Must adhere to international codes, the equivalent of AISC, ASTM, AWS, IBC, Eurocode 3 & 9, & EN1090.
- Must not be included in the United Nations Security Council Consolidated List
- Must not be engaged in any fraudulent, corrupt, collusive, unethical, or illicit practice, and timely disclosure of any information in this respect.

## **11. APPLICATION AND EVALUATION PROCESS:**

Your Proposal shall comprise the following two sets of documents :

- Technical proposal
- Financial proposal

Each proposal will be assessed first on its technical merits and subsequently on its price. In making the final decision, UNICEF considers both technical and financial aspects.

- TECHNICAL PROPOSAL WEIGHTAGE: 70 POINTS
- FINANCIAL PROPOSAL WEIGHTAGE: 30 POINTS

The technical component of your proposal should be concisely presented and structured. The below listed documents should be submitted with your proposal which are required to assess the legal status, capacity, prior experience etc. of your company. Bidders not submitting the documentation with their proposal may be contacted by UNICEF and given one more opportunity to submit them. Should these companies still not submit the missing documents, they will then be disqualified.

Documents required in case of a Company / Firm	Documents required in case of landlord / owner / lessor
Company Profile	Not Applicable
Business registration documents with the Government of Nigeria	Ownership / registration documents of the property/land/building
Copies of similar contract/Purchase Order/Frame Agreement/Long Term Agreement	Copies of previous contracts/Purchase orders /Frame agreements (if any)
List of Clients	Not Applicable
Addresses of the proposed warehouses, and its GPS coordinates	Addresses of the proposed warehouses, and its GPS coordinates
General description of the area, access to roads and the surface of roads and truck maneuvering area outside the warehouse;	General description of the area, access to roads and the surface of roads and truck maneuvering area outside the warehouse;
Description of the building(s), including the type, size and condition of the building(s), storage capacity size of the area designated for goods storage;	Description of the building(s), including the type, size and condition of the building(s), storage capacity size of the area designated for goods storage;
Complete layout/Design of the proposed warehouses	Complete layout/Design of the proposed warehouses, if available
Description of access control, security arrangement systems and Fire control systems;	Description of access control, security arrangement systems and Fire control systems;



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Description of the utilities connection available in the warehouse e.g. Electricity, Gas, Water, Telephone landline etc.	Description of the utilities connection available in the warehouse e.g. Electricity, Gas, Water, Telephone landline etc.
Valid insurance of the warehouse or commitment on your company's letter head that your company will either provide valid insurance certificate or you will be responsible for the insurance of the premises. Please note that UNICEF will not pay any amount in case of damages and destruction to the premises.	Building / premises insurance will be the responsibility of landlord / owner, and UNICEF will not be responsible for any losses / damages / destruction occurred due to fire, accident, terrorism and any other political act.

### A. Technical Evaluation

The Technical proposal will be evaluated in 2 stages:

Stage 1: refers to the assessment of mandatory qualification of the bidder, which is designed separately for warehouse rental service provider company AND Landlord / Owner / Lessor who owns the premises and intends to rent out.

#### Stage 1: Mandatory Pre-qualification for Warehouse Rental Services Company

Sr No.	Pre-conditions	Evaluation Criteria
1	Is your company registered with the Government of Nigeria as a general trading Company / warehouse rental / Service provider?	Yes/No
2	Does the offered space meet the minimum requirements of this tender?	Yes/No

#### Stage 1: Mandatory Pre-qualification for landlord / Owner / Lessor of the warehouse

Sr No.	Pre-conditions	Evaluation Criteria
1	Have the registration / Ownership documents provided for the proposed warehouse ?	Yes/No

The Bidders must meet each of the above mandatory pre-qualification criteria in order for their bids to be considered for further evaluation.

#### Stage 2: Technical Evaluation (Warehouse Space Rental Services):

Similarly, a separate technical evaluation criterion is designed for Warehouse rental service company AND Landlord / Owner / lessor of the proposed warehouse.

Percentage distribution of 70% from the total score of both technical and financial proposal is allocated to technical proposal. Maximum available scores are listed in the table below. Proposals failing to achieve a minimum score of 49 points out of the 70 points will be considered non-responsive and eliminated from the financial evaluation.



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### Stage 2: Technical evaluation criteria for Warehouse Space Rental Services Company

Main Criteria	Sub-Criteria	Scores
General Qualification of the Service Provider	<u>Company profile submitted.</u> The profile should be in a separated file, includes all relevant documents such as registration documents, company structure, vision of the company, list of permanent staffs, company assets and a brief description of the company activities. (10 Points) <ul style="list-style-type: none"> <li>Submitted full company profile = 10 points</li> <li>Submitted incomplete profile = 05 Points</li> <li>No profile submitted = 0 Point</li> </ul>	10
Relevant Experiences	<u>Proof of relevant experiences</u> Copies of Purchase Orders (POs), or contract agreements, or work order, etc. (Showing value, time completed, organization or firm for which completed, contact details of the organizations) awarded and served within the past 05 years. The actual copies of POs, contracts, work orders should relate to similar services (10 Points) <ul style="list-style-type: none"> <li>PO / Contract = 02 Points</li> </ul>	10
Proposed Location of the warehouses	a) <u>Accessibility to the main roads (10 Points)</u> <ul style="list-style-type: none"> <li>On main road = 10 Points</li> <li>Within 100 Meter of the main road = 08 Point</li> <li>Within 200 Meter of the main road = 06 Point</li> <li>Above 2000 Meter of the main road = 04 Point</li> </ul>	10
Infrastructure / Building	Permanent Structure: 10 Points Semi Permanent Structure: 05 Points	10
Available Utilities	Standard utilities are Electricity, Power Generators, Telephone Line, Internet, Toilet, Kitchen and washup facilities, Drainage etc. (08 Points)  <input type="checkbox"/> 01 Points per Utility	08
Availability of Cold room or commitment to build one by the company	64.00 Square Meters. The structure of the cold room can be a sandwich panel or concrete.(10-points)  Availability of cold room (10-points) Commitment (05-points) Not available/no commitment (0-point)	10
General Characteristics	<ul style="list-style-type: none"> <li>Perimeter Wall of at least 2 Meter high (2-Points)</li> <li>Well controlled access gates for movement of trucks (2-Points)</li> <li>Adequate security lighting (2-Points)</li> <li>Availability of the security guard check post (2-Points)</li> <li>Independent access to the warehouse (2-Points)</li> <li>Availability of Ramp for offloading trailers (2-Points)</li> </ul>	12
Total scores		70

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Stage 2: Technical evaluation criteria for landlord / Owner / Lessor of the warehouse

Main Criteria	Sub-Criteria	Scores
Ownership / Registration documents of the proposed warehouse	Provide the documentary evidence for the ownership of the proposed warehouse, a registration / ownership certificate authorized / issued by respective authority (10 Points) <ul style="list-style-type: none"> <li>Submitted full company profile = 10 points</li> <li>No profile submitted = 0 Point</li> </ul>	10
Past Contracts NB: This applies only for the vendor not Landlord.	<u>Proof of past contracts</u> Copies of Purchase Orders (POs), or contract agreements, or work order, etc. (Showing value, time completed, organization or firm for which completed, contact details of the organizations) awarded and served within the past 05 years. The actual copies of POs, contracts, work orders should relate to similar services (10 Points) 1 POs / Contracts = 05 Points <ul style="list-style-type: none"> <li>2 or more POs/ Contracts = 10 Points</li> </ul>	10
Proposed Location of the warehouses	b) <u>Accessibility to the main roads (10 Points)</u> <ul style="list-style-type: none"> <li>On main road = 10 Points</li> <li>Within 100 Meter of the main road = 08 Point</li> <li>Within 200 Meter of the main road = 06 Point</li> <li>Above 2000 Meter of the main road = 04 Point</li> </ul>	10
Infrastructure / Building	Permanent Structure: 10 Points Semi Permanent Structure: 05 Points	10
Available Utilities	Standard utilities are Electricity, Power Generators, Telephone Line, Internet, Toilet, Kitchen and washup facilities, Drainage etc. (08Points)	08
	<input type="checkbox"/> 01 Points per Utility	
Availability of Cold room or commitment to build one by the company.	64.00 Square Meters. The structure of the cold room can be a sandwich panel or concrete.(10-points) Availability of cold room (10-points) Commitment (05-points) Not available/no commitment (0-point)	10
General Characteristics	<input type="checkbox"/> Perimeter Wall of at least 2 Meter high (2-Points) <input type="checkbox"/> Well controlled access gates for movement of trucks (2-Points) <input type="checkbox"/> Adequate security lighting (2-Points) <input type="checkbox"/> Availability of the security guard check post (2-Points) <input type="checkbox"/> Independent access to the warehouse (2-Points) Availability of Ramp for offloading trailers (2-Points)	12
Total scores		70

UNICEF will conduct a site visit to assess the warehouse in relation to the evaluation of above-mentioned criteria.

The minimum technical (Ts) score required is 49 out of 70 points. All technical proposals that will not achieve this threshold score will have failed to meet the minimum technical requirements under this TOR and their corresponding financial proposals will therefore not be opened.

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### **The Financial Proposal should include but not be limited to the following:**

The Financial Evaluation will use the following percentage distribution: 30% from the total score.

Description	Weightage
• Price Proposal	30 POINTS

### **B. Financial Proposal**

Only the corresponding financial proposals from bidders whose technical proposals pass the predetermined threshold mark shall be opened.

The following section describes how the financial proposals shall be evaluated.

The total weight and number of points allocated for the price component is 30. The maximum number of points will be allotted to the lowest price proposal that is opened and compared among those invited firms/institutions which obtain the threshold points in the evaluation of the technical component (i.e.

The lowest price scores the maximum score for the financial proposal). All other price proposals will receive points in inverse proportion to the lowest price, i.e.:

$$\text{Score for price proposal X} = \frac{\text{Max. Score for price proposal (20)} \times \text{Price of lowest priced proposal}}{\text{Price of proposal X}}$$

Bidders can quote either in Nigerian Naira OR US dollars. However, for locally based companies, payment will be made using the UN Operational Rate of Exchange (ORE).

## **10. AWARD OF CONTRACTS**

The award of the contracts will be made to the contractor(s) whose offer has been evaluated and determined as:

- i. responsive / compliant / acceptable, and
- ii. having received the highest score out of a pre-determined set of weighted technical and financial criterion specific to this tender i.e., Cumulative Analysis evaluation (point system with weight attribution). Please note that multiple contracts may be awarded to various bidders.

Bidders are expected to submit a lump sum financial proposal to complete the entire assignment based on the terms of reference.

### **RFP SUBMISSION INSTRUCTIONS:**

- a. All proposals should be submitted via email to: [ngrsupply@unicef.org](mailto:ngrsupply@unicef.org) **ONLY**
- b. No other UNICEF address should be copied when sending the proposals. Failure to comply will result in your proposals being disqualified.
- c. The Technical and Financial proposals should be sent in 2 separate emails.

The Technical proposal email should be sent separate from the financial proposal and the Technical **Proposal** subject line should read: **RFP 9192009 TECHNICAL PROPOSAL – Warehouse rental**

The Financial proposal email should be sent separate from the technical proposal and the Financial Proposal subject line should read: **RFP 9192009 FINANCIAL PROPOSAL – Warehouse rental**. Failure to indicate the RFP number on your forwarding email will disqualify your proposal as it will not be opened.

Deadline for submission is 27<sup>th</sup> August 2024; 12.30pm Abuja time

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**12. ENDORSEMENT OF TERMS OF REFERENCE:**

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