

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

2. 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			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:

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

5. Please provide details of all relevant insurances held by the company. These must include Fire insurance cover during the delivery of the fuel.

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.

6. 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		

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

8. 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

9. 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				
10				

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.

F. 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