

**TENDER RESPONSE****Vehicle Maintenance and Repair****REF NO: MC/VEHICLE MAINTENANCE/2019/004**

**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)  
Attach CVs of key individuals proposed for the assignment.

Name	Job title	Role for Malaria Consortium account	Direct telephone number	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).

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 Garage 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

If yes to the above please provide a copies with your bid.

7. Please provide proof and details of the levels and kinds of Garage insurance policies (third party only, product liability, Third Party, Fire & Theft) held by your company, describe to which areas of the service / organisation that the insurance applies, and state the maximum value: Attach copies of current policies

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

8. 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.	

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

Yes  No

If yes, please detail relevant standards:

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

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11. 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.

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

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13. 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

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

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**Section 2: Bidder capacity**

1. Detail the source where you procure your spare parts including email, phone contact and copies of invoices in case malaria Consortium could like to carry out a reference check.

Company	Company Contact	Services Offered (spare parts, Machinery , supplies etc.)	Email /Phones	Invoice No:


2. Outline any running framework agreements or strategic partnerships, including the company name.

Company	Framework Agreement in Place (yes/no)	Period (from – to )	Category
1.			
2.			
3.			

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

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

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

5. 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?

6. What experience do you have and what quality assurance do you have?

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

8. Where do you source spare parts and how do you ensure that the spare parts are genuine?

9. Please describe what type of equipment's you use for calibrating injector pumps, changing etc.

**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 can you ensure we get the best price for spare parts?

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 is the cost of spare parts and do you pass on the cost of spare parts at cost, or include a % mark up? If yes what is the mark – up?

7. What are your payment terms?

**Section 4: Price Table**

**Annex A: Routine Maintenance and Service.**

Service type	Detailed Item	Average Lead time	Checking Cost if applicable (UGX)	Replacement Cost if applicable (UGX)	Total cost (UGX)
<b>SERVICE "A" at 2,500 KM</b>	• Change engine oil		Input Cost	Input cost	Input
	• Lubrications of major parts and checking		Input cost	Input cost	Input
	• All other liquid and lubricant levels (in full)				
	• Filter				
	• All lights, projector, and dashboard				

	• Visual				
	• Tires				
	• Horn				
	• Tightening bolts				
	• Wash exterior				
<b>SERVICE "B" at 5,000 KM</b>	• Change engine oil				
	• Lubrication of all the joint components of the vehicle				
	• Filters				
	• All lights, projector, scoreboard, and electrical equipment				
	• Visual				
	• Tires				
	• Horn				
	• Front and rear suspension				
	• Front and rear brakes				
	• Tires (wear)				
	• Fittings and supports				
	• Shock absorbers front and rear				
	• Hovering of all required parts				
	• Tightening of bolts				
	• Washing the engine				
	Wash inside and outside of the vehicle				
	• Change engine oil				
	• Lubrication of all the joint components of the vehicle				
	• Filters				
<b>SERVICE "C" at 12,000 KM</b>	<b>Checking and upgrading:</b>				
	• Engine oil:				
	• Lubrication of all the joint components of the vehicle				
	• Acid battery				
	• Clutches				
	• Steering box				
	• Hydraulic				
	• Gear box				
	• Transmission box				
	• Cooler (radiator and expansion tank)				
	<b>Electric</b>				

• All lights, projector, scoreboard, and electrical equipment				
• Flashing				
• Horn				
• Terminals and battery cables				
• Wiper and washer Av. & Ar.				
• Air conditioning				
<b><u>Mechanic checks</u></b>				
• Engine development				
• Piping, connections and hydraulic pump				
• Belts (pump, alternator etc...)				
• Starter system				
• Fuel supply system				
• Rust				
<b><u>Suspension</u></b>				
• Brake and accelerator system (discs, brake pads, band AV brake & arr.)				
• Mechanism of glass				
• Spherical plain bearings				
• Mount and state exhaust				
• Control cables and lubrication				
• Pressure and tire realignment				
• Hand Brake				
• Control and tightening the vehicle complete				
• Suspension front & rear (dampers, spacers, springs, etc.)				
• Suspension bearings				
• Tubes and differentials				
• Wheel nuts				
• Accessories and barrier-beast				
• Control cables and lubrication				
• Pressure and tire realignment				
• Hand Brake				
• Control and tightening the vehicle complete				



**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

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Name

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Job Title

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Company

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Date