



Society for Family Health

Hon. Justice Ifeyinwa Nzeako House
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July 2nd, 2019

LOA/19/07/078

The Managing Director,
Zenith Carex International Limited,
No 10 Langtang Close,
Foto House, Area 3 Garki.
Abuja.
07032114180, 08037017059.
zenithcarex@yahoo.com

Dear Sir,

NOTICE OF AWARD AS A CLEARING AND FORWARDING AGENT FOR SOCIETY FOR FAMILY HEALTH.

We wish to inform you of your appointment as a Clearing and Forwarding Agent for Society for Family Health (SFH). We require your services for clearing goods on behalf of SFH from the following locations:

- Lagos seaport and airport;
- Calabar seaport and airport;
- Port Harcourt seaport and airport;
- Abuja airport.

This service forms part of the deliverables for SFH Warehouse Operations in Ota, Ogun State.

Service duration:

This service shall be for a period as stated in the service contract.

Service costs:

The service cost shall be as stated in the contract.

Specific activities:

- The agent shall clear and deliver consignments 20ft and 40ft containers and consolidated cargoes within 10 working days of receipt of all approved clearance documentation from SFH, excluding periods of port congestion.
- The agent shall provide daily update regarding each clearance assignment (i.e. cargo tracking reports).

- The agent shall return all empty containers to the port, except where otherwise directed, immediately after unpacking.
- The agent shall notify the consignee within 24 hours of receipts of approved clearance documentation, of delays with transfer of containers to off-dock terminals and containers on block stack.
- The delivery points for shipments will be as directed by SFH.
- The agent shall be responsible for any pre-loading/offloading truck demurrage except where the latter is expressly caused by SFH.
- All unnecessary charges accruing from delays shall be borne by the agent.
- The agent shall bring to the attention of SFH, within 24hrs of observation, all cargo discrepancy/short-landed cargoes/leakage of the container.
- The agent shall pre-release consignments as directed by SFH.
- The agent shall be responsible for payment, on behalf of SFH, of all shipping company and terminal charges in the first instance billed back to SFH.
- The customs clearance charge from the agent shall include all Customs entry/ASYCUDA fees, customs examinations, delivery/security expenses; de-block stacking, haulage and agency fees.
- The agent shall, on completion of clearance and delivery, present bills to SFH accompanied by the necessary proofs of delivery (PODs) for payment.
- The agent shall attach to all bills, receipts of payment of all shipping company and terminal charges.
- The agent shall be responsible for processing all container deposit and demurrage refunds due to SFH, where applicable, with the shipping companies.
- The agent shall obtain documentations for samples taken at the ports from inspection agencies.
- The agent shall negotiate retention free days with shipping companies on behalf of SFH.
- The agent shall ensure that all referral trucks are powered to the delivery points
- The agent will bear cost of damage or loss while in transit, preferably GIT insurance in place

Terms and Conditions:

- You agree that you will not engage in money laundering activities or provide resources to Organizations or individuals that support terrorists, or terrorism related activities. Breach of this condition is a ground for termination of this engagement.
- SFH has a zero tolerance to fraud and all actual or suspected instances of fraud may be fully investigated. Fraud or fraud related activities include (but not limited to); kickbacks and corrupt payments (bribes), corrupt influence, collusion and manipulation by vendors/suppliers, billing fraud, and delivery fraud.
- You agree that you will grant non-discriminatory access to services for all, including people in detention; not employ methods that constitute torture or that are cruel, inhuman

or degrading; respect and protect informed consent, confidentiality and the right to privacy concerning all transactions.

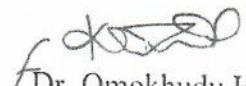
- SFH will terminate this contract on grounds of poor performance.
- Payment will be made within 15 days of submission of invoice.
- All documentation and correspondence should quote the following
 - (a) The name: Society for Family Health
 - (b) Job Order: clearing and forwarding agent -SFH Ota warehouse
 - (c) Letter of Award Number: LOA/19/07/078
- SFH whistle blowing document is attached to this letter
- Payment will be subject to review and approval of supply quality by SFH
- SFH deducts 5% withholding Tax on all payments in line with Nigeria Tax Law.
- You are expected to constantly liaise with the warehouse management team in Ota to ensure successful implementation of this contract.
- SFH is exempted from payment of Value Added Tax (VAT)
- You will be issued a Service Completion Note. Service invoice(s) and bank details on letter headed paper must be submitted before final payment.

Please confirm your agreement by signing a copy of this letter. A copy of this letter should be returned to us for our documentation; while you retain the original copy for your records.

Thank you.

Yours faithfully,

Society for Family Health


Dr. Omokhudu Idogho
Managing Director

Agreed and Signed

For: Zenith Carex International Limited

By: ABELANA OLAMILEKAN

Designation: MD / CEO

Sign: 

Date: 03/07/19



Dear SFH Vendors and Stakeholders,

Unethical behavior in the workplace can present challenges to any organisation. Often undetected and unreported, they can result in financial losses to organisations and works to the detriment of us all.

Society for Family Health is committed to the principles of honesty; integrity and accountability in all its dealings. This protects the name and reputation of our organization.

In collaboration with Deloitte Tip-offs Anonymous, an independent service provider, Society for Family Health has established a SpeakUp facility — a whistleblowing facility - for all employees and stakeholders to report any unethical behavior anonymously and confidentially.

We would like to extend this service to all Society for Family Health's Vendors and Stakeholders and we encourage you to make use of this facility when necessary.

How does it work?

- Written submissions may be reported through the following channels:

Generic toll-free Number 08099937319

Generic Local number 234-708-060-1872

Email: sfhspeakup@tip-offs.com

Website: www.tip-offs.com

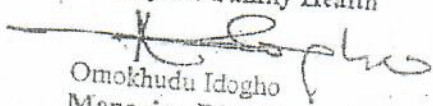
- The SpeakUp facility operates 24 hours a day and you could either make a tip-off through email or website in English or French.
- Whistle-blowers may choose to reveal their identity to Tip-offs Anonymous, which assists with further investigations. However, this information will not be revealed, unless they choose to reveal it to the organization.
- Information gathered will be analysed and reported to a designated senior official in our organization who will confidentially investigate the matter.

We would appreciate your support to take a stand against. Unethical behavior.

Don't support it! Report it!

Thank you for your cooperation.

Best regards
Society for Family Health


Omokhudo Idogho
Managing Director