**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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 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. Please provide details of all relevant insurances held by the company, if applicable.

|  |  |  |  |
| --- | --- | --- | --- |
| Insurance Type | Brief description of what the insurance covers | Maximum claim value | Any relevant restrictions on the insurance |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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.

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

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

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

1. Give a summary of your rates for the items to be supplied to Malaria Consortium Location in Jigawa State

**Please note that award will be made on Line-by-Line Basis, with the below table showing the Items specification and the total quantities to be printed. Do not bulk delivery costs. Please fill all columns.**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S/N** | **Items** | **Specification** | **Total Qty to be delivered** | **Unit Cost Production**  **NGN** | **Delivery Cost to Dutse, Jigawa**  **NGN** | **Total Cost NGN** |
| **1** | **Supervisors Manual for Cascade Training** | **168 pages, full colour cover, perfect binding with glossy lamination cover 250gm. Bond Paper 80gm, Full colour Process back and Front Printing A4 size** | **390** |  |  |  |
| **2** | **Training Manual for cascade Training** | **432 Pages, Full colour process, Bond Paper 80gm, Both Side Printing, cover 250gm, Full colour Process, Matt Lamination, A4 Size, Perfect Binding** | **107** |  |  |  |
| **3** | **Flipbook Vol 1** | **A3, Flip chart with strong base, Matt Card, 300gm, Colour printing, Strong wire binding, 75Pages, Matt Lamination (Full Matt Lamination ) Neatly trimmed to size** | **286** |  |  |  |
| **4** | **Flipbook Volume 2** | **A3, Flip chart with strong base, Matt Card, 300gm, Colour printing, Strong wire binding, 54 Pages, Matt Lamination (Full Matt Lamination ) Neatly trimmed to size** | **286** |  |  |  |
| **5** | **Flipbook Volume 3** | **A3, Flip chart with strong base, Matt Card, 300gm, Colour printing, Strong wire binding, 58 Pages, Matt Lamination (Full Matt Lamination ) Neatly trimmed to size** | **286** |  |  |  |
| **6** | **Job Aid Hausa (Mataimakin aiki)** | **Bond paper 100gms, 210 pages, full colour, A4 size, Art Card cover, Paper perfect binding** | **780** |  |  |  |
| **7** | **Mothers Card** | **250g Glossy A5 card, Print on front and back, Full colour printing** | **18,282** |  |  |  |
| **8** | **Sick Child form** | **A4 sized form, Full colour, One sheet Laminated bond paper, 250gm front and back printing** | **683** |  |  |  |
| **9** | **1000 days Checklist for implementation** | **A3 sized Booklet, Full colour, 250mg gloss cover and back page, 11 pages, 80gm Bond paper, Perfect paper binding.** | **1365** |  |  |  |
| **10** | **Activity Summary Form-Household Summary Form, Monthly Summary Form** | **A4 size booklets, Full colour, Gloss cover and back page, 73 pages , 80gm bond paper, (duplicate carbonized 73 x 2), Perfect paper binding** | **157** |  |  |  |
| **11** | **Commodity Requisition and Issuance Forms** | **A5 size booklets, Full colour, 40 pages, 80mg bond paper (triplicate carbonized 40 x 3) with 250gm glossy cover and back page. Perfect paper binding.** | **1365** |  |  |  |
| **12** | **Community Dispensing form** | **A4 size booklets, Full colour, 40 pages, 80mg bond paper (triplicate carbonized 40 x 3) with 250gm glossy cover and back page. Perfect paper binding.** | **1365** |  |  |  |
| **13** | **Supervisory Tool** | **A4 size, Black and white printing, 11 sheets, 80mg bond paper stapled** | **16380** |  |  |  |
| **14** | **Mentoring Tool** | **A4 size, Black and white printing, 5 sheets, 80mg bond paper stapled** | **1365** |  |  |  |
| **15** | **Encounter Register (Maternal and Child Health)** | **A3 size, booklets, Black and white printing, 20 sheets, 80mg bond paper, with 300gm glossy cover and back page. Perfect paper binding.** | **4,095** |  |  |  |
| **16** | **Referral form Booklet** | **A4 size booklets, Full colour, 60 pages, 80mg bond paper (triplicate carbonized 60 x 3) with 250gm glossy cover and back page. Perfect paper binding.** | **2730** |  |  |  |
| **17** | **Home-Based Card** | **A3 Manila Card, 1 Sheet front and back, 250mg** | **204,750** |  |  |  |
| **18** | **Household Register** | **A3 sized booklet, Black and white printing, 70 sheets, 80mg bond paper, with 300gm glossy cover and back page. Perfect paper binding.** | **4095** |  |  |  |
|  |  |  | **GRAND TOTAL** | | |  |

**DELIVERY TIMELINES**

1. Please insert delivery timelines for each line item (inclusive of production and transportation/delivery time) to Dutse, Jigawa State

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S/N** | **Items** | **Specification** | **Total Qty to be delivered** | **Delivery Timeline (In days)** |
| **1** | **Supervisors Manual for Cascade Training** | **168 pages, full colour cover, perfect binding with glossy lamination cover 250gm. Bond Paper 80gm, Full colour Process back and Front Printing A4 size** | **390** |  |
| **2** | **Training Manual for cascade Training** | **432 Pages, Full colour process, Bond Paper 80gm, Both Side Printing cover, 250gm, Full colour Process, Matt Lamination, A4 Size, Perfect Binding** | **107** |  |
| **3** | **Flipbook Vol 1** | **A3, Flip chart with strong base, Matt Card, 300gm, Colour printing, Strong wire binding, 75Pages, Matt Lamination (Full Matt Lamination ) Neatly trimmed to size** | **286** |  |
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| **7** | **Mothers Card** | **250g Glossy A5 card, Print on front and back, Full colour printing** | **18,282** |  |
| **8** | **Sick Child form** | **A4 sized form, Full colour, One sheet Laminated bond paper, 250gm front and back printing** | **683** |  |
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| **11** | **Commodity Requisition and Issuance Forms** | **A5 size booklets, Full colour, 40 pages, 80mg bond paper (triplicate carbonized 40 x 3) with 250gm glossy cover and back page. Perfect paper binding.** | **1365** |  |
| **12** | **Community Dispensing form** | **A4 size booklets, Full colour, 40 pages, 80mg bond paper (triplicate carbonized 40 x 3) with 250gm glossy cover and back page. Perfect paper binding.** | **1365** |  |
| **13** | **Supervisory Tool** | **A4 size, Black and white printing, 11 sheets, 80mg bond paper stapled** | **16380** |  |
| **14** | **Mentoring Tool** | **A4 size, Black and white printing, 5 sheets, 80mg bond paper stapled** | **1365** |  |
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| **17** | **Home-Based Card** | **A3 Manila Card, 1 Sheet front and back, 250mg** | **204,750** |  |
| **18** | **Household Register** | **A3 sized booklet, Black and white printing, 70 sheets, 80mg bond paper, with 300gm glossy cover and back page. Perfect paper binding.** | **4095** |  |

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.*

|  |
| --- |
| 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 ………………………………………………………………………. |