**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 CAC certificate) |  | | | 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. Provide below evidence of Previous Similar POs/Contracts (Minimum of four from different Non Governmental Organisation (NGO))
2. Provide copies of your audited financial accounts for the last two years (2022 & 2023)
3. Please provide details of all relevant insurances held by the company.

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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. 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. Give a summary of your rates for the supply of Equipment & provision of Internet Services to Malaria Consortium Nigeria office.

**Please note that the award will be made according to lots as per the specifications in the Table below. Bidders are encouraged to bid for both lots and include all associated costs.**

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| --- | --- | --- | --- |
| **LOTS** | **SPECIFICATION AND SERVICE DESCRIPTION** | **TOTAL COST IN NGN** | **DELIVERY LEADTIME IN DAYS** |
| **1** | **PURCHASE AND INSTALLATION OF NETWORK EQUIPMENT FOR MC ABUJA OFFICE**  **Purpose / Project Description:**  The purpose of this project is to purchase and install Network equipment for the Malaria Consortium Abuja office.  **Individual/Firm Activities/Deliverables:**  The vendor is expected on behalf of the Malaria Consortium, to purchase and install the following Network equipment, including all Cables, Mounting, Linking, Configuration, and test for connectivity.   * One (1) Cisco Meraki MX85 Security Appliance and Firewall HW only * One (1) Cisco Meraki MX85 Security Appliance and Firewall License for 3 years * Two (2) Cisco Switch SG110-16P with PoE * Ten (10) UBIQUITI Professional UniFi 6 Access Point UniFi6 Pro (U6-Pro) + POE * Two (2) Carton of Network Cable Cat 6 (Pure Copper) * One (1) Pack of Network Connectors (RJ45) for Cat6 Cable (1000pcs)   **Additional Service Information**   * Installation of IT Equipment system must conform to Malaria Consortium standards. * All equipment must have a warranty of a minimum of 3years. * The Vendor must hand over all configuration reports including Dashboard Logins and password to Malaria Consortium. |  |  |
| **2** | **PROVISION OF INTERNET SERVICES TO MC ABUJA OFFICE**  **Purpose / Project Description:**  The purpose of this project is to provide Malaria Consortium Nigeria (Abuja Office) with 70 / 70 MBPS dedicated internet via Fiber cables for a period of 12 months (Subject to extension as needed)  **Individual/Firm Activities/Deliverables:**   * The vendor is expected to install a dedicated Fiber Internet link to MC Abuja Office. * The Vendor is to provide all Customer Premises Equipment that would enable for the Fiber link connection to be active for Malaria Consortium's use. * Three (3) Years warranty on all CPE   **Additional Service Information**   * Vendor to provide dedicated Public Static I.P. Address. * Guaranteed bandwidth over fibre must be symmetric. * Vendor to provide monitoring tool /Interface to determine Internet availability and connectivity at all times. * Vendor to ensure SLA of 99.9% uptime² throughout service contract period. * 24/7 customer support * Uncapped data for Download and Upload * Monthly report on Service Failures and availability to be provided to Malaria Consortium * Monthly report of Bandwidth Availability and utilization to be provided to Malaria Consortium. |  |  |

*\*Please note that delivery timeline means period from receipt of contract to supply and installation in location\**

1. Does your company provide support physically and remotely 24/7 on call and on schedule? If so, please provide details.
2. Does your company provide a monthly report on service failures & availability, bandwidth availability & utilization? Also include details on any other value-added services.

**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

*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.  I (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  am authorized to represent the above-detailed company and to enter into business commitments on its behalf.  Company ……………………………………………………………………...  Date ……………………………………………………………………..  Sign ……………………………………………………………………. |