 **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.

|  |
| --- |
|  |

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

1. General information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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).

**Have the referees filled MC referee questionnaire? Are they attached to submission**?

Yes  No

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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: | | | | | |

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.

**This bid is limited to only service providers resident in Niger State**

1. Provide below evidence of Previous Similar POs/Contracts (Minimum of 3 from individual Organizations)

Is it attached to submission?

Yes  No

1. Provide CAC Certificate and Tax Clearance documents for the last two years.

Is it attached to submission?

Yes  No

1. Provide at least two Malaria Consortium referee questionnaires from other organisations

Is it attached to submission?

Yes  No

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

|  |  |  |
| --- | --- | --- |
| **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. 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** |
|  |  |  |
|  |  |  |
|  |  |  |

**FINANCIAL PROPOSAL**

1. Give a summary of your rates (production delivery to the LGAs) for the items to be supplied to Malaria Consortium Location in**:** Niger States.

**Please note that award will be made per LGA cluster, with the below table showing the required menu and the total quantities to be supplied. Ensure delivery costs are built in your quote and ensure to provide a grand total.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***LGA information for provision of service*** | ***Specification of Catering Service for meals expected*** | ***Quantity Required*** | ***Number of days*** | ***Unit Price*** | ***Total Price (Unit price x qty required x number of days)*** |
| **CLUSTER 1**  **(**Bosso, Munya, Rafi, Shiroro LGAs) | **Provision of Tea break- AM**   1. Snacks – (Meat Pie or Doughnut or Masa) 2. Protein - (One piece of beef or Goat meat or Chicken) 3. Drink - (Soft drink- 50cl bottle of Coke/Fanta | 362 packs for HFWs training | 2 days |  |  |
| 1570 packs for CDD training | 2 days |  |  |
| **Provision of Lunch**   1. Two kinds of Rice (Jollof or fried or White Rice and Beans and Stew) 70% 2. Two Kinds of Swallow (Eba or Wheat or Pounded Yam or Semo or Tuwo) with 2 kinds of soups (Egusi or vegetable or Beans Soup or Ogbono) 30% 3. Protein - (Two piece of beef or Goat meat or Chicken) 4. Drink - (One 75cl bottled water) | 362 packs for HFWs training | 2 days |  |  |
| 1570 packs for CDD training | 2 days |  |  |
| **CLUSTER-2** (Chanchaga, Gurara, Paikoro, Suleja, Tafa LGAs | **Provision of Tea break- AM**   1. Snacks – (Meat Pie or Doughnut or Masa) 2. Protein - (One piece of beef or Goat meat or Chicken) 3. Drink - (Soft drink- 50cl bottle of Coke/Fanta | 455 packs for HFWs training | 2 days |  |  |
| 1921 packs for CDD training | 2 days |  |  |
| **Provision of Lunch**   1. Two kinds of Rice (Jollof or fried or White Rice and Beans and Stew) 70% 2. Two Kinds of Swallow (Eba or Wheat or Pounded Yam or Semo or Tuwo) with 2 kinds of soups (Egusi or vegetable or Beans Soup or Ogbono) 30% 3. Protein - (Two piece of beef or Goat meat or Chicken) 4. Drink - (One 75cl bottled water) | 455 packs for HFWs training | 2 days |  |  |
| 1921 packs for CDD training | 2 days |  |  |
| **CLUSTER-3** (Agaie, Bida, Katcha, Lapai LGAs) | **Provision of Tea break- AM**   1. Snacks – (Meat Pie or Doughnut or Masa) 2. Protein - (One piece of beef or Goat meat or Chicken) 3. Drink - (Soft drink- 50cl bottle of Coke/Fanta | 342 packs for HFWs training | 2 days |  |  |
| 1260 packs for CDD training | 2 days |  |  |
| **Provision of Lunch**   1. Two kinds of Rice (Jollof or fried or White Rice and Beans and Stew) 70% 2. Two Kinds of Swallow (Eba or Wheat or Pounded Yam or Semo or Tuwo) with 2 kinds of soups (Egusi or vegetable or Beans Soup or Ogbono) 30% 3. Protein - (Two piece of beef or Goat meat or Chicken) 4. Drink - (One 75cl bottled water) | 342 packs for HFWs training | 2 days |  |  |
| 1260 packs for CDD training | 2 days |  |  |
| **CLUSTER 4**  (Edati, Gbako, Lavun, Wushishi LGAs) | **Provision of Tea break- AM**   1. Snacks – (Meat Pie or Doughnut or Masa) 2. Protein - (One piece of beef or Goat meat or Chicken) 3. Drink - (Soft drink- 50cl bottle of Coke/Fanta | 379 packs for HFWs training | 2 days |  |  |
| 1296 packs for CDD training | 2 days |  |  |
| **Provision of Lunch**   1. Two kinds of Rice (Jollof or fried or White Rice and Beans and Stew) 70% 2. Two Kinds of Swallow (Eba or Wheat or Pounded Yam or Semo or Tuwo) with 2 kinds of soups (Egusi or vegetable or Beans Soup or Ogbono) 30% 3. Protein - (Two piece of beef or Goat meat or Chicken) 4. Drink - (One 75cl bottled water) | 379 packs for HFWs training | 2 days |  |  |
| 1296 packs for CDD training | 2 days |  |  |
| **CLUSTER 5**  (Agwara, Borgu, Mashegu, Mokwa LGAs**)** | **Provision of Tea break- AM**   1. Snacks – (Meat Pie or Doughnut or Masa) 2. Protein - (One piece of beef or Goat meat or Chicken) 3. Drink - (Soft drink- 50cl bottle of Coke/Fanta | 421 packs for HFWs training | 2 days |  |  |
| 1594 packs for CDD training | 2 days |  |  |
| **Provision of Lunch**   1. Two kinds of Rice (Jollof or fried or White Rice and Beans and Stew) 70% 2. Two Kinds of Swallow (Eba or Wheat or Pounded Yam or Semo or Tuwo) with 2 kinds of soups (Egusi or vegetable or Beans Soup or Ogbono) 30% 3. Protein - (Two piece of beef or Goat meat or Chicken) 4. Drink - (One 75cl bottled water) | 421 packs for HFWs training | 2 days |  |  |
| 1594 packs for CDD training | 2 days |  |  |
| **CLUSTER-6 (**Kontagora, Magama, Mariga, Rijau LGAs | **Provision of Tea break- AM**   1. Snacks – (Meat Pie or Doughnut or Masa) 2. Protein - (One piece of beef or Goat meat or Chicken) 3. Drink - (Soft drink- 50cl bottle of Coke/Fanta | 330 packs for HFWs training | 2 days |  |  |
| 2018 packs for CDD training | 2 days |  |  |
| **Provision of Lunch**   1. Two kinds of Rice (Jollof or fried or White Rice and Beans and Stew) 70% 2. Two Kinds of Swallow (Eba or Wheat or Pounded Yam or Semo or Tuwo) with 2 kinds of soups (Egusi or vegetable or Beans Soup or Ogbono) 30% 3. Protein - (Two piece of beef or Goat meat or Chicken) 4. Drink - (One 75cl bottled water | 330 packs for HFWs training | 2 days |  |  |
| 2018 packs for CDD training | 2 days |  |  |
| **Grand TOTAL** | |  |  |  |  |

*\*Please note that the award will be made per LGA cluster, with the below table showing the Items specification and the total quantities to be printed. Ensure delivery costs are included per line item and ensure to provide a grand total. Please input delivery lead-time per line item\**

1. Malaria Consortium requires that the exact quantity of materials is pre-packed by location before delivery. Do you have a means of ensuring that the actual quantities are supplied? If so, please provide details.

**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.*

|  |
| --- |
| 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 business commitments on its behalf.  Company: ………………………………………………………………...  Date: …………………………………………………………………….  Sign: ……………………………………………………………………. |