



**Please provide information against each requirement.**  
 Additional rows can be inserted for all questions as necessary.

**Section 1 - Bidder's general business details**

1. General information

Organisation name:		
Registered name of company (if different):		
Any other trading names of company:		
Contact Name:	Job title :	
Phone:	Fax:	
Email:	Website:	
Principal Address:	Registered Address:	Payment Address:
Registration number:	Country of registration:	
Date of registration:	VAT/Tax registration number:	
Legal status of company (i.e. sole trader, partnership, private limited company, other):		
Primary services provided by your company:		
Date of audited accounts:	If this is more than 15 months ago, please explain why:	
Duration of audited accounts:	If this is more than 12 months, please explain why:	
Annual Turnover:	Total net assets:	
Net Profit:	Total current assets:	
	Total current liabilities:	
Names of Directors:		
Names of shareholders having more than 10% stake:		
Names of any major subsidiary companies:		

2. Information relating to parent or holding company (if applicable)

Registered name of parent or holding company:	
Registration number:	Date of registration:
Country of registration:	
Legal Status (i.e. sole trader, partnership, private limited company, other):	

*Please note that all further details provided after this question 2 should relate to the company that will be the contractual partner if this tender application is successful.*

3. Please list the main employees who would be involved with Malaria Consortium (include out of hours contact details for those persons nominated as key contacts out of hours)

Name	Job title	Role for Malaria Consortium account	Direct telephone number (one person should have 24hr availability by mobile)	E-mail Address

1.				
2.				
3.				

4. Please provide address details for all sites: branches, warehouses, offices.

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5. Please provide the following details for at least 3 client references which Malaria Consortium can contact (preferably INGOs / Humanitarian Organisations with similar requirements).

<b>Name of client 1</b>	Length of Contract	Monetary value of contract:
Contact Name	Phone Number	Email address
Outline of goods / services supplied:		
Service Levels agreed (SLA's) and how these were met:		

<b>Name of client 2</b>	Length of Contract	Monetary value of contract:
Contact Name	Phone Number	Email address
Outline of goods / services supplied:		
Service Levels agreed (SLA's) and how these were met:		

<b>Name of client 3</b>		Length of Contract		Monetary value of contract:	
Contact Name		Phone Number		Email address	
Outline of goods / services supplied:					
Service Levels agreed (SLA's) and how these were met:					

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.

6. Please confirm that you have sufficient insurance cover to provide for all your potential liabilities under the agreement for supply of services and that you will maintain an adequate level of insurance cover throughout the term of the agreement

Yes  No

7. Please give details of the levels and kinds of insurance held by your organisation, describe to which areas of the service / organisation that the insurance applies, and state the maximum value:

Please include details of any insurance that you hold, outside of any insurance that would be offered by third party companies.

9. Please provide details of your five largest customers, and indicate how much they contributed to your turnover over the past year:

Client organisation	% contribution to turnover
1.	
2.	
3.	
4.	
5.	

10. Do you conform to any relevant Health and Safety and/or Environmental legislation for your Industry?

Yes  No

If yes, please detail relevant standards:

11. Please provide details of any safety-related incidents that have occurred at any of your sites during the last 3 years:

12. Do you operate the following policies?

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		

If yes to any of the above please provide a copy with your bid.

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

15. Did any NGO/ UN agency or any independent organisation conduct a site visit for an accountability audit in the past 3 years?

Yes  No

If yes: who did it, when was this audit conducted, and what were the results?

16. 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

17. How do you assess your subcontractors in terms of quality, compliance with environmental statutory requirements, competitiveness, ethical sourcing standards and capacity to supply?

**Section 2: Bidder capacity**

1. Detail the companies or organisations you provide similar services (supply of stationary and tonner) in, either under your company or through a partner/sub-contractor

Country	Company	Goods(stationary , tonner, printers)	Partner / Sub Contractor	Goods Supplied (stationary , tonner, printers)


2. Outline for which of the following you have framework agreements or strategic partnerships, including the company name.

Products	Framework Agreement in Place (yes/no)	Strategic Relation with a Supplier (yes/no)	If yes, Supplier Name
Stationary			
Cartridge and Tonner			
Office Furniture			
Other (please specify)			

3. What quality standards does your organisation adhere to e.g. ISO, UNBS?

4. How do you ensure that the stationary supplied like printer cartridges are genuine?

5. How fast a response time can you guarantee to provide stationary from the time of receipt of the purchase order?

6. What are your standard working hours and what out of hours' services do you provide, either at normal times or in the event of an emergency? Is there any additional cost related to the out of hours' assistance?

7. We occasionally need placement of supplies to emergencies. How fast can you respond and deliver the emergency supplies to malaria consortium head office/field office?

8. List the areas where your company has a physical presence?

Location	Name of entity	Physical Address

**Section 3: Pricing proposal**

1. Please indicate in the attached documents (Price List -) the fixed prices you are offering to Malaria Consortium as part of this contract in Uganda shillings.

2. Can you fix these prices for the duration of the contract?

Yes  No

If not, please provide details of how long they will remain fixed, and how often you expect to review the rates you charge for your products/services?

3. If prices cannot be fixed for the duration of the contract, please specify factors that would affect the price and indicate how changes in these factors would affect the price of the stated products:

4. How will you ensure we always receive the best or right quality of supplies?

5. What added value is your company able to offer? What makes your company stand out from the competition within this specific client request? (please provide details as relevant)

6. What financial penalties could apply to Malaria Consortium under your service agreement, if any?

7. What are your payment terms e.g. 30 days after receipt?

8. What are your payment method (on invoice, bank transfer)?

## **Appendix A**

### **Section 4: Purchasing Price list**

<b>No</b>	<b>Item Name/Specific</b>	<b>Item Details</b>	<b>Qty</b>	<b>Units</b>	<b>Unit Cost Exclusive VAT</b>
1	Envelopes	Khaki A3	1	Piece	
2	Envelopes	Khaki A4	1	Piece	
3	Envelopes	Khaki A5	1	Piece	
4	Envelopes	Khaki (9x4) Inches	1	Piece	
5	Envelopes	Khaki (12x16) Inches	1	Piece	
6	Photocopying Paper A4 (Rotatrim)	80g/M (A4.210x297mm)	1	Ream	
7	Photocopying Paper A3 (Rotatrim)	80g/M (A4.210x297mm)	1	Ream	
8	Manuscript Books	4 Quire (Picfare Silver Plus)	1	Piece	
9	Manuscript Books	3 Quire (Picfare Silver Plus)	1	Piece	
10	Manuscript Books	2 Quire (Picfare Silver Plus)	1	Piece	
11	Short Hand Note Book A5	A5 Hard Cover	1	Piece	
12	Short Hand Note Book A4 Hard Cover	A4 Hard Cover	1	Piece	
13	Pens (Packet Of 50)	Ball Point Smile Wave	1	Packet	
14	Paper Clips (Ding Li)	28mm (Packet Of 100)	1	Packet	
15	Plastic Folders (Office File )	Master T-6-2 A4 Size	1	Piece	
16	Advanced Learners Dictionary	Longman	1	Piece	
17	Stapling Machine Small Size	Kangaroo Hp-45 (384556)	1	Piece	
18	Stapling Machine Heavy Duty	Kangaroo Hd-23s17	1	Piece	
19	Punching Machine Kangaroo	Small Size- Dp-600 , 2 Holes With Pull out Ruler For A5,A4,A3 Etc 25 Sheets	1	Piece	

20	Punching Machine Kangaroo	Medium Size- Dp-, 2 Holes With Pull Out Ruler For A5,A4,A3 Etc 50 Sheets	1	Piece	
21	Punching Machine Kangaroo	Heavy Duty- Dp-800	1	Piece	
22	Ruled Paper	Picfare Silver 500 Sheets	1	Ream	
23	Wall Clock	Quartz Circular Plastic (2411)	1	Piece	
24	Calculator 12 Digits(Non Scientific	Casio Mj-120d	1	Piece	
25	Office Trays Plastic	3 Levels	1	Piece	
26	Business Cards Holder With Neck String	Bantex 9830	1	Piece	
27	Yellow Stickers	Small Sais Offi Oint 3"X3"	1	Packet	
28	Yellow Stickers	Large Sais Offi Oint	1	Packet	
29	Cello Tape	1/2 In. Anti Static Clear Cello Tape, 3 In.	1	Piece	
30	Markers Permanent (Snowman 500)	One Packet Of 12, Assorted Colours	1	Packet	
31	Glue Stick	(90 Grams)	1	Piece	
32	Highlighters	Packet	1	Packet	
33	Glue Stick	(22 Grams)	1	Piece	
34	Extension Cables	4 Way ( 10a 2500)	1	Piece	
35	Delivery Books	200x250mm	1	Piece	
36	Desk Sharpeners	Helix Oxford Double Hole	1	Piece	
37	Box Files	A4 (Alba Rado Model My01-00498)	1	Piece	
38	Exercise Book A5 Hardcover		1	Piece	
39	Exercise Book	( 48 Pages)	1	Piece	
40	Exercise Book	(32 Pages )	1	Piece	
41	Index Cards 3" "S", Ruled ,	Pack Of 100sheets	1	Pcs	
42	Box Files	A4 (Fis Model Fsbppa4re)	1	Piece	
43	Box Files	A5 (Alba Rado)	1	Piece	
44	Executive Pens	Parker Quattro Pen 1740758	1	Packet	
45	Paper Clips ( Small Packet Of 100)	Small	1	Packet	
46	Paper Clips Large (Packet Of 100)	Large	1	Packet	
47	Paper Pins		1	Packet	
48	Staple Wires	Big (23/13-4) Kangaroo	1	Packet	
49	Staple Wires	Small(24/6) Packet Kangaroo	1	Packet	
50	Carbon Paper	A4 (Packet Of 100)	1	Packet	
51	Carbon Paper	A5(Packet Of 200)	1	Packet	
52	Post It Cards	All Sizes Packet	1	Packet	
53	Ring Binders Plastic	46" X 5/16", Black, 8mm	1	Packet	
54	Bulldog Clips	75mm (Packet Of 12)	1	Packet	
55	Bulldog Clips	19mm (Packet Of 12)	1	Packet	
56	Bulldog Clips	22mm (Packet Of 12)	1	Packet	
57	Bulldog Clips	32mm (Packet Of 12)	1	Packet	
58	Bulldog Clips	40mm (Packet Of 12)	1	Packet	
59	Bulldog Clips	50mm (Packet Of 12)	1	Packet	
60	Bulldog Clips	65mm (Packet Of 12)	1	Packet	
61	Document Wallet	Plastic	1	Piece	
62	Flip Charts 50 Sheets	27"X34" Portrait, White Paper	1	Piece	
63	Flip Charts 100 Sheets	27"X34" Portrait, White Paper	1	Piece	
64	White Board Markers	Snowman	1	Packet	



65	Flip Chart Stand		1	Piece	
66	Office Organisers	Wooden	1	Piece	
67	Rubbish Bins	Plastic 120 Litre Outdoor Bin	1	Piece	
68	Staple Removers	9.2x5.2 Cm	1	Piece	
69	Extension Cable,4-6 Outlets	,4-6 Outlets	1	Piece	
70	External Hard Drive 500gb	500gb	1	Piece	
71	Suspension /Hanging File A4	A4	1	Piece	
72	Manila Paper A4,Assorted Colours	Assorted Colour	1	Sheet	
73	Plastic sheet Protector,60microns,Reinforced Band,11 Holesfor,3,4 Ring Binders, Pack Of 100	Pack Of 100	1	Sheet	
74	Scissors, Plastic Grip, Sage Blade Of Children	Piece			
75	Sisal Rope,2mm,Roll Of 50m		2mm Roll Of 50 Metres	Roll	
76	Stapler 23/17	Piece		Piece	
77	Stapler 24/6	Piece		Piece	
78	Stapler Ds 210	Piece		Piece	
79	Scissors	Pair (Fiscars Large)	1	Pair	
80	Rulers	30cm Ruler (Haco)	1	Dozen	
81	Soft Tissues	3ply 190mm X 200mm	1	Packet	
82	Pencils	Hb -Packet	1	Packet	
83	Desk/Table Pads	13"X19"	1	Piece	
84	Cello Tape Dispenser	Fixed Length Cutter And Dispenser	1	Piece	
85	Spring File	(Rapid Executive Pvc)	1	Piece	
86	File Folders	Smead Manilla 1/3 Cut	1	Piece	
87	Manilla Paper	Hard Manilla	1	Piece	
88	Flash Discs	2 Gb (SanDisk)	1	Piece	
89	Flash Discs	4 Gb (SanDisk)	1	Piece	
90	Writing Pads	A5 Picfare	1	Piece	
91	Writing Pads	A4 Picfare 60 Sheet	1	Piece	
92	Masking Tape	45yard X 1 Inch	1	Piece	
93	Executive Office Stamp (Self Inking )	(2x2x4 1/8) Inches	1	Piece	
94	Ink Pad	Plastic Ink Pad, 5x7 Inches	1	Piece	
95	Spirals	8 Mm	1	Box	
96	Spirals	12 Mm	1	Box	
97	Spirals	16 Mm	1	Box	
98	Spirals	22 Mm	1	Box (100pcs)	
99	Spirals	25 Mm	1	Box (50pcs)	
100	Desk Organiser	Plastic	1	Piece	
101	A4 Binding Elements 22mm	22mm (Packet Of 100)	1	Packet	
102	A4 Binding Elements 45mm	45mm (Packet Of 100)	1	Packet	
103	A4 Binding Elements 19mm	19mm (Packet Of 100)	1	Packet	
104	A4 Binding Elements 6 Mm	6mm (Packet Of 100)	1	Packet	
105	Cash Box		1	Piece	

106	Erasers	Rubber	1	Piece	
107	Key Chain/ Ring Holder	Packet Of 25 Pcs	1	Piece	
108	Letter Opener		1	Piece	
109	Name Badge	Packet Of 50 Pcs	1	Piece	
110	Pen Holders ( Desk Organiser)	Plastic	1	Piece	
111	Rubber Bands Thin 1 Box	1 Kg	1	Kg	
112	Durable Key Box For 100 Keys With Combination Lock	Draper	1	Piece	
113	Map Of Uganda	All Districts	1	Piece	
114	Highlighter	Set Of 6 Colours	1	Packet	
115	Dustless White Board Chalk	Pack Of 144	1	Packet	
116	Correction Fluid	Bottle 20ml	1	Piece	
117	File Separator / Divider - Multi Colour. Hole	( Pack Of 3 Pcs)	1	Packet	
118	Correction Pen	Piece	1	Piece	
119	Laminating Machine A4	A4	1	Piece	
120	Guillotine (Cutting )Machine -A4	A4	1	Piece	
121	Binding Machine	A4	1	Piece	
122	Tack Pins For Bulletin Board,Boc Of 100		1	Box	
123	Tape,Duct2"		1	Roll	
124	Tape, Masking 2"		1	Roll	
125	Tape,Selo 2"		1	Roll	
126	Wall Hang Bulletin Notice Board Assorted Colour	30*20	1	Piece	
127	Wall Hang Bulletin Notice Board Assorted Colour	40*30	1	Piece	
128	Wall Hang Bulletin Notice Board Assorted Colour	50*35	1	Piece	
129	Wall Hang Bulletin Notice Board Assorted Colour	60*45	1	Piece	
130	Wall Hang Bulletin Notice Board Assorted Colour	70*50	1	Piece	
131	Wall Hang Bulletin Notice Board Assorted Colour	80*60	1	Piece	
132	Wall Hang Bulletin Notice Board Assorted Colour	90*60	1	Piece	
133	Wall Hang Bulletin Notice Board Assorted Colour	100*60	1	Piece	
134	Wall Hang Bulletin Notice Board Assorted Colour	120*80	1	Piece	
135	Wall Hang Bulletin Notice Board Assorted Colour	150*100	1	Piece	
136	Wall Hang Bulletin Notice Board Assorted Colour	180*90	1	Piece	
137	Hp 655 Cartridges – Black (HP Desktop Ink advantage 4625)	Hp 655 Cartridges – Black	1	Piece	
138	Hp 655 Cartridges – Cyan (HP Desktop Ink advantage 4625)	Hp 655 Cartridges – Cyan	1	Piece	
139	Hp 655 Cartridges – Magenta (HP Desktop Ink advantage 4625)	Hp 655 Cartridges – Magenta	1	Piece	

140	Hp 655 Cartridges - Yellow (HP Desktop Ink advantage 4625)	Hp 655 Cartridges - Yellow	1	Piece	
141	Toner Cartridge - HP 201X High Yield: Black ( HP Colour Laser Jet Pro MFP M227dw)	HP 201X High Yield: Black	1	Piece	
142	Toner Cartridge - HP 201X High Yield: Cyan, (HP Colour Laser Jet Pro MFP M227dw)	HP 201X High Yield: Cyan,	1	Piece	
143	Toner Cartridge - HP 201X High Yield: Magenta, (HP Colour Laser Jet Pro MFP M227dw)	HP 201X High Yield: Magenta	1	Piece	
144	Toner Cartridge - HP 201X High Yield: Yellow (HP Colour Laser Jet Pro MFP M227dw)	HP 201X High Yield: Yellow	1	Piece	
145	HP CF 283A Black Toner - HP 283A LaserJet pro MFP	HP CF 283A Black	1	Piece	
146	Cartridge for HP 26A Black, 3,100 Page Yield (CF226A) - HP 26A Laser Jet Pro Printers	HP 26A Black	1	Piece	
147	Toner For Kyocera - Ecosys M3040idn printer	TK 3150	1	Piece	
148	Toner For Kyocera - Printer Ecosys FS - 2100	Tk3100	1	Piece	
149	Toner For Kyocera – Photocopier 300i	TK 685	1	Piece	
150	Toner For Kyocera - Printer Ecosys M2040 dn)	TK 1170	1	Piece	
151	Hp LaserJet print Cartridge ( HP LaserJet P1606 dn)	HP 78A	1	Piece	
152	Kyocera Mita TK-7105 Black Toner Cartridge - KYOCERA TASKalfa 3010i MFP	TK - 7105	1	Piece	
153	Clipboard A4 Wooden Back		1	Piece	
154	Ink,30ml Bottle, Tore-Fill self-Inking stamps	Green Or Red	1	Piece	

### **Section 5: Confirmation of Bidder's compliance**

We, the Bidder, hereby confirm compliance with:

- The required specification for the products
- Malaria Consortium's 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
- The IAPG Code of Conduct

The following documents and items are included in our bid:

- Section 1: Bidder's general business details
- Section 2: Bidder capacity
- Section 3: Pricing proposal

We confirm that Malaria Consortium may in its consideration of our offer, and subsequently, rely on the statements made herein.

**Acceptance by the Bidder:**

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Signature

.....

Name

.....

Job Title

.....

Company

.....

Date