

**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.

--

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 super market supplies) in, either under your company or through a partner/sub-contractor

Country	Company	Goods (general grocery, breakfast cleaning materials)	(general drinks, foods,	Partner / Sub Contractor	Goods Supplied (general grocery, breakfast cleaning materials))


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
General grocery			
Cleaning items			
Breakfast foods			
Other (please specify)			

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

4. How do you ensure that the supplies supplied like electronics, beverages, powdered milk are genuine?

5. How fast a response time can you guarantee to provide supplies 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

No	Item Name/ Specific	Item Details	Qty	Unit	Unit Cost Exclusive VAT
1	Drinking Chocolate	200g	1	Piece	
2	Nestle Milo	400g	1	Tin	
3	Powdered Milk ( <i>Specify The Type</i> )	400g	1	Tin	
4	Nescafe Classic 100% Pure Coffee	200g	1	Tin	
5	Un Refined Coffee	200g	1	Tin	
6	Tea Masala(Ginger)	100g 3.53oze	1	Tin	
7	Tea Masala Mixed Spices	100g 3.53oze	1	Tin	
8	Honey	Natural Honey 500gs	1	Piece	
9	Biscuits	1kg, 35 Pieces In TIN	1	Tin	
10	Serviettes	1 Ply White Virgin Tissue Paper, 100 Sheets 300*300	1	Pkt	
11	Disposable Cups	Colorless 25 Pieces Of 300mls Per Pack	1	Pkt	
12	Disposable Plates	White 25 Pieces Pack 9' Plates	1	Pkt	
13	Paper Kitchen Towels	2 Rolls Pack , 2 Ply, White In Color With 80 Sheets 215*250mm	1	Pkt	
14	Kitchen Drying Cloths	Cotton Colored 12*20cms	1	Piece	
15	Hand Drying Towels	Cotton Colored 50*90cms	1	Piece	
16	Office Waste Bins	Plastic Colored Small Size Netted Dust Bins	1	Piece	
17	Dinner Plates	White Colored, Round In Shape, 27cm- 10.5m	1	Piece	
18	Side Plates	White Colored, Round Shaped 19cm	1	Piece	
19	Tea Mugs	White Colored With Six Cups In A Pack 32cl ,10oz	1	Pkt	
20	Serving Trays	Plastic White Colored Medium Sized Trays.	1	Piece	
21	Tea Spoons	Silver Stainless 3 Piece Per Park , 13.5cm	1	Pkt	
22	Table Spoons	Stainless Steel 4.2L,1800- 2400watts,50/60HZ,220-240V	1	Pkt	
23	Forks	Silver Stainless 3 Piece Per Park	1	Pkt	
24	Table Knives	Silver Stainless 2 Pieces Per Pack.	1	Pkt	
25	Flasks	Stainless Silver With Capacity Of 3.2L	1	Piece	
26	Toilet Papers	White, Extra Soft Tissue, 2 Ply Of 300sheets Per Roll.	1	Roll	
27	Water Boiler	Stainless Silver 15 L AC 220- 240V,50/60H2,1650W	1	Piece	



28	Coffee Maker Machine	Manual Coffee Plunger	1	Piece	
29	Bucket	Plastic, Colorless 15L Bucket	1	Piece	
30	Storage Box	Plastic ,Colorless , 50L Wheeled Storage Box	1	Piece	
31	Drinking Water	24*500mls	1	Box	
32	Desk Facial Tissues	White, 100% Virgin Paper Pulp, 200*2ply,216*215mm	1	Box	
33	Hand Sanitizer	1l Us 1625	1	Piece	
34	Jik	White Spring Jik 750ml	1	Piece	
35	Hand Wash	500ml Of Gel Soap	1	Piece	
36	Vim	All-Purpose Cleaner Vim Of 1kg	1	Piece	
37	Toilet Bowl Cleaner	Blue 5 Tabs Per Pack	1	Pkt	
38	Harpic Liquid	100gs	1	Piece	
39	Air Freshener	Natural Scent Of 300m/S	1	Piece	
40	Detergent :	White, 1 Kg Powered Soap	1	Piece	
41	Bar Soap	White,1kg Lemon Perfumed Bar Soap	1	Piece	
42	Dettol Soap Tablets	175g Natural Dettol Soap	1	Piece	
43	Dish Washing Paste	800gs	1	Piece	
44	Scrubbing Sponge For Utensils	3 Piece Pack With Mixed Colors.	1	Pkt	
45	Steel Wire	750g Of Steel Wire.	1	Roll	
46	Insecticides	600ml Insecticides	1	Piece	
47	Door Mats	40*30 Sisal Door Mates, 40*40 Rubber Door Mates.	1	Piece	
48	Top Table Cleaning Small Towels	Cotton, Colored, 13*13cm	1	Piece	
49	Cockroach Killer	400ml	1	Piece	
50	Sugar Bowls	Stainless Steel, Silver , 9cm	1	Piece	
51	Kitchen Knife	Stainless Steel 8 Inches Knife.	1	Piece	
52	Furniture Polish	250ml	1	Piece	
53	Window Cleaner	750mls	1	Piece	
54	Sugar	Light Brown Sugar ,Packed In 1 Kg	1	Kg	
55	Tea Leaves	50 Pieces In A Pack, Tea Bags With A String,	1	Pkt	
56	Drinking Water	500mls	1	Piece	
57	Drinking Water Gallon	18.7 Liters	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:**

.....

Signature

.....

Name

.....

Job Title

.....

Company

.....

Date