**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: | | | | | |

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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 below three relevant client references for similar contracts submitted as written recommendations on letter headed paper from three individual Organisations.
2. Provide below evidence of Previous Similar POs/Contracts (Minimum of two from individual Organizations)
3. Provide below Letter of sound financial standing within request period
4. 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 items to be supplied to Malaria Consortium Location in**:** Bauchi, FCT, Oyo, Kebbi, Kogi, Nasarawa, Plateau and Sokoto States.

**Please note that award will be made per line item, 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.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Item**  **No:** | **Description** | **Specifications** | **Quantity** | **Unit** | **Delivery Cost**  **NGN** | **Total Cost NGN** | **Delivery Leadtime** |
| 1 | Training Manuals | A4 paper, black & white print (50 Pages per booklet) for 1164 participants. | 1,164 | Booklet |  |  |  |
| 2 | MDT Algorithm | A4 sized cardboard card, White background, full coloured pictorial illustrations (Front and back) | 3,531 | Pieces |  |  |  |
| 3 | DH supervisors Algorithm | 2 laminated sheets (front and back printing) on A4 paper clipped together in black and white. | 1,612 | pieces |  |  |  |
| 4 | MDT workplan sheet | 1 sheet of workplan printed on A4 white sheet of 100 grams weight. (A4 paper black and white. Front only) | 6,754 | Sheets |  |  |  |
| 5 | SOP for DH Supervisors | 2 laminated sheets (front and back printing) on A4 paper clipped together in black and white | 1,765 | Sheets |  |  |  |
| 6 | SOP for MDTs | 3 laminated sheets (front and back printing) on A4 paper clipped together in black and white | 3,531 | Sheets |  |  |  |
| 7 | SOP for cluster supervisors | 4 laminated sheets (front and back printing) on A4 paper clipped together in black and white | 799 | Sheets |  |  |  |
| 8 | SOP for LGA team | 3 laminated sheets (front and back printing) on A4 paper clipped together in black and white | 116 | Sheets |  |  |  |
| 9 | HHM training chart (2x4 flex chart for HHM training). | HHM training chart 2 by 4 ft size flex banner, Thickness: 10mm, with two metal guided openings at the top edges for hanging. Made from high quality vinyl indicating pictorial step by step demonstration on how to operate the android device for ITN distribution | 88 | Flex Banners |  |  |  |
| 10 | Household revisit card | Non-glossy sticker with color write-up & pictorial. A6 size | 66,635 | Card |  |  |  |
| 11 | DH Net Distribution Summary | Net Distribution Summary by DH Sheet (i-4b). I-4b ITN distribution summary sheet by distribution Hub printed on A4 white sheet of 100 grams weight. (A4 paper black and white. Front only) | 6,217 | Sheets |  |  |  |
| 12 | Supervisor Net Distribution Summary | I-4c ITN distribution summary sheet by Cluster printed on A4 white sheet of 100 grams weight. (A4 paper black and white. Front only) | 4,901 | Sheets |  |  |  |
| 13 | Street announcement for CSOs | Street announcement for CSOs (SOP for CSOs). 3 laminated sheets (front and back printing) on A4 paper clipped together in black and white | 57 | Sheets |  |  |  |
| 14 | Way-Bills | Full Colour Carbonized, A4 size Quadruplet Booklet of 50x50x50x50. Quadruplet color: White, green, blue & yellow | 473 | Booklet |  |  |  |
| 15 | Stock Sheets | A4 sized cardboard sheets (non- glossy card). White background. Columns differentiated into colors as on sample. (Front only, coloured cardboard A4 size) | 725 | Sheets |  |  |  |
| 16 | ITN inventory control card | A4 sized cardboard card (non- glossy card). White background. Columns differentiated into colors as on sample. (Front only, coloured cardboard A4 size) | 11,513 | Cards |  |  |  |
| 17 | Incidence report sheet | A4 size black & white printing. Printed on the front only | 10,361 | Sheets |  |  |  |
| 18 | MC Attendance Sheet and Bank Details | Printed in black and white, A4 Size paper; one page per sheet (on the front) 10 lines per sheet | 20,361 | Sheets |  |  |  |
| 19 | MC Bank Details | Printed in black and white, A4 Size paper; one page per sheet (on the front)10 lines per sheet | 10,131 | Sheets |  |  |  |
| 20 | Handheld MDT health education | Full Coloured printing; printed and Laminated on A3 | 1,556 | Flip chart |  |  |  |
| 21 | Sync verification form | Booklet, A5 size paper, Paper type: Carbonated paper with perforations to facilitate easy tearing out of sheets of sheets (first sheet is white, second sheet is blue, and third sheet is green), Print: Black and White, Orientation: Portrait, Cover page: White A5 cardboard paper, Binding: Staple binding covered with black tape, Number of pages: 50 white, 50 blue and 50 green- | 128 | Forms |  |  |  |
| 22 | P-3D update form | Printed in black and white, A4 Size paper one page per sheet (on the front only) update form. | 255 | Forms |  |  |  |
| 23 | Guarantor's form | Coloured printing on A4; printed on the front only. | 4,615 | Forms |  |  |  |

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

1. Malaria Consortium requires that the exact quantity of tools 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.

**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 ……………………………………………………………………. |