

REQUEST FOR PROPOSAL

RFP SOLICITATION NUMBER: MC/SURMa/003/12/2018

Issued by: Malaria Consortium

Reference: Media buying services

Date of Issue: December 14th, 2018

Closing Time and Date for Proposal: January 4th, 2019

Soft Copy Proposals must be emailed to: j.nabukenya@malariaconsortium.org

Deadline for questions: January 11, 2019

Questions by email only to: Malaria Consortium /Strengthening Uganda's Response to Malaria Project (SURMa)

Attention: the Procurement Manager

Plot 25, Upper Naguru East Road

P.O. Box 8045

Naguru, Kampala, Uganda

Tel: 0312300420

Issuance of this RFP does not constitute a contractual commitment on the part of Strengthening Uganda's Response to Malaria (SURMa) project nor does it commit Malaria Consortium or the funder to pay for costs incurred in the submission of a proposal. All costs of the applicant in the preparation and submission of an offer shall be borne by that applicant. Strengthening Uganda's Response to Malaria project reserves the right to reject any and all proposals and to make no award at all, or to make an award without further discussion or negotiations if it is considered to be in the best interest of the project and Malaria Consortium.

1. Organisation Background

Malaria Consortium is one of the world's leading non-profit organisations dedicated to the comprehensive control of malaria and other communicable diseases in Africa and Southeast Asia. Malaria Consortium works with communities, government and non-government agencies, academic institutions, and local and international organisations, to ensure good evidence supports delivery of effective services, providing technical support for monitoring and evaluation of programmes and activities for evidence-based decision-making and strategic planning. The organisation works to improve not only the health of the individual but also the capacity of national health systems, which helps relieve poverty and support improved economic prosperity.

1.1 Project Background;

Malaria Consortium together with UNICEF is implementing the Strengthening Uganda's Response to Malaria (SURMa) project in 24 districts of Acholi, Lango and Karamoja. The five year project (2018-2023), is funded by the Department for International Development (DFID). Malaria Consortium is implementing in 17 districts of Acholi and Lango sub regions. The districts include; Agago, Amuru, Gulu, Kitgum, Lamwo, Nwoya, Omoro, Pader, Apac, Alebtong, Amolatar, Dokolo, Kaberamaido, Kole, Kwanja, Otuke and Oyam. The project is reaching out to a population of over 3,771,500^[1] people including 716,585 children less than 5 years of age, working with 482 public health workers, over 400 private providers, 17,093 Village Health Teams (VHT) and 147 sub county leaders.

The project's aim is to drastically reduce morbidity and mortality due to malaria and common childhood illnesses in all implementing districts. Working closely with Ministry of Health (MoH) and implementing districts, the project will ensure the population at risk access and use recommended standard protection measures so as to reduce malaria, promptly diagnose and get proper treatment for all malaria related illnesses. The project is working towards strengthening systems at all levels to ensure the districts have the capacity to detect and avert malaria epidemics in future.

2. Rationale;

A lot has been done so far by the government of Uganda together with development partners in the areas malaria prevention and case management. Mass distribution of LLINs across the country was carried out in 2013/14 and 2017/18, IRS carried out in northern and some districts of eastern Uganda and larviciding has been introduced so as to manage mosquitoes in the early developments stages. On case management, Integrated Community Case Management (iCCM) was introduced first in mid-western Uganda than to other regions and it brought on board community health workers (Village Health Teams – VHT) to deal with malaria and diarrhea cases in children's under years at community level, testing of all

¹UBOS – Census 2014

suspected malaria cases before treatment using (malaria Rapid Diagnostic Tests (mRDT) or microscopy was made mandatory, use of mRDTs was extended to private sector outlets across the country and guidelines to that effect developed and are in the final stages of approval.

Despite the above interventions, malaria has continued to have a significant negative impact on the economy of Uganda due to loss of workdays because of sickness, decreased productivity, and decreased school attendance. A single episode of malaria costs a family on average 9 US dollars or 3% of their annual income. Workers suffering from malaria may be unable to work for an estimated 5-20 days per episode ^{2[2]}. Given that many people are infected multiple times a year, this has substantial financial consequences to families. A poor family in a malaria endemic area may spend up to 25% of the household income on malaria prevention and treatment. Industries and agriculture also suffer due to loss of person-hours and decreased worker productivity. Investors are generally wary of investing in countries where malaria rates are high, leading to a loss in investment opportunities. Further, severe malaria impairs children's learning and cognitive ability by as much as 60%, consequently affecting the performance of Uganda's universal primary and secondary education programs. Also, the region experienced insurgency for over 20 years notwithstanding the high levels of poverty. A study conducted in 2001 in Apac district (one of the intervention districts in Lango region) reported an average of 1,586 infected mosquito bites per person per annum, the highest in the world³. From the preliminary baseline survey results conducted in August – September 2018, over 60% of children less than 5 years tested for malaria were positive with the majority not showing signs of having malaria. Nonuse of Long Lasting Insecticidal treated Nets (LLIN) distributed by the government through the Ministry of Health (MoH) in March 2017 was evident across all districts, those with fever, few sought diagnosis and treatment within 24 hours basic hygiene was found wanting (overgrown grass too close to households) and resistance to In house Residual Spraying (IRS) was reported in the districts of Dokolo, Kaberamaido among other districts in the region and the population was giving up on malaria.

Malaria Consortium through SURMa project working with respective districts would like to reach out to the target audience in the region using different channels of communication in the bid to reverse issues noted above.

^{2[2]} The Uganda malaria reduction plan 2014-2020, Ministry of Health 2013

^{3[3]} Okello PE, Van Bortel W, Byaruhanga AM, Correwyn A, Roelants P, Talisuna A, D'Alessandro U, Coosemans M. Variation in malaria transmission intensity in seven sites throughout Uganda. *Am J Trop Med Hyg.* 2006;75:219–225

Malaria Consortium, therefore, seeks to engage a competent and experienced media buying and placement agency to support the media component of the campaign for SURMa project implementing districts in Acholi and Lango sub regions.

3. The General objective for this engagement;

To lead on the development and booking and placement of appropriate messages for SBCC campaign for SURMa project in 17 districts of Acholi and Lango sub regions.

Specific Objectives;

- To book and place messages on different radio and Television (TV) stations most listened to in the two regions above and reach out to the target audience.
- To ensure there is increased awareness on standard protection measures against malaria and improved health seeking behaviour on the same.
- To reverse the low risk perception the target has on malaria so that it's accorded maximum attention and quick response whenever one suspects to be having malaria.

4. The engagement;

- Develop messages for radio and TV advertisement in line with the languages spoken in two regions
- Produce jingles that in line with the messages above
- Carry out booking and placement of advertisement and talk shows on radio and TV stations that are most popular in the regions
- On a monthly basis submit evidence to Malaria Consortium to confirm that advertisements were aired

5. Deliverables/Outputs;

- An inception report to demonstrate the understanding of the assignment and giving a detailed approach to the assignment
- Submission of compact discs (CDs) containing jingles and TV scripts whose acceptance will depend on MoH approval.
- Submit monthly a media plan to Malaria Consortium in the last week of the month for media activities for the coming month.
- Provide monthly reports giving details on audience reached by the advertisements, challenges encountered and going forward, suggested changes and/or additions.

6. Duration of contract:

- Twelve (12) months from the date of signing the contract

7. Payment terms;

The consultant will be paid as follows;

Deliverable No.	Deliverable name	Payment (%)
a.	Upon signing the contract and submission of the inception report	50%
b.	Upon completion of the assignment and the same approved by Malaria Consortium	50%

8. Schedule of deliverables;

Deliverable No.	Deliverable name	Due date
a.	Inception report containing the messages	One week after signing the contract
b.	Radio Jingles	In the second week after signing the contract and submission of the messages above
c.	Reach and listenership reports	Monthly
d.	Final report	End of the campaign

9. Supervision;

The Communications Specialist will provide technical guidance and support on this engagement while the Project Director will provide overall supervision.

10. Application procedures;

Interested agencies/firms or individuals should do the following;

Submit to Malaria Consortium a detailed proposal demonstrating why they think there are the most suitable for this assignment giving an action plan on how they intend to execute this assignment.

11. Selection Criteria

Proposals will be evaluated in consideration of the Evaluation Criteria as stated below. The Technical proposal will be evaluated at 70% whereas the financial one will be evaluated at 30%. Below is the breakdown of the technical proposal at 100%, which will be adjusted to 70%

Summary of Technical Proposal Evaluation Forms	Score Weight
The expertise of Firm / Organization or Individual	20%
Proposed Methodology and Approach to the assignment	60%
Key personnel & Management Structure	20%
Total	100%

INSTRUCTIONS TO BIDDERS

Proposals should not be more than 20 pages (excluding table of contents, cover page, pages containing annexes and child safeguarding policy below). The proposal should reflect knowledge of and experience in respective field in Uganda,

The complete bid must contain.

- 1) A cover letter
- 2) The bidder response document which includes the following sections:
 - a. past experience (1 to 2 pages maximum);
 - b. the organization's information (3 to 4 pages maximum);
 - c. the technical proposal (12 pages maximum)
- 3) the declaration of compliance to Malaria Consortium policies, separate budget and its justification
- 4) Annexes:
 - a. Statement of conflict interest
 - b. CVs of key people involved in the specific project activities

ADMINISTRATIVE INFORMATION

- 1) Vendors shall submit **sealed bids** addressed to:

Malaria Consortium

Attention: the Procurement Manager

Plot 25, Upper Naguru East Road

Naguru, Kampala, Uganda

Tel: 0312300420

- 1) Malaria Consortium shall notify the winning bidder in writing within (5) working days of the proposal opening. Malaria Consortium is under no responsibility to release the identity or contract terms of the winning bidder.

- 2) Applicants should state any additional services that Malaria Consortium should consider in the bid.
- 3) Malaria Consortium reserves the right to accept or reject any or all bids, and to accept the bid deemed to be in the best interest of Malaria Consortium, and is not bound to accept the lowest priced bid submitted.
- 4) Malaria Consortium reserves the right to award contracts to multiple applicants if deemed to be in its best interest.
- 5) The award criteria shall be based on the proposal's overall value for money while taking into consideration donor and internal requirements and regulations. The award will be determined by the procurement review committee formed by Malaria Consortium employees.
- 6) All applications shall be reviewed and certified by Malaria Consortium in adherence to the disqualification rules set forth by our donors.
- 7) The applicant should provide evidence that they can meet Malaria Consortiums' requirements. Evidence may take the form of written agreements, certifications, signed original letters or other written evidence that can be verified by Malaria Consortium.
- 8) The bidder should specify in their bid whether or not they intend to subcontract any part of the work required under this RFP, and provide details on the part to be subcontracted and the agency to which the subcontract will be awarded.
- 9) All payments shall be made in (Uganda Shillings) by bank transfer or by cheque.

ANNEXES

Anti-Bribery Policy

1. Purpose and context

Malaria Consortium policy is to conduct its work in an honest and ethical manner. Malaria Consortium, wherever it operates, takes a zero-tolerance approach to bribery and is committed to ensuring that its employees act professionally, fairly and with integrity in all dealings wherever Malaria Consortium. This is to ensure that the organization benefits from a valued reputation, and donor and partner and beneficiary confidence.

2. Principles

Malaria Consortium is committed to implementing and enforcing effective systems to counter bribery.

3. Scope

This policy applies to all individuals in the organization, including trustees, senior managers, employees (whether permanent, fixed term or temporary), volunteers and interns, consultants, partners and any other person or organization providing services to Malaria Consortium whether paid or unpaid.

All employees will be trained on this policy on joining the organization as part of their finance induction. They will be asked to sign that have read, understood and agree to abide by its content. All other persons associated with the organization will be informed of this policy through their contractual arrangements. For existing employees and associated persons the policy is to be communicated via the Country Director, the Regional Programmes Director in the regions and the Financial Controller in each country.

4. Definition and terms

What is a bribe?

A bribe is a financial or other advantage offered or given:

- To anyone to persuade them to or reward them for performing their duties improperly or;
- To any public official with the intention of influencing the official in performance of their duties. This includes any form of gift or payment to an official in an attempt to speed up or complete a process quicker than usual. The size of the gift is irrelevant.

5. Implementation

Any individual suspected of offering, promising or giving a bribe, requesting, agreeing to receive or accepting a bribe or bribing a public official will be investigated under the organization's disciplinary policy and if found guilty will be dismissed for gross misconduct. For any contractor found to offer, promise or give a bribe or requested or agreed to receive or accept a bribe or bribing a foreign public official, will have their contract terminated immediately, all business dealings will cease and financial compensation will be sought and it will be reported to the authorities as required by the Act.

If any individual is confronted with a request to make a bribe, individuals are to present a copy or explain this Anti-Bribery Policy and must not agree to the bribe in any circumstances. All vehicles should carry a copy of the policy for this purpose.

Gifts and hospitality

This policy does not prohibit the giving and receiving of promotional gifts of low value and normal and appropriate hospitality. Low value gifts are defined as those below GBP 5.00 or currency equivalent. Gifts and hospitality may amount to bribery; therefore these must not be offered or given with the intention of persuading anyone to act improperly or to influence a public official in the performance of his duties. Any gifts or hospitality offered must be reported to the Country Finance Manager before acceptance and instruction given to the individual on whether or not the gift is to be accepted.

Any offer or promise must be documented, whether it is approved or not by the Country Finance Manager on the register of interest and gifts for the country. Malaria Consortium does not give out gifts, although within projects, some activities, such as low cost incentives to voluntary workers, may be acceptable. These must be within the original project and its budget as agreed with the donor.

The register will be accessible by the Country Director, internal and external auditors and to regional and HQ staff performing checks on visits to the country.

Facilitation payments and kickbacks

Malaria Consortium does not make, and will not accept, facilitation payments or “kickbacks” of any kind. Facilitation payments are typically small, unofficial payments made to secure or expedite a routine government action by a government official, for example to clear goods or persons through customs. Kickbacks are typically payments made in return for a business favour or advantage, for example, to reduce delivery time on goods and services. All employees must avoid any activity that may lead to, or suggest, that a facilitation payment or kickback will be made or accepted on behalf of Malaria Consortium.

Donations

Malaria Consortium does not make contributions of any kind to political parties.

Financial Systems

Malaria Consortium will keep financial records and ensure appropriate internal controls are in place to ensure there is an evidence trail for any payments made to third parties, in order to prevent corrupt payments taking place.

All expense claims relating to hospitality, gifts or expenses incurred to third parties must be submitted in accordance with the financial procedures and must specifically record the reason for the expenditure.

All accounts, invoices, memoranda and any other documents and records relating to dealings with third parties, such as clients, suppliers and other business contacts, must be prepared and maintained with strict accuracy and completeness. No accounts must be kept “off-book” to facilitate or conceal any payments.

Whistle Blowing

Employees are encouraged to raise concerns about any issue or suspicion of malpractice at the earliest possible stage in accordance with Malaria Consortium Whistle Blowing Policy. Malaria Consortium will apply criminal and administrative sanctions in a robust manner to demonstrate a zero tolerance to bribery.

Monitoring

The effectiveness of this policy will be regularly reviewed by the Board of Trustees and internal control systems and procedures will be subject to audit under the internal audit

Anti-Fraud and Anti-Corruption Policy

1. Purpose and context

The aim of Malaria Consortium fraud and anti-corruption policy is to minimize fraud through a series of measures, including clear policies and processes, regular internal and external audits and training for all staff.

2. Principles

Malaria Consortium is committed to investigate any and all suspected acts of fraud, misappropriation or other similar irregularity. Detecting fraud and corruption is everyone's responsibility and if any incident or potential incident is discovered staff must report it immediately, as required by Malaria Consortium whistle blowing policy.

3. Scope

Malaria Consortium is committed to maintaining an untainted reputation with its donors, partners, beneficiaries and vendors. All Malaria Consortium employees and service providers are under obligation to maintain integrity in all actions and must avoid circumstances that compromise their decisions or actions. All employees must ensure that the ethical business practices and interests of the organization are observed.

It is a major violation of Malaria Consortium policies for employees or service providers to knowingly conceal, falsify or misrepresent a material fact relating to any transaction. Misrepresentation may include but is not limited to: signing for receipt of goods or services not yet received or completed, or altering any document to disguise or change the outcome, including the back-dating of documents. For employees proven violations will lead to disciplinary action up to dismissal from employment and legal action. For service providers proven violations will result in the immediate termination of their contract and the cessation of all business dealings.

4. Definition and terms

Fraud is defined in the Uganda Act, as false representation, failure to disclose information or abuse of position, in order to make a gain for yourself or another or to cause or expose another to a risk of loss. Fraud covers an act of deception, bribery, forgery, extortion, theft, misappropriation, false representation, conspiracy, corruption, collusion, embezzlement, or concealment of material facts.

Anti-corruption: relates to the measures taken to eradicate or prevent dishonest or fraudulent conduct.

Both corruption and fraud amount to abuse and theft. Acts of fraud and corruption include, but are not restricted to:

- Falsifying time sheets or payroll records
- Falsifying travel and entertainment expenses
- Fictitious reporting of receipts from suppliers or shipments to customers
- Creation of false invoices or purchase orders, including the back-dating of documents
- Misappropriation of Malaria Consortium and donor equipment, resources and even data
 - Misstatement of income

- Misstatement of assets
- Understatement of liabilities
- Paying bribes, that is payment to another person to induce a certain action from them, this includes payments to officials such as police officers requesting unofficial payments on road blocks
- Receiving money or gifts in order to undertake a certain action for example ordering with a specific supplier
- Obtaining Malaria Consortium income or assets by deception
 - Claiming to provide services to beneficiaries that do not exist, and other forms of identify fraud

5. Implementation

Steps to mitigate occurrence

The organization adopts the following anti-fraud measures to minimise its risk from fraudulent activity:

- Clear policies on the expected conduct of staff in the organization, for example Anti-Bribery and Code of Conduct communicated as part of induction programme and updates staff in team meetings.
- Records and investigates all incidences including suspected and confirmed fraud, in line with MC Guidance on Conducting a Fraud investigation.
- Reports fraud to the police and to the Charity Commission.
- Implements robust controls and informs staff about the procedures and measures in place.
- Ensures records of all income and expenditure are kept and receipts, invoices and supporting documents are adequate.
- Checks that financial controls are not overridden, by-passed or ignored
- Reconciles bank accounts monthly and conducts spot checks
- Uses tiered delegated authority and signature levels for all payments
- Restricts and closely monitors access to sensitive information
- Implements an Internal Audit function reviewing processes and procedures on a risk basis
- Establishes clearly defined roles for staff that include segregation of duties

Malaria Consortium has a zero tolerance to fraud and corruption. Malaria Consortium will apply robust sanctions to combat fraud and corruption including disciplinary action and reporting suspected criminal activity to the police.

Child Safeguarding Policy

STATEMENT OF COMMITMENT

Malaria Consortium is committed to comply with all relevant local law on child rights and welfare in order to provide what is in 'best interest of the child' including employment law that apply to children.

Malaria Consortium is committed to the welfare and rights of children. All staff, volunteers, interns, consultants, visitors, donors, service providers, trustees or sponsors of Malaria Consortium for Districts are expected to treat all children and other staff with respect and dignity regardless of race, color, sex, language, religion or belief, political or other opinion, ethnic or social origin, disability, birth or other status. This includes all children less than 18 years of age.

Inappropriate, harassing, abusive, sexually provocative or demeaning language or behavior towards children will not be tolerated. Different forms of child abuse include:

- Physical Abuse: Any punishments and physical abuse to children like beating including with a stick or other implement, poisoning, shaking and smothering or forcing the child to work in an unsafe way/environment. These are things that deliberately and negatively affect the physical well-being of children.
- Mental Abuse: Any actions (gestures, words and behaviour) that deliberately affect a child's mental/emotional well-being for example by making them afraid, anxious, annoyed or discouraged.
- Neglect: Any actions that deliberately neglect to provide the four essential rights of children (right to live, right to learn, right to participate and the right to speak).
- Sexual Abuse: Any actions with sexual intent towards children such as touching children's genitals, forcing child to watch or take part in pornography or coercing the child to have sex.

Malaria Consortium is committed to informing children, decision makers, and the public through the media that child abuse is wrong. It is also understood that keeping silent is also wrong.

Where possible children are also included as key stakeholders because Malaria Consortium believes that children have the right to speak and be heard. Involving them in the process also enables them to know their right to protection. Children are encouraged to have active cooperation, share information and be involved in advocacy initiatives.

All staff, visitors, partners and service providers agree to this policy which is reviewed every two years.

BEHAVIOURAL PROTOCOLS

- Whenever possible, it should be ensured that another adult is present when working in the proximity of children. Sleeping close to unsupervised children will not be allowed unless absolutely necessary.
- That a child will not be engaged in any form of sexual activities or acts. Adults will always be responsible for their behaviour and cannot blame the child even if the child 'provokes' or acts in a 'seductive' way.
- That computers, mobile phones, video and digital cameras will be used appropriately, and never to exploit or harass children or to access child pornography through any medium.
- If protocols are broken the person involved will be disciplined and such disciplinary action could result in summary dismissal.

- Communities and children with whom Malaria Consortium staff work will be informed of the protocols and will be assured that project support will not be discontinued if they report suspicious behavior. Also Staff will not be asked to leave for reporting suspicious behaviour.
- Where children are placed in communities, there will be careful screening and training of foster parents to ensure safe and adequate care will be given.
- Malaria Consortium, its partners and service providers will not hire children for domestic or other labour which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.

RESPONSES TO ALLEGATIONS

Individuals must immediately report concerns or allegations of child abuse. Where an allegation has been made that a staff member/visitor/service provider to the organization has abused a child then the Malaria Consortium will investigate and take the appropriate action to deal with the situation.

- Malaria Consortium will have a designated person who is to be responsible for dealing with child safeguarding issues in the organization.
- Both victim (and perpetrator) will be treated with respect from the start of the process to the end.
- Children rarely lie in situations like this so their story must be heard and believed unless proven otherwise. They may also require extra protection if the perpetrator has not been arrested.
- Malaria Consortium will have a reporting procedure where the Country Director is informed and then others as the need arise.
- Records should be made of all facts related to the investigation and these should be carefully and confidentially filed.
- The relevant Embassy should be informed if a foreigner is involved.
- There should be a person designated to deal with the police.

USE OF CHILDREN'S IMAGES AND PERSONAL INFORMATION FOR PROMOTION, FUNDRAISING AND DEVELOPMENT EDUCATION

When photographing or filming a child for work related purposes, Malaria Consortium for Districts must:

- Before photographing or filming a child, assess and endeavor to comply with local traditions or restrictions for reproducing personal images.
- Before photographing or filming a child, obtain consent from the child or a parent or guardian of the child. This must be explained to the child how the photograph or film will be used.
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive.
- Ensure images are honest representations of the context and the facts.
- Ensure file labels do not reveal identifying information about a child when sending images electronically.

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 firm's/Individual 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

2. General information

Company/Individual 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		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:			

3. Please provide the following details for at least 3 client 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.

4. Please provide details of your three largest customers, and indicate how much they contributed to your turnover over the past year: The works should be related to the advertised RFP

Client organisation	% contribution to turnover
1.	
2.	
3.	

5. 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		

6. Outline how you comply with environmental statutory and regulatory requirements

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7. 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

8. Detail the locations you have offices in the Country.

	Office Location	Services offered by the Office	Total Number of Staff	Presence since (year)
1				
2				
3				
4				
5				
6				
7				
8				
9				

Section 3 - Declaration by the Bidder:

We, the Bidder, hereby confirm compliance with:

- Malaria Consortium Terms and Conditions of Purchase
- Malaria Consortium’s Child Protection policy
- Malaria Consortium’s Anti-Fraud and Anti-Corruption policy
- Malaria Consortium’s Anti-Bribery 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) _____

I am authorized to represent the above-detailed company and to enter into business commitments on its behalf.

Company

Date