**About this Bidder Response Document:**

The questions in this BRD will be used to evaluate your suitability to supply the product/service/work you are bidding for. The BRD scoring matrix and evaluation criteria can be found in the RFP document and will be used to evaluate your responses, therefore we expect detailed answers to assess your bid in a fair and accurate way. Please give your answers directly in the document (no handwriting).

**Section 1 - Bidder’s Experience**

1. Please outline the company’s experience in delivering the required products, services or works. This should include demonstrated experience with the delivery in the past, any value-added services.

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**Section 2 - Bidder’s Company Information**

1. General information

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| --- | --- | --- | --- | --- | --- | --- |
| Company name: | | | | | | |
| Number of years in Operation in the Country of incorporation: | | | | | | |
| Registered name of company (if different): | | | | | | |
| Any other trading names of company: | | | | | | |
| Primary Contact Name: | | | Job title: | | | |
| Phone: | | | Fax: | | | |
| Email: | | | Website: | | | |
| Principal Address: | | Registered Address: | | | Payment Address: | |
| Company Registration number |  | | | Date of registration: | |  |
| VAT/Tax registration number: |  | | | Annual Turnover (add currency): | |  |
| Names of Company Directors: | | | | | | |
| Name of any Parent company: | | | | | | |
| Location of Registered Office of the Parent Company: | | | | | | |
| Legal relationship with Parent Company: | | | | | | |

1. Have any of the company representatives or the company been involved in any company that has:

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| --- | --- |
| a) Been liquidated? | Yes/No |
| b) Gone into receivership? | Yes/No |
| c) Been subject to a winding up order? | Yes/No |
| d) Been subject to a sequestration order? | Yes/No |
| e) Failed to pay taxes? | Yes/No |
| f) Failed to pay social security contributions? | Yes/No |
| g) Declared personally bankrupt or insolvent? | Yes/No |
| h) Convicted of a criminal offence relevant to their business or profession? | Yes/No |
| i) Convicted of fraud, corruption, bribery, money laundering, embezzlement | Yes/No |
| j) Been employed by Malaria Consortium? | Yes/No |
| k) Have a relative employed by Malaria Consortium? | Yes/No |
| l) been guilty of serious misrepresentation in providing any information required of you under the Laws and Regulations of your country? | Yes/No |

1. Have you been convicted on any material litigation or other legal proceedings (civil or criminal) connected with similar projects against your company, its parent company in the last three years?

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| Yes/No  Comment: |

1. Is your business registered with a trade or professional register(s)?

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| Yes/No  If Yes, please give any details: |

1. Please provide the following details forat least 3client references which Malaria Consortium can contact (preferably Organisations with similar profiles / requirements).

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| --- | --- | --- | --- | --- | --- |
| **Name of client 1** |  | Length of Contract |  | Monetary value of contract: |  |
| Contact Name |  | Phone Number |  | Email address |  |
| Outline of goods / services supplied: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of client 2** |  | Length of Contract |  | Monetary value of contract: |  |
| Contact Name |  | Phone Number |  | Email address |  |
| Outline of goods / services supplied: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of client 3** |  | Length of Contract |  | Monetary value of contract: |  |
| Contact Name |  | Phone Number |  | Email address |  |
| Outline of goods / services supplied: | | | | | |

**N.B.** The client organisations’ response to this question will also act as your Referees. If any of the information supplied is deemed false following reference checks, your response to this RFP will be disqualified.

1. Please provide details of your three largest customers, and indicate how much they contributed to your turnover over the past year:

|  |  |
| --- | --- |
| **Client organisation** | **% Contribution to turnover in 2022** |
| 1. |  |
| 2. |  |
| 3. |  |

1. Does your organisation pay taxes in the country of residence (VAT, income tax, corporation tax, national insurance)?

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| Yes/No  Comment: |

1. Please outline any major changes (e.g., mergers, acquisitions, partnerships) planned in your organisation over the next two years):

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| Comment: |

**Section 3 – Governance**

Governance encompasses the system by which an organisation is controlled and operates, and the mechanisms by which it, and its people, are held to account (Ethics, risk management, compliance, and administration)

1. Do you operate the following policies within your company? **If yes, please provide a copy with your bid**.

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| --- | --- | --- |
| **Policies & Procedures** | **Yes / No** | Outline how these policies are embedded and adhered to within your organisation. See additional questions below. |
| Code of Conduct |  |  |
| Whistleblowing procedure |  |  |
| Human Resources policy & procedures on Remuneration, Staff Development, Job Performance Appraisal |  |  |
| Conflicts of Interests procedure |  |  |
| Fraud & Bribery Policy |  |  |
| Equality & Diversity Policy |  |  |
| Environmental Policy |  |  |
| Quality Management Policy |  |  |
| Data Protection Policy |  |  |
| Health & Safety Policy |  |  |
| Safeguarding Policy |  |  |
| Recruitment Policy |  |  |
| Procurement policy |  |  |
| Sustainability Policy |  |  |
| Corporate Social Responsibility Policy |  |  |

1. How are the company’s health and safety policies and procedures conveyed to the staff and how do you measure H&S performance?

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| Comment: |

1. Data Protection: How does your organisation manage the storage and processing of confidential information?

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| Comment: |

1. Data Protection: Will your organisation or any third-party be processing or storing personal data?

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| Comment: |

At Malaria Consortium, we define safeguarding as ‘the combination of policies and actions undertaken to protect children and adults in vulnerable circumstances by mitigating risks, responding to and referring cases, to ensure no harm as a result of association with the organisation.’ For more information, please refer to the policy attached to the RFP document.

1. Do you have a named, designated person(s) in the organisation responsible for any issues relating to safeguarding?

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| Yes/No  Comment: |

1. Do you ensure all personnel know where to access information on safeguarding and who to contact for advice and guidance?

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| Yes/No  Comment: |

1. Do you have in place a training and development strategy that includes relevant HR policies and procedures?

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| Yes/No  Comment: |

1. Please describe what the organisation has in place to address bullying, harassment and sexual exploitation, abuse, harassment.

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| Comment: |

1. Please provide details of all relevant insurances held by the company. The evidence should include the name of the insurers, expiry dates and limits for any one incident and annual aggregate caps and the excesses under the policies.

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| --- | --- | --- | --- |
| Insurance Type | Brief description of what the insurance covers | Maximum claim value | Any relevant restrictions on the insurance |
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1. Please confirm that if your insurance cover does not currently meet the requirements of Malaria Consortium as stated in the Contract Terms and Conditions, you will be prepared to increase the levels accordingly if your organisation is awarded the Contract

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| Comment: |

1. Is your organisation ISO certified?

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| Yes/No  Comment: |

1. Does your organisation have a carbon, climate change or energy efficiency strategy, policy or action plan?

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| Yes/No  Comment: |

1. Does your organisation use any recyclable or reusable materials?

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| Yes/No  Comment: |

1. Will you be subcontracting any activities in order to supply Malaria Consortium?

Yes  No

If yes, give details of relevant subcontractors and what operations they would carry out:

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| --- | --- | --- |
| **Subcontractor** | **Location** | **Operation** |
|  |  |  |
|  |  |  |
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1. What operations would these suppliers carry out on your behalf?

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| Comment: |

1. How does your organisation carry out due diligence for onboarding suppliers (Please describe vetting process)?

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| --- |
| Comment: |

1. Please describe your organisation’s sourcing and selection process

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| Comment: |

**Section 4 – Additional queries about the product/service/work**

This section is for any questions relevant to the procurement service being procured.

**Section 5 – Declaration by the Bidder:**

We, the Bidder, hereby confirm compliance with:

* Malaria Consortium Terms and Conditions of Purchase
* Malaria Consortium’s Safeguarding policy
* Malaria Consortium’s Anti-Fraud and Anti-Corruption policy
* Malaria Consortium’s Anti-Bribery Policy

*Note: The terms and conditions and policies can be found at the end of the RFP document.*

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| We also confirm that Malaria Consortium may in its consideration of our offer, and subsequently, rely on the information provided in this document and have the right to arrange a site visit and any audit if deemed necessary.  I (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  am authorized to represent the above-detailed company and to enter into business commitments on its behalf.  Company……………………………………………………………………...  Date……………………………………  Stamp……………………………………. |