**BIDDER RESPONSE DOCUMENT**

**Please provide information against each requirement.**

Additional rows can be inserted for all questions as necessary.

**Section 1 - Bidder’s Experience**

1. Please outline the company’s experience in delivering the required supplies 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: | | | | | | |
| 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 (Attach copy of CAC) |  | | | Date of registration: | |  |
| VAT/Tax registration number: |  | | | Annual Turnover: | |  |
| Names of Company Directors: | | | | | | |
| Name of any Parent company: | | | | | | |
| Location of Registered Office of the Parent Company: | | | | | | |
| Legal relationship with Parent Company: | | | | | | |

1. Please provide the following details forat least 3client references which Malaria Consortium can contact (preferably INGOs / Humanitarian Organisations with similar 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: | | | | | |

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

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 all relevant insurances held by the company. These must include vehicle accident to cover all service related accidents including third parties, as well as goods in transit cover which must cover any kind of losses or damage to goods which may occur during all transport operations, plus cover for any injuries during loading/unloading.

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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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Please provide a copy of all insurances with your bid.

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

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| --- | --- | --- |
| **Policies** | **Yes / No** | Outline how these policies are embedded and adhered to within your organisation |
| Fraud and Bribery |  |  |
| Equality & Diversity Policy |  |  |
| Environmental Policy |  |  |
| Quality Management Policy |  |  |
| Health & Safety Policy |  |  |

1. Outline how you comply with environmental statutory and regulatory requirements, If Applicable

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1. Outline how you ensure good distribution practices within your freight and warehouse services, including any standards that your organisation is certified to.

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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:

|  |  |  |
| --- | --- | --- |
| **Subcontractor** | **Location** | **Operation** |
|  |  |  |
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1. Give a summary of your rates for the freight services.

The following 4 tables are based on per 100kg/km, per 1,000kg/km, per 10,000kg/km and per 25,000kg/km.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Destination Warehouse (Rates in Naira/100 Kilogrammes/Kilometer/Route)** | | | | | | | | | | | | | | | |  |
| **Loading Warehouse** | Ebonyi | Gombe | Jigawa | Kaduna | Kano | Katsina | Kebbi | Kogi | Lagos | Nasarawa | Niger | Plateau | Sokoto | Yobe | Zamfara | Abuja | Rivers (PH) |
| Ebonyi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gombe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Jigawa |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kaduna |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kano |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Katsina |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kebbi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kogi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lagos |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Nasarawa |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Niger |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Plateau |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sokoto |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Yobe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Zamfara |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Abuja |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| River (PH) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|  | **Destination Warehouse (Rates in Naira/1,000 Kilogrammes/Kilometer/Route)** | | | | | | | | | | | | | | | |  |
| **Loading Warehouse** | Ebonyi | Gombe | Jigawa | Kaduna | Kano | Katsina | Kebbi | Kogi | Lagos | Nasarawa | Niger | Plateau | Sokoto | Yobe | Zamfara | Abuja | Rivers (PH) |
| Ebonyi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gombe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Jigawa |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kaduna |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kano |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Katsina |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kebbi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kogi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lagos |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Nasarawa |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Niger |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Plateau |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sokoto |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Yobe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Zamfara |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Abuja |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rivers (PH) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|  | **Destination Warehouse (Rates in Naira/10,000 Kilogrammes/Kilometer/Route)** | | | | | | | | | | | | | | | |  |
| **Loading Warehouse** | Ebonyi | Gombe | Jigawa | Kaduna | Kano | Katsina | Kebbi | Kogi | Lagos | Nasarawa | Niger | Plateau | Sokoto | Yobe | Zamfara | Abuja | Rivers (PH) |
| Ebonyi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gombe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Jigawa |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kaduna |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kano |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Katsina |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kebbi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kogi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lagos |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Nasarawa |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Niger |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Plateau |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sokoto |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Yobe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Zamfara |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Abuja |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rivers (PH) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|  | **Destination Warehouse (Rates in Naira/25,000 Kilogrammes/Kilometer/Route)** | | | | | | | | | | | | | | | |  |
| **Loading Warehouse** | Ebonyi | Gombe | Jigawa | Kaduna | Kano | Katsina | Kebbi | Kogi | Lagos | Nasarawa | Niger | Plateau | Sokoto | Yobe | Zamfara | Abuja | Rivers (PH) |
| Ebonyi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Gombe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Jigawa |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kaduna |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kano |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Katsina |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kebbi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Kogi |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lagos |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Nasarawa |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Niger |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Plateau |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Sokoto |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Yobe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Zamfara |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Abuja |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Rivers (PH) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. Give a summary of your rates for the warehouse services.

|  |  |
| --- | --- |
| Handling Costs per Kg  (including loading, unloading, trans loading, cross loading/docking). | |
| Weight | Rates |
| 100kg |  |
| 1,000kg |  |
| 10,000Kg |  |
| 25,000kg |  |

1. Outline the location and sizes of warehouse facilities in Port Harcourt, Lagos and Abuja.

|  |  |  |
| --- | --- | --- |
| Warehousing Services | Temperature regulated | Temperature unregulated |
| m2 owned/day |  |  |
| m2 available to the company by way of renting/leasing/day |  |  |

For any storage that would be available to you by way of renting or leasing, please outline how you would go about checking that the facilities meet good storage and distribution practices.

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1. Outline the number and size of trucks available to the company below. (Service delivery capacity)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 1 MT – 5 MT | 5 MT – 10 MT | 10 MT – 20MT | 20 MT + |
| Number of trucks Owned by the company |  |  |  |  |
| Number of trucks available to the company by way of renting/leasing |  |  |  |  |

For any trucks that would be available to you by way of renting or leasing, please outline how you would go about checking the safety and quality of the vehicles and the owner.

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1. Do you have a system for tracking your vehicles? If so, please provide details, confirming of this is available for both owned and rental vehicles.

**Section 3 - Declaration by the Bidder:**

We, the Bidder, hereby confirm compliance with:

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

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| --- |
| *Note: The terms and conditions and policies can be found at the end of the RFP document.*We also confirm that Malaria Consortium may in its consideration of our offer, and subsequently, rely on the information provided in this document.  I (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  am authorized to represent the above-detailed company and to enter into business commitments on its behalf.  Company ……………………………………………………………………...  Date …………………………………………………………………….. |
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