

TENDER RESPONSE

Printing and Corporate Branding
 REF No: MC/PRINTING/2019/002



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	E-mail Address

			should have 24hr availability by mobile)	
1.				
2.				
3.				

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

5. 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:		
Service Levels agreed (SLA's) and how these were met:		

Name of client 2	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:		

Name of client 3	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 (printing and Branding) in, either under your company or through a partner/sub-contractor

Country	Company	Service (printing and branding)	Partner / Sub Contractor	Services provided (printing and branding)

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
Branding			
Printing			
Other (please specify)			

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

4. How do you ensure that the printing and branding materials used are genuine?

5. How fast a response time can you guarantee to provide printing and branding 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 orders to emergencies. How fast can you respond and deliver the emergency supplies to malaria consortium head office?

8. Do you have a system for tracking and checking supplies and shipments? If so, please describe.

Section 3: Pricing proposal

1. Please provide an explanation of your costing methodology and charge structure so that it is transparent. Include all potential charges including your fees, any out of hours' service fees, system access fees, etc. Please ensure that any management fee is clearly shown separately.

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/services:

4. How will you ensure we always receive the best and 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)

Section 4: Purchasing Price list

Annex A

<u>Code</u>	<u>Item Name/Specification</u>	<u>Item Details</u>	<u>Q'ty</u>	<u>Units</u>	<u>Unit Cost Inclusive VAT</u>	<u>Total Cost</u>
PA5	Full colour magazines	A4, Artboard-coverpage, Art paper glossy , 170g/m2, 48 pages	1	Piece		
PA6	Company Profile	A5, Artboard-coverpage, Art paper glossy , 170g/m2, 10 pages	1	Piece		
PA7	Calendar	A2, Full colour Artpaper gloss, 170g/m2, 12 pages, metal spiral binding	1	Piece		
PA8	Brochures	A4, Artmart, 90g/m2	1	Piece		
PA11	Letter heads	full colour A4, executive bond paper	1	Piece		
PA12	Letter heads	single colour A4, executive bond paper	1	Piece		
PA13	Paper stickers	A3, permanent gloss, 90gsm, 77 microns	1	Piece		
PA14	Paper stickers	A4, permanent gloss, 90gsm, 77 microns	1	Piece		
PA17	Posters A0 single face	(full colour), Artpaper, 170g/m2	1	Piece		
PA18	Posters A1 single face	(full colour), Artpaper, 170g/m2	1	Pieces		
PA19	Posters A2 single face	(full colour), Artpaper, 170g/m2	1	Piece		
PA21	Posters A3 single face	(full colour), Artpaper, 170g/m2	1	Piece		
PA23	Posters A4 single face	(full colour), Artpaper, 170g/m2	1	Piece		
PA24	PVC banners	Per sq mtr, non refl	1	Sq Mtr		
PA25	PVC stickers	A3	1	Piece		
PA27	Report cards	A4 one sided, saddle stitching, NCR top whie, cover Manilla Pink 180 gm	1	Piece		
PA28	Photocopying	A2 (Plan copy)	1	Piece		
PA29	Photocopying	A3 black & white, one sided	1	Piece		
PA30	Photocopying	A4 black & white, one sided	1	Piece		
PA31	Photocopying	A4 colour	1	Piece		
PA32	Photocopying	A3 colour	1	Piece		
PA33	Photocopying	Colour paper (separators)	1	Piece		

PA34	Photocopying	Transparent paper (black & white)	1	Piece		
PA35	Photocopying	Transparent paper (colour)	1	Piece		
PA36	Printing (Black & white)	A4, two sided, 46 pages, perfect binding, art paper 130gsm, cover artboard paper 250gsm	1	Piece		
PA37	Printing (Black & white)	A3, two sided, 46 pages, perfect binding, art paper 130gsm, cover artboard paper 250gsm	1	Piece		
PA38	Printing (Colour)	A4, two sided, 46 pages, perfect binding, art paper 130gsm, cover artboard paper 250gsm	1	Piece		
PA39	Printing (Colour)	A3, two sided, 46 pages, perfect binding, art paper 130gsm, cover artboard paper 250gsm	1	Piece		
LE1	Illuminated signs/sign posts	4 feet - 1 side Branding	1	Piece		
LE2	Non illuminated signs/signposts	4 feet - 2 sides Branding	1	Piece		
LE3	Plastic banners	Branding	1	Metre		
LE4	Tear drops	Branding	1	Piece		
LE5	Mugs	Branding	1	Piece		
LE7	Umbrellas	Branding	1	Piece		
LE8	Awards A4	Branding	1	Piece		
LE9	Awards A5	Branding	1	Piece		
LE12	Toilet signage	15x10 cm (Branding)	1	Piece		
LE13	Desk stand labels	(Laser engraving)	1	Piece		
LE14	Name tags/door labels	(Laser engraving)	1	Piece		
LE21	Conference tables	(Laser engraving)	1	Piece		
LE22	Dining tables/chairs	(Laser engraving)	1	Piece		
LE23	Double decker beds	(Laser engraving)	1	Piece		
LE23	Laboratory chairs	wooden top(Laser engraving)	1	Piece		
LE24	Laboratory stools	wooden top(Laser engraving)	1	Piece		
LE25	Library book shelves	(Laser engraving)	1	Piece		
LE26	Microscope cover	(Laser engraving)	1	Piece		
LE27	Microscope slides	(Laser engraving)	1	Piece		
LE28	Multi lock	(Laser engraving)	1	Piece		
LE29	Offi tables	(Laser engraving)	1	Piece		

LE30	Petri dishes	90 mm(Laser engraving)	1	Piece		
LE31	Petri dishes	95 mm(Laser engraving)	1	Piece		
LE32	Reading tables	(Laser engraving)	1	Piece		
LE33	Smaller lab equipment	(Laser engraving)	1	Piece		
LE34	Self inking stamps	Big	1	Piece		
LE35	Self inking stamps	Medium	1	Piece		
LE36	Self inking stamps	Small	1	Piece		
LE37	Student chairs/desks	(Laser engraving)	1	Piece		
LE38	Teachers' chairs/desks	(Laser engraving)	1	Piece		
LE41	Name tags	Plastic	1	Piece		
LE42	Name tags	Silver	1	Piece		
LE43	Name tags Badges	Gold	1	Piece		
LE44	Embossing seals & stickers		1	Piece		
UF1	Black berets		1	Piece		
UF2	Cap badges	metallic	1	Piece		
UF3	Cotton blouses		1	Piece		
UF4	Cotton shirts		1	Piece		
UF5	Plastic aprons		1	Piece		
UF6	Polo shirts for women	180 gms cotton - branded	1	Piece		
UF7	Polo shirts for women	180 gms cotton - unbranded	1	Piece		
UF8	Polo shirts for men	220 gms cotton - branded	1	Piece		
UF9	Polo shirts for men	220 gms cotton - unbranded	1	Piece		
UF10	Shoulder badges		1	Piece		
UF11	Ties	Plain	1	Piece		
UF12	Ties	With coat of arms	1	Piece		
UF14	Aprons	Chequered	1	Piece		
UF15	Aprons	Cotton	1	Piece		
UF16	Aprons	Polyester	1	Piece		
UF17	Drop sheet wrapper		1	Piece		
UF18	Green surgical gown		1	Piece		
UF19	Green trousers		1	Piece		
UF20	Surgeon's drape sheet		1	Piece		
UF21	Caps		1	Piece		
UF22	Labelled		1	Piece		
UF23	Non-labelled		1	Piece		
UF24	Cotton over coats	All sizes	1	Piece		
UF25	Cotton overalls	Logo front & back	1	Piece		
UF26	Gum boots	Bata	1	Pair		
UF30	Khaki overalls	Logo front & back	1	Piece		
UF45	Tetron over coats	Logo front & back	1	Piece		
UF46	A4 size envelope with MC logo		1	Piece		

UF47	A5 size envelope with MC logo		1	Piece		
UF48	Business cards size 9x5 cm		1	Piece		
UF49	Certificates with design (black & white) A4 size		1	Piece		
UF50	Certificates with design (coloured) A4 size		1	Piece		
UF51	Polo T-shirts with just MC logo	180 gms cotton	1	Piece		
UF52	Polo T-shirts with images front or back (A5 size)	180 gms cotton	1	Piece		
UF53	Polo T-shirts with images back & front (A5 size)	180 gms cotton	1	Piece		
UF54	Round neck T-shirts with just MC logo	180 gms cotton	1	Piece		
UF55	Round neck T-shirts with images front or back (A5 size)	180 gms cotton	1	Piece		
UF56	Round neck T-shirts with images back & front (A5 size)	180 gms cotton	1	Piece		
UF57	V-neck T-shirts with just MC logo	180 gms cotton	1	Piece		
UF58	V-neck T-shirts with images front or back (A5 size)	180 gms cotton	1	Piece		
UF59	V-neck T-shirts with images back & front (A5 size)	180 gms cotton	1	Piece		
UF60	Banners with image (MC logo)		1	Piece		
UF61	Tent 50 seater with image (MC logo)		1	Piece		
UF62	Flages with MC logo (2mx1m)		1	Piece		
UF63	Caps with logos		1	Piece		
UF64	Stickers big size with MC logo (11x11)		1	Piece		
UF65	Stickers medium size with MC logo (25x29)		1	Piece		
UF66	Stickers small size with MC logo (39x44)		1	Piece		
UF67	Plastic scotch tape with MC logo		1	Piece		
UF68	A4 size booklet (one face) with ring binder & hard cover < 50 pages		1	Piece		
UF69	A4 size booklet (one face) with ring binder & hard cover > 50 pages		1	Piece		
UF70	A4 size booklet (two faces) with ring binder & hard cover < 50 pages		1	Piece		

UF71	A4 size booklet (two faces) with ring binder & hard cover > 50 pages		1	Piece		
UF72	A5 size booklet (one face) with hard cover < 50 pages		1	Piece		
UF73	A5 size booklet (one face) with hard cover > 50 pages		1	Piece		
UF74	A5 size booklet (two faces) with hard cover < 50 pages		1	Piece		
UF75	A5 size booklet (two faces) with hard cover > 50 pages		1	Piece		
UF76	A4 size booklet (Carbonized) with hard cover < 50 pages		1	Piece		
UF77	A4 size booklet (Carbonized) with hard cover > 50 pages		1	Piece		
UF78	A5 size booklet (Carbonized) with hard cover < 50 pages		1	Piece		
UF79	A5 size booklet (Carbonized) with hard cover > 50 pages		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