



POPULATION SERVICES INTERNATIONAL IN NIGERIA
NO 8 PARTICK O BOKKOR CRESCENT JABI DISTRICT ABUJA NIGEIRA
| +234 (0) 9060001251, +234(0) 9060001252 | psi.org

POPULATION SERVICES INTERNATIONAL NIGERIA (PSI NIGERIA)
REQUEST FOR PROPOSALS
FOR THE PROVISION OF WAREHOUSING AND DISTRIBUTION SERVICES

REQUEST FOR PROPOSAL (RFP) NO.: 2025/1302/04

TO PROVIDE: WAREHOUSING AND DISTRIBUTION SERVICES

ISSUE DATE: 13th February 2025

LAST DATE FOR RECEIPT OF CLARIFICATION QUESTIONS BY PSI: 18th Feb 2025

LAST DATE FOR RESPONSES BY PSI: 21st FEB 2025

RFP CLOSING DATE: 28th FEB 2025

PROPOSALS MAY BE DELIVERED BY EMAIL TO: procurementbids@psinigeria.org





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RFP No. 2025/0502/03

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PART I: BIDDING INSTRUCTIONS AND PROCEDURES

1. Introduction

Population Services International Nigeria (“PSI NIGERIA”) is an affiliate of Population Services International Group (“PSI Group”) which is a global health network in more than 50 countries dedicated to improving the health of people in the developing world by focusing on serious challenges like a lack of family planning, HIV and AIDS, barriers to maternal health, and the greatest threats to children under five, including malaria, diarrhea, pneumonia, and malnutrition. PSI Group works in partnership with local governments, ministries of health and local organizations to create these health solutions.

PSI NIGERIA, a Business Unit that is part of PSI’s network, aims to create a financially sustainable operation that optimizes health impact by developing targeted solutions that increase consumer choice and improve access to quality, affordable healthcare products. A large part of PSI NIGERIA’s business focuses on sexual and reproductive health and contraception, with household names such as Trust and Lovers+ brands, contraceptives, and other forms of reproductive health medicines and intimate wears and devices.

In Nigeria our focus is on:

Sexual and Reproductive Health: PSI helps women and young people access contraception and life-saving reproductive health services to lead the lives they desire.

Health Technology: PSI uses digital technology to connect our target audience to on-demand health information and services, and to allow health workers to make decisions in real time.

Social Enterprise: PSI builds social enterprises that provide sustainable healthcare to those who can and cannot afford it.

PSI NIGERIA requires the services of a Partner that can provide a one stop shop solution in terms of warehousing and distribution management for the Nigeria Market. The products in scope for the export markets include Misoprostol, Misoprostol-Mifepristone Comi pack, Lubricants, Contraceptives and menstruation sanitary products, with the potential for continued expansion of the portfolio in the near future. This partner will be fundamental in helping us deliver on our vision of making healthcare and family planning products available to those who need them.

2. Information

This Part I, Bidding Instructions and Procedures, will not form part of any resulting award or contract. It is intended solely for the information of prospective Partners.

3. Bidding Costs



Bidders are under no obligation to prepare or submit bids in response to this RFQ and do so solely at their own risk and expense. Therefore, PSI does not undertake to reimburse any costs incurred.

4. Review of RFP

Bidders are solely responsible for the careful examination of all the terms and conditions of this RFP and to comply fully therewith. Failure to do so will be at the Bidder's risk and expense.

5. Language

All documents submitted in response to this RFP, as well as all correspondence in connection with the RFP, shall be in the English language.

6. Clarifications

Inquiries concerning this RFP must be submitted in writing, to be received by the date shown on the Cover Page. Such inquiries shall be sent by email, directed to
Attention: The Procurement Lead Email: procurement@psinigeria.org

PSI is under no obligation to consider or respond to questions that are not received by that date.

7. Bid Preparation

Bidders should submit their responses to this RFP to include:

- A. Technical Proposal
- B. Financial Proposal

A. **Technical Proposal**

Your proposal should provide basic information about your Company and relevant service offerings. It should have a section addressing each of the following areas:

- a) Company Profile
- b) Responsiveness to the Scope of Work
- c) References
- d) Potential Conflict of Interest

Responses should include the following information:

a. **Company Profile**

- Describe the Company on an overall basis, both nationally and internationally (if appropriate)
- Summarize the Company's qualifications and experience of the activities described in the scope of work

b. **Responsiveness to the Scope of Work**



- Identify key personnel who will be available for consultation or discussion.
- c. References**
- Submit a minimum of three (3) reference letters which indicate a proven track record of the work performance.
- d. Potential Conflict of Interest**
- Describe any current or past relationships your organization may have with PSI, and if it is a potential conflict of interest. If there is a potential conflict of interest, then please explain how this risk will be mitigated.
 - Bidders must note on their proposals if they do business with any competitors to the products listed above and are required to submit a minimum of three reference letters which indicate a proven track record of the work performance.

B. Financial Proposal

Bidder's pricing should be based on the following:

For Services performed during the Term, Service Provider will be paid in accordance with the rates submitted, including any professional service fees.

As part of the RFP process, PSI may be providing confidential information to bidders. Consequently, bidders must complete the enclosed Confidential/Non-disclosure Agreement (Part 3), Conflict of Interest Certification (Part 4) and Protection of Personal Information (Part 5) to participate in this process. These signed documents must be submitted with the proposal.

9. Bid Submission

All proposals must be in writing, in the English language, and manually signed and dated by an authorized employee of the Bidder. They may be emailed as shown on the RFP cover page.

Proposals may not be altered, corrected or withdrawn after the Date of Receipt, except that PSI, at its sole discretion, may permit correction of arithmetic errors, transposition errors, or other clerical or minor mistakes, in cases in which PSI deems that both the mistake and the intended proposal can be established conclusively on the face of the proposal. Other than the mistakes listed in the previous sentence, no mistakes alleged by a Bidder after the Date of Receipt will be permitted to be corrected. Proposals must be valid for at least ninety (90) days from the Date of Receipt.

10. Bid Evaluation





In evaluating the proposals, PSI will seek the **best value for money** rather than the lowest priced proposal.

Cost

If at any time prior to award PSI deems there to be a need for a significant modification to the terms and conditions of this RFP, PSI will issue such a modification as a written RFP amendment to all competing bidders. No oral statement of any person shall in any manner be deemed to modify or otherwise affect any RFP term or condition, and no bidder shall rely on any such statement. Such amendments are the exclusive method for this purpose.

PSI is not bound to accept the lowest or any proposal and reserves the right to accept any proposal in whole or in part and to reject any or all proposals.

PSI shall not be legally bound by any award notice issued for this RFP until a contract is duly signed and executed with the winning Bidder.

Any resulting contract will be subject to the terms and conditions contained in Part 3 to this RFP.

PART 2: SCOPE OF WORK

PSI NIGERIA's main business operations are focused in the private sector, selling and distributing medical devices and pharmaceutical products. The following table depicts the current product portfolio which PSI NIGERIA trades in the Nigerian market. For detailed information refer to Product Portfolio enclosed (Annexure A).

Nigeria Portfolio

| Brands | Constituents |
|----------|-----------------------------------|
| Avertiso | Misoprostol 200mcg Tablet |
| Mifeso | Misoprostol + Mifepristone Tablet |

In 2024, PSI has reached about **2,000** distribution points nationally across all channels. The sales model covers four main channels namely:

1. Wholesale
2. Retail
3. Sub Distributor



4. Pharmacy

Activities

The following deliverables are to be submitted in electronic format. Please note that the Bidder can submit a proposal based on all the activities listed below, or on just one or more of the activities listed below. PSI NIGERIA will evaluate the proposals on every activity independent of the other activities. This might result in more than one bidder being successful. PSI NIGERIA will also look at Bidders that offers a proposal on every activity to evaluate potential cost effectiveness.

Topline overview of activities required

| | |
|------------------------------------|--|
| Nigeria | |
| Clearing | Clearing of Products from any Nigerian Port to designated Warehouse(s) |
| Warehousing & Storage | Ability to safely store PSI products in optimal temperature regulated conditions in at least 4 geopolitical zones in Nigeria for ease of distribution. |
| Distribution to Nigerian Customers | Transportation from Bidders warehouse to Distributors, Wholesalers and Designated Agents across designated regions and cities in Nigeria |

Detailed Activities

Activity 1 – Clearing

1. Form M required for importation of fully packaged goods are required. Invoices from manufacturers will be shared for this process.
2. Fully packaged goods will arrive from Lagos Air or Sea Port or any other Nigerian Port.
3. Payment of other fees and dues to clear imported products is required.
4. PSI Nigeria will reimburse, at no extra cost, for all charges incurred on Customs Duty, NAFDAC charges, Shipping Line Charges, and other port payments as applicable to each consignment with valid third-party receipts.
5. Transportation from the ports to warehouses is required.
6. Transportation must be in closed vehicles. Open and curtain side vehicles are not allowed.
7. Manual offloading of unpalletized products from containers.



8. The quantities received at the Port, quantity taken by regulatory authorities at the port, quantity received in the warehouse and date received at the warehouse is required.

Activity 2 – Warehousing and Storage

1. Warehousing and storage services are required for Nigeria mainly.
2. Fully packaged goods will arrive from Lagos Air or Sea Port or any other Nigerian Port and will be transported to Bidder's storage facility.
3. Manual offloading of unpalletized products from containers.
4. Containers will arrive at various and fluctuating times during the month but booking slots should be arranged in advance with the storage facility.
5. Handballing and palletizing of products.
6. Products to be palletized by SKU, by lot number and by expire date. Mixed pallets are not allowed.
7. Storage of product must include the price for the pallet as PSI NIGERIA does not provide pallets and does not have a transfer hire agreement with Chep. Certain customers may require deliveries on Chep pallets however in general any Pharma grade pallet will be acceptable. Pallets utilized must ensure maximum number of products is contained.
8. Temperature control and monitoring of warehouse. The warehouse cannot exceed 30 degrees Celsius and 60% Relative Humidity.
9. The temperature and humidity of the warehouse should be recorded twice daily, at a minimum, and should be checked and archived for audit purposes.
10. Picking of product including stock rotation must be based on first expiry, first out (FEFO) Method. Picking is required in dispensers. No fine picking is required.
11. Transportation must be in closed vehicles. Open and curtain side vehicles are not allowed.
12. The warehouse should use a validated stock control system which ensures full traceability of batch numbers and expiry dates, throughout the supply chain until delivery to the customer.
13. The site should be appropriately licensed by the Pharmacists Council of Nigeria to hold and distribute, Medical Devices, Pharmaceutical Products and Complementary Products.
14. Daily stock on hand reports to include stock on hand by SKU, by batch numbers and by expiry date.
15. Daily movement reports.
16. Confirmation of goods received should be supplied withing 24 hours of receipt.
17. A wall-to-wall physical stock take to occur once every month by the site. PSI NIGERIA will conduct 2 wall to wall independent counts per year of which one count will include our auditors.
18. Please provide payment terms.
19. Damages and shortages of goods while in the possession of the Partner is for the account of the Partner.
20. The site should comply with ISO 13485 requirements.
21. On average 800-900 bin locations stored per month. We would preferably require a storage rate per pallet position per month.



22. On average inventory valuation of ₦500m at cost. We require insurance coverage based on this.

Activity 3 – Distribution

1. First line Distribution to PSI Distributors, Wholesalers and Designated Agents is required for Nigeria.
2. We require a facility that can service a national footprint. A minimum of 4 warehouses/distribution centers preferably located within or close to the major regional economic hubs.
3. Temperature control and monitoring of warehouse. The warehouse cannot exceed 30 degrees Celsius and 60% Relative Humidity.
4. The temperature and humidity of the warehouse should be recorded twice daily, at a minimum. and should be checked and archived for audit purposes.
5. Any regional distribution centers that will hold PSI product must be appropriately licensed by the Pharmacists Council of Nigeria to hold and distribute Medical Devices, Pharmaceutical Products and Complementary Products
6. Picking of product must be as per customer orders. Leadtime's for distribution will be as agreed.
7. Deliveries to customers must be in a closed vehicle. Open vehicles and curtain side vehicles are not allowed.
8. Local deliveries. Also indicate national footprint in Nigeria.
9. Deliveries in Nigeria. Indicate national footprint in Nigeria.
10. Good stock returns must be facilitated with proper QC release procedures adhered to.
11. Facilitate recalls and mock recalls. Lot numbers must be traceable in the warehouse facility and customer invoices should include customer details, product, batch, and expiry details for traceability purposes.
12. Weekly stock on hand reports to include stock on hand by SKU, by batch number and by expiry date.
13. Weekly stock movement reports.
14. Confirmation of goods received should be supplied withing 24 hours of receipt.
15. A wall-to-wall physical stock take to occur once every month by the site PSI NIGERIA will conduct 2 wall to wall independent counts per year of which one count will include our auditors.
16. Must be able to provide detailed sales reports daily.
17. Damages and shortages of goods while in the possession of the Partner is for the account of the Partner.
18. All sites should comply with ISO 13485.





**PART 3:
CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT
BETWEEN
POPULATION SERVICES INTERNATIONAL NIGERIA (PSI NIGERIA)
AND
OFFEROR**

This Confidentiality and Non-Disclosure Agreement (the "Agreement") is made as of the _____ day of _____ between POPULATION SERVICES INTERNATIONAL NIGERIA, No 8 PARTICK O BOKKOR CRESCENT JABI DISTRICT ABUJA ("PSI NIGERIA"), and _____, of _____.

WHEREAS, Offeror wishes to submit a bid for services in response to a request for proposal RFP 2021/08/010 to be issued by PSI NIGERIA for professional clearing, warehousing and distribution services and wishes to obtain certain Confidential Information, as defined herein, in order to be responsive to the RFP; and

WHEREAS, PSI NIGERIA wishes to provide such Confidential Information for the limited purpose of enabling Offeror to make a bid in response to the RFP, and with the confidence that such information will be protected and remain confidential.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the Parties hereby agree as follows:

Section 1: Confidential Information

[a] In order to enable Offeror to submit a bid in response to the RFP, and solely in connection therewith, PSI NIGERIA may furnish or provide access to certain confidential and/or proprietary information.

[b] Confidential Information includes, but is not limited to, information about PSI's products, services, intellectual property, work product, operations, personnel, strategies, research, policies, systems, budgets, finances, prices, programs, business relationships, business plans, proposals and other information about PSI NIGERIA that is not generally known outside PSI Nigeria.

[c] Confidential Information does not include information which Offeror can prove.

[1] Was known to Offeror at the time of its disclosure.

[2] was at the time of receipt, or thereafter becomes, generally available to the public, other than as a result of disclosure by Offeror in violation of this Agreement.

[3] became available to Offeror on a non-confidential basis from a source other than PSI Nigeria, provided that such source was not bound by a confidentiality agreement; or



[4] was compelled by order of a court or governmental agency to be disclosed. Offeror will, if possible, provide PSI NIGERIA with notice of the order in time for PSI NIGERIA to challenge the order or seek an appropriate protective order.

Section 2: Offeror's Obligations

Offeror agrees that:

[a] It will not disclose Confidential Information to any person outside of PSI NIGERIA or use such Confidential Information for any purpose other than the purposes for which it was shared or disclosed.

[b] Offeror will limit access to Confidential Information to such of its personnel as are directly involved in preparing Offeror's bid in response to the RFP, and only after informing such personnel of their obligations under this Agreement. No disclosures of Confidential Information shall be made to independent contractors without the prior written consent of PSI Nigeria.

[c] Offeror will not copy, duplicate or make summaries or excerpts of Confidential Information except as necessary for preparation of a bid in response to the RFP.

[d] At the request of PSI Nigeria, or upon the award of a contract under the RFP to Offeror or another party, whichever is earlier, Offeror will return to PSI NIGERIA all documents, notes, summaries or other materials, however stored, which belong to PSI Nigeria, contain or relate to Confidential Information, or which came into Offeror's custody or possession in the course of performance of this Agreement. Notwithstanding the foregoing, Offeror will not be obligated to erase Confidential Information contained in its archived computer system backup made in accordance with its security and/or disaster recovery procedures as such archived copy will:

- (i) eventually be erased or destroyed in the ordinary course of such Offeror's data processing procedures; and
- (ii) will remain fully subject to the obligations of confidentiality stated herein, until the earlier of the erasure or destruction of such copy, or the expiration of the confidentiality obligations set out in this Agreement.

Section 3: Injunctive Relief

The Parties acknowledge that a remedy at law for breach of this Agreement will be inadequate and that damages resulting from breach are not readily measurable in monetary terms. Accordingly, in the event of a breach (or threatened breach) of this Agreement, and in addition to other available remedies, PSI NIGERIA will be entitled to immediate injunctive relief and may obtain an order restraining any threatened or future breach.





Section 4: Governing Law

This Agreement will be construed and enforced in all respects in accordance with the laws of the Nigeria. In the event of any litigation arising at any time with respect to the subject matter hereof, it is agreed that the venue of such litigation will be Pretoria, Gauteng, Nigeria.

Section 5: Non-Waiver

The waiver by PSI NIGERIA of a breach of any provision of this Agreement will not operate or be construed as a waiver of any other or subsequent breaches.

Section 6: Entire Agreement

This Agreement constitutes the complete, exclusive and final agreement between the Parties with respect to the subject matter hereof and supersedes any and all prior written or oral agreements between the Parties. In reaching this agreement, no Party has relied upon any representation or promise except those expressly set forth herein. No modification or amendment to this Agreement will be binding upon the Parties unless it is in writing and executed by both Parties.

PSI Nigeria _____

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____





PART 4: CONFLICT OF INTEREST CERTIFICATION

Introduction

In furtherance of our mission and obligations as a recipient of donor funding, PSI NIGERIA is dedicated to the highest levels of professionalism, integrity, fairness, and legal compliance in all aspects of our work, including procurement. PSI NIGERIA also expects its consultants to conduct themselves in an ethical manner above reproach. Accordingly, PSI NIGERIA requires all firms providing consulting services to disclose any real, potential or apparent conflicts of interest, and to comply with PSI Nigeria's directions for addressing them.

Our policy is to err on the side of transparency. Conflicts will generally be deemed to exist when a consulting firm or employee participating in a consultancy is in a position to make or participate in a decision or recommendation on behalf of PSI NIGERIA that could benefit, or be perceived by others to benefit, such firm or individual or someone close to them. PSI NIGERIA reserves the right, in its sole discretion, to decide how to address any such conflicts, including possibly withdrawing or terminating the consultancy.

At the beginning of each engagement, PSI Nigeria's consultants are required to sign the form below certifying current and future compliance with the principles outlined. Existing or reasonably foreseeable conflicts must be disclosed in writing prior to contract execution. Conflicts identified after contract execution must be disclosed in writing promptly after they are discovered. Refusal to sign this certification or failure to comply with its terms may be considered a material breach of the consulting contract, for which PSI NIGERIA reserves the right to take remedial action, including possible termination.

Thank you very much for helping PSI NIGERIA to maintain its reputation for integrity and effectiveness. Please contact your PSI NIGERIA project manager if you have any questions regarding this form or PSI's conflicts policy, or if you require guidance concerning a potential conflict of interest.

Certification

As a condition of PSI's engagement of the firm named below _____ to provide services, I hereby certify on behalf of the Firm that neither the Firm, any employee involved in the performance of this consulting contract, nor any member of their immediate families (spouses, children, siblings and parents) will at any time during the period of the Firm's contract or performance of services for PSI Nigeria, except as accurately and completely disclosed to PSI NIGERIA in writing and/or authorized by PSI NIGERIA beforehand:



1. Influence or seek to influence PSI Nigeria's procurement process, or other business, administrative or operational decisions with the intention to obtain, or in a manner that leads or appears to be designed to lead to, gain or advantage for the Firm, any of its employees, or anyone associated with them.
2. Use or seek to use the Firm's position or relationship with PSI, any aspect of performance of the Firm's consulting services, or any information (including confidential or proprietary information), knowledge or know-how obtained at PSI NIGERIA (unless such information, etc., is public knowledge) to promote the Firm's interests, or those of any individual(s) or organizations(s) other than PSI Nigeria.
3. Participate in the selection, award or administration of a PSI NIGERIA contract, subcontract, grant, sub grant, or other funding award in circumstances where the Firm, any Firm employee, or an immediate family member(s), business partner(s), or organization that employs any of them, has a financial or other interest in a person or entity being considered or selected for an award.
4. Misrepresent, withhold, or falsify information to be reported to external parties or used internally for decision-making, for gain by the Firm, its employee(s), or any individual or organization other than PSI Nigeria.
5. Without full and prompt disclosure to PSI Nigeria, provide consulting services to, serve as a director, officer or employee of, or have a financial interest in, an entity that the Firm knows, or has reason to know, works with PSI on, or is in competition with PSI NIGERIA for, the same project, program, contract, or scope of work.
6. Seek to obtain a contract for the Firm or any of its employees if the Firm or any of its employees participates in developing the scope of work or specification of goods and services for such contract.
7. Have personal or business relationships with any member of PSI NIGERIA staff involved in the selection process for this consultancy.
8. Offer, provide, solicit, or accept anything of value, including, but not limited to, gifts, funds, donations, entertainment, expensive meals, services, or favors to or from anyone in return for, or in appreciation of, favorable consideration in the award of this consulting contract.
9. Take any action or involve the Firm in any way in activities or behaviors outside PSI NIGERIA that may compromise PSI Nigeria's reputation or imply PSI NIGERIA sponsorship of, or support for, an activity or undertaking unrelated to PSI Nigeria.

The Firm acknowledges that this certification cannot address all possible conflicts of interest, and agrees that it and its employees will use good judgment to avoid any appearance of impropriety and disclose any situations that raise legal or ethical concerns.





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Please check the appropriate line below:

_____I certify on behalf of the Firm that we have read and understood this document and are not aware of any actual or potential conflicts of interest at this time.

Or

_____I certify on behalf of the Firm that we have read and understood this document and have notified PSI in writing of one or more potential conflict(s) of interest for its consideration.

FIRM: _____

Authorized Representative's Signature

Date

Printed Name of Authorized Representative

Title



PART 5:

PROTECTION OF PERSONAL INFORMATION

1. The following terms shall bear the same meaning as contemplated in Section 1 of the Protection of Person information act, No.4 of 2013.(“POPIA”):

consent; data subject; electronic communication; information officer; operator; person; personal information; processing; record; Regulator; responsible party; special information; as well as any terms derived from these terms.

2. PSI NIGERIA will process all information by the Respondent in terms of the requirements contemplated in Section 4(1) of the POPIA:

Accountability; Processing limitation; Purpose specification; Further processing limitation; Information quality; Openness; Security safeguards and Data subject participation.

3. The Parties acknowledge and agree that, in relation to personal information that will be processed pursuant to this RFP, the Responsible party is “PSI NIGERIA” and the Data subject is the “Respondent”. PSI NIGERIA will process personal information only with the knowledge and authorisation of the Respondent and will treat personal information which comes to its knowledge as confidential and will not disclose it, unless so required by law or subject to the exceptions contained in the POPIA.
4. PSI NIGERIA reserves all the rights afforded to it by the POPIA in the processing of any of its information as contained in this RFP and the Respondent is required to comply with all prescripts as detailed in the POPIA relating to all information concerning PSI NIGERIA.
5. In responding to this bid, PSI NIGERIA acknowledges that it will obtain and have access to personal information of the Respondent. PSI NIGERIA agrees that it shall only process the information disclosed by Respondent in their response to this bid for the purpose of evaluating and subsequent award of business and in accordance with any applicable law.
6. PSI NIGERIA further agrees that in submitting any information or documentation requested in this RFP, the Respondent is consenting to the further processing of their personal information for the purpose of, but not limited to, risk assessment, assurances, contract award, contract management, auditing, legal opinions/litigations, investigations (if applicable), document storage for the legislatively required period, destruction, de-identification and publishing of personal information by PSI NIGERIA and/or its authorised appointed third parties.





7. Furthermore, PSI NIGERIA will not otherwise modify, amend or alter any personal data submitted by the Respondent or disclose or permit the disclosure of any personal data to any third party without the prior written consent from the Respondent. Similarly, PSI NIGERIA requires the Respondent to process any personal information disclosed by PSI NIGERIA in the bidding process in the same manner.
8. PSI NIGERIA shall, at all times, ensure compliance with any applicable laws put in place and maintain sufficient measures, policies and systems to manage and secure against all forms of risks to any information that may be shared or accessed pursuant to this RFP (physically, through a computer or any other form of electronic communication).
9. PSI NIGERIA shall notify the Respondent in writing of any unauthorised access to information, cybercrimes or suspected cybercrimes, in its knowledge and report such crimes or suspected crimes to the relevant authorities in accordance with applicable laws, after becoming aware of such crimes or suspected crime. The Respondent must take all necessary remedial steps to mitigate the extent of the loss or compromise of personal information and to restore the integrity of the affected personal information as quickly as is possible.
10. The Respondent may, in writing, request PSI NIGERIA to confirm and/or make available any personal information in its possession in relation to the Respondent and if such personal information has been accessed by third parties and the identity thereof in terms of the POPIA. The Respondent may further request that PSI NIGERIA correct (excluding critical/mandatory or evaluation information), delete, destroy, withdraw consent or object to the processing of any personal information relating to the Respondent in PSI NIGERIA's possession in terms of the provision of the POPIA and utilizing Form 2 of the POPIA Regulations.
11. In submitting any information or documentation requested in this RFP, the Respondent is hereby consenting to the processing of their personal information for the purpose of this RFP and further confirming that they are aware of their rights in terms of Section 5 of POPIA Respondents are required to provide consent below:

| | |
|-----|--|
| YES | |
|-----|--|

| | |
|----|--|
| NO | |
|----|--|

12. Further, the Respondent declares that they have obtained all consents pertaining to other data subject's personal information included in its submission and thereby indemnifying PSI NIGERIA against any civil or criminal action, administrative fines or other penalty or loss that may arise as a result of the processing of any personal information that the Respondent submitted.





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13. The Respondent declares that the personal information submitted for the purpose of this RFP is complete, accurate, not misleading, is up to date and may be updated where applicable.

Signature of Respondent's authorised representative: _____

Should a Respondent have any complaints or objections to processing of its personal information, by PSI NIGERIA, the Respondent can submit a complaint to the Information Regulator on <https://www.justice.gov.za/inforeg/>, click on contact us, click on complaints.IR@justice.gov.za





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