**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).

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

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 provide the requested service for Malaria Consortium?

Yes  No

If yes, give details of relevant subcontractors and what operations they would carry out:

|  |  |  |
| --- | --- | --- |
| **Subcontractor** | **Location** | **Operation** |
|  |  |  |
|  |  |  |
|  |  |  |

**EVALUATION ON CONDITION OF VEHICLE AND PERSONNEL FOR REQUEST**

1. **Please provide necessary information on the vehicles to be used for this service;**

|  |  |  |
| --- | --- | --- |
| **Information on Service provider company vehicles and specs to be provided for service** | | |
| Is the vehicle a saloon car? | Yes No | Insert Comment where applicable |
| Are the tyres, lights, windscreen and engine in good condition? E.g no cracks and tyres not expired | Yes No | Insert Comment where applicable |
| Are the vehicles regularly serviced? | Yes No | Insert Comment where applicable |
| Are the vehicle particulars up to date? As MC would only accept vehicles with current registration documents | Yes No | Insert Comment where applicable |
| Are the interior and exterior of the vehicle neat and without wear and tear? | Yes No | Insert Comment where applicable |
| Is there a first aid kit in the vehicle? | Yes No | Insert Comment where applicable |

1. **Please provide necessary information on the Personnel to be used for this service;**

|  |  |  |
| --- | --- | --- |
| **Information on Driver and service to be provided for this request** | | |
| All drivers have valid license | Yes No | Insert Comment where applicable |
| All drivers are knowledgeable of the terrain | Yes No | Insert Comment where applicable |
| All drivers will abide to wearing face masks | Yes No | Insert Comment where applicable |
| All drivers are trained experts and have a good sense of security awareness | Yes No | Insert Comment where applicable |
| All Divers can troubleshoot car issues experienced during travels | Yes No | Insert Comment where applicable |
| All Drivers have contact for company or security agents in case of emergency | Yes No | Insert Comment where applicable |

1. Malaria Consortium requires that minimal service errors are to be met during this essential activity, please let us know your experience in troubleshooting delays or car troubles on the job and if alternate cars are available for any untoward and unexpected issues with service

**SECTION 4 -FINANCIAL PROPOSAL**

**PRICING PROPOSAL (TO BE FILLED COMPULSORILY IN TABLE BELOW)**

1. Give a summary of your rates for the Car Hire Service to via the tender email on the request for proposal document.

***Please note that award will be made on-Line-by-Line Basis, as per table 1 below showing the Items specification, total quantities and days. Please fill all columns*.**

**TABLE 1: Provision of Car Hire Service**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Description** | **Specification** | **Number of requested vehicle** | **Total Number of days** | **Daily Rate Amount NGN** | **Total Amount**  **NGN** |
| 1 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for LGA cascade training for HHM team/Dist cluster supervisors and M&S from Damaturu to the seventeen LGAs of Yobe State for LGA Coordinators. | 17 | 3 Day |  |  |
| 2 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for Orientation of Town Announcers from Damaturu to the seventeen LGAs of Yobe State for LGA Coordinators. | 17 | 1 Days |  |  |
| 3 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for Training of distribution hub supervisors on ITN logistics from Damaturu to the seventeen LGAs of Yobe State for LGA Coordinators. | 17 | 2 Days |  |  |
| 4 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for Orientation of Distribution hub conveyors from Damaturu to the seventeen LGAs of Yobe State for LGA Coordinators. | 17 | 1 Day |  |  |
| 5 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for Planning for household registration/ITN distribution team training from Damaturu to the seventeen LGAs of Yobe State for LGA Coordinators. | 17 | 1 Day |  |  |
| 6 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for Training of household registration/ITN distribution teams (2 sets of 2 days training) from Damaturu to the Wards/settlement of seventeen LGAs of Yobe State for LGA Coordinators. | 17 | 4 Days |  |  |
| 7 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for Orientation of distribution team security from Damaturu to the to Wards/Settlement of seventeen LGAs of Yobe State for LGA Coordinators. | 17 | 1. Day |  |  |
| 8 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for Finalization of plans for HH registration and ITN distribution from Damaturu to the seventeen LGAs of Yobe State for LGA Coordinators. | 17 | 1. Day |  |  |
| 9 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for Household registration/ITN distribution from Damaturu to the Wards/Settlement of seventeen LGAs of Yobe State for LGA Coordinators. | 17 | 1. Days |  |  |
| 10 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for Household registration/ITN distribution mop up from Damaturu to the Wards/Settlement of seventeen LGAs of Yobe State for LGA Coordinators. | 17 | 2 Days |  |  |
| 11 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for HH registration/ITN distribution Data synching & device retrieval from Damaturu to the Wards/Settlement seventeen LGAs of Yobe State for LGA Coordinators. | 17 | 2 Days |  |  |
| 12 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for ITN reconciliation from Damaturu to the Wards/Settlement seventeen LGAs of Yobe State for LGA Coordinators. | 17 | 2 Days |  |  |
| 13 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for Collection and collation of timesheets from Damaturu to the Wards/Settlement to seventeen LGAs of Yobe State for LGA Coordinators. | 17 | 2 Day |  |  |
| 14 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for LGA cascade training for HHM team/Dist cluster supervisors and M&S from Damaturu to the seventeen LGAs of Yobe State for Monitors (CTAT/NMEP/MC Staff) | 17 | 3 Day |  |  |
| 15 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for Orientation of Town Announcers from Damaturu to the seventeen LGAs of Yobe State for Monitors (CTAT/NMEP/MC Staff) | 17 | 1 Day |  |  |
| 16 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for Training of distribution hub supervisors on ITN logistics from Damaturu to the seventeen LGAs of Yobe State for Monitors (CTAT/NMEP/MC Staff) | 17 | 2 Days |  |  |
| 17 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for Training of household registration/ITN distribution teams (2 sets of 2 days training) from Damaturu to the Wards /Settlement to seventeen LGAs of Yobe State for Monitors (CTAT/NMEP/MC Staff) | 17 | 4 Days |  |  |
| 18 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for Orientation of distribution team security from Damaturu to the Wards/Settlement seventeen LGAs of Yobe State for Monitors (CTAT/NMEP/MC Staff) | 17 | 13 Day |  |  |
| 19 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for Household Registration/ITN Distribution - Mop up from Damaturu to the Wards/Settlement seventeen LGAs of Yobe State for Monitors (CTAT/NMEP/MC Staff) | 17 | 2 Day |  |  |
| 20 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) vehicles for full day car hire services for Reverse Logistics from Damaturu to the Wards/Settlement seventeen LGAs of Yobe State for Monitors (CTAT/NMEP/MC Staff) | 17 | 4 Days |  |  |
| 21 | Car Hire Service (fully air-conditioned, road worthy Saloon Car.) | Provision of seventeen (17) Vehicles for full day intra state travel from Damaturu to multiple LGAs of the seventeen LGAs of Yobe State (Car Pool) | 17 | 2 Days |  |  |
| **GRAND TOTAL** | |  |  |  |  | **NGN** |

**Section 4 - 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 into business commitments on its behalf.  Company ……………………………………………………………………...  Date ……………………………………………………………………..  Signature ………………………………………………………………………. |