**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 with transportation of goods, services or works. This should include demonstrated Good Distribution Practice (GDP) experience with the delivery of similar commodities in the past, and 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:  |

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| **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 evidence of Previous Similar POs/Contracts (Minimum of two from individual Organizations)

Is it attached to submission?

Yes [ ]  No [ ]

1. Provide Letter of sound financial standing within request period.

Is it attached to submission?

Yes [ ]  No [ ]

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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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.

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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. Will you be subcontracting any activities in order to provide service to 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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**FINANCIAL PROPOSAL**

1. Give a summary of your rate for the item to be supplied to Malaria Consortium

**The below table shows the required number of Sharon Buses per LGA needed. Ensure Unloading & Loading** **costs are built in your quote and ensure to provide a grand total.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Service Request*** | ***Specification of services to be provided*** | ***Quantity*** | ***Unit***  | ***Unit Price*** |  | ***Total Price***  |
| **CYCLE -1**  | Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Barkin Ladi LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Bassa LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Bokkos LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Jos East LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Qaun'pan LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Jos North LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Jos South LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Kanam LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Kanke LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Langtang North LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Langtang South LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Mangu LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Mikang LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Pankshin LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Riyom LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Wase LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Shendam LGA store (Unloading & Loading fees) | 3 | 1 trip |  |  |  |
| **TOTAL**  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| ***Service Request*** | ***Specification of services to be provided*** | ***Quantity*** | ***Unit***  | ***Unit Price*** |  | ***Total Price***  |
| **CYCLE -2** | Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Barkin Ladi LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Bassa LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Bokkos LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Jos East LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Qaun'pan LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Jos North LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Jos South LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Kanam LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Kanke LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Langtang North LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Langtang South LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Mangu LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Mikang LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Pankshin LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Riyom LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Wase LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Shendam LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| **TOTAL** |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| ***Service Request*** | ***Specification of services to be provided*** | ***Quantity*** | ***Unit***  | ***Unit Price*** |  | ***Total Price***  |
| **CYCLE -3** | Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Barkin Ladi LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Bassa LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Bokkos LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Jos East LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Qaun'pan LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Jos North LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Jos South LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Kanam LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Kanke LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Langtang North LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Langtang South LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Mangu LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Mikang LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Pankshin LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Riyom LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Wase LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Shendam LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| **TOTAL** |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Service Request*** | ***Specification of services to be provided*** | ***Quantity*** | ***Unit***  | ***Unit Price*** |  | ***Total Price***  |
| **CYCLE -4** | Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Barkin Ladi LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Bassa LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Bokkos LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Jos East LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Qaun'pan LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Jos North LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Jos South LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Kanam LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Kanke LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Langtang North LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Langtang South LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Mangu LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Mikang LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Pankshin LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Riyom LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Wase LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Shendam LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| **TOTAL** |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| ***Service Request*** | ***Specification of services to be provided*** | ***Quantity*** | ***Unit***  | ***Unit Price*** |  | ***Total Price***  |
| **CYCLE -5** | Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Barkin Ladi LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Bassa LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Bokkos LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Jos East LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Qaun'pan LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Jos North LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Jos South LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Kanam LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Kanke LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Langtang North LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Langtang South LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Mangu LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Mikang LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Pankshin LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Riyom LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Wase LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| Car hire (Sharon/Bus) for conveying of PPE, SBCC materials & tools from Jos CMS to Shendam LGA store (Unloading & Loading fees) | 2 | 1 trip |  |  |  |
| **TOTAL** |  |  |  |

1. Malaria Consortium requires that the exact number of Sharon buses to deliver the goods by location. Do you have a means of ensuring that the actual number of vehicles provided? If so, please provide details.

**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 EOI 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 .…………………………………………………………………….. Sign …………………………………………………………………….. |

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