**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. 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 equipment to be supplied to Malaria Consortium Location inAbuja as specified in the table below. **For Laptops, only one brand will be selected after review.**

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| --- | --- | --- | --- | --- |
| **Details** | | | | |
| **IT Equipment** | **Specification** | **Quantity** | **Unit Cost NGN** | **Total Cost NGN** |
| Laptops | **Brand: HP**  Operating system:Microsoft Windows 10 Professional 64-bit (i.e. supports BitLocker encryption)  Processor:Intel Core i5(Average CPU Mark > 3000 cpubenchmark.net)  Memory:8 GByte(1600 MHz DDR3 / PC3-12800 or greater, if possible expandable to 16 GByte)  Disk:500 GByte (SATA-III or SATA-II, 7,200 rpm) or 250 GByte (SSD)  Screen:13 to 14 inch HD (at least 1366 x 768 resolution)  Keyboard:LED backlit  Additional:At least one USB 3.0 port (for docking station)  Integrated network portIntegrated wireless 802.11a/b/g/n  Integrated BluetoothIntegrated HD camera and microphone  Integrated graphics(VGA, and HDMI or DVI video ports, supporting 1600x900 32-bit colour)  At least 4 x USB ports - at least one USB 3.0 high-speed & preferably one USB/eSATAp  DVD-RW / DVD+RW drive (optional)  Memory card reader (optional)  Carrying case  Mouse (optional):USB optical mini-mouse with scroll wheel (retractable cable)  Battery:At least 8 hours (6-cell)Additional replaceable battery where Business Case approved by IT  Weight:No more than 1.9 kg (preferably)  Warranty:3 years collect and return including battery (but consider on-site) | 37 |  |  |
| Laptops | **Brand: Dell**  Operating system:Microsoft Windows 10 Professional 64-bit (i.e. supports BitLocker encryption)  Processor:Intel Core i5(Average CPU Mark > 3000 cpubenchmark.net)  Memory:8 GByte(1600 MHz DDR3 / PC3-12800 or greater, if possible expandable to 16 GByte)  Disk:500 GByte (SATA-III or SATA-II, 7,200 rpm) or 250 GByte (SSD)  Screen:13 to 14 inch HD (at least 1366 x 768 resolution)  Keyboard:LED backlit  Additional:At least one USB 3.0 port (for docking station)  Integrated network portIntegrated wireless 802.11a/b/g/n  Integrated BluetoothIntegrated HD camera and microphone  Integrated graphics(VGA, and HDMI or DVI video ports, supporting 1600x900 32-bit colour)  At least 4 x USB ports - at least one USB 3.0 high-speed & preferably one USB/eSATAp  DVD-RW / DVD+RW drive (optional)  Memory card reader (optional)  Carrying case  Mouse (optional):USB optical mini-mouse with scroll wheel (retractable cable)  Battery:At least 8 hours (6-cell)Additional replaceable battery where Business Case approved by IT  Weight:No more than 1.9 kg (preferably)  Warranty:3 years collect and return including battery (but consider on-site) | 37 |  |  |
| Laptops | **Brand: Lenovo**  Operating system:Microsoft Windows 10 Professional 64-bit (i.e. supports BitLocker encryption)  Processor:Intel Core i5(Average CPU Mark > 3000 cpubenchmark.net)  Memory:8 GByte(1600 MHz DDR3 / PC3-12800 or greater, if possible expandable to 16 GByte)  Disk:500 GByte (SATA-III or SATA-II, 7,200 rpm) or 250 GByte (SSD)  Screen:13 to 14 inch HD (at least 1366 x 768 resolution)  Keyboard:LED backlit  Additional:At least one USB 3.0 port (for docking station)  Integrated network portIntegrated wireless 802.11a/b/g/n  Integrated BluetoothIntegrated HD camera and microphone  Integrated graphics(VGA, and HDMI or DVI video ports, supporting 1600x900 32-bit colour)  At least 4 x USB ports - at least one USB 3.0 high-speed & preferably one USB/eSATAp  DVD-RW / DVD+RW drive (optional)  Memory card reader (optional)  Carrying case  Mouse (optional):USB optical mini-mouse with scroll wheel (retractable cable)  Battery:At least 8 hours (6-cell)Additional replaceable battery where Business Case approved by IT  Weight:No more than 1.9 kg (preferably)  Warranty:3 years collect and return including battery (but consider on-site) | 37 |  |  |
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1. Will other complementary services, such as after sales support, be provided cost free? If yes, please state them.

**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 …………………………………………………………………….. |