**TENDER RESPONSE**

**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 forat least 3client 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 (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) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. 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) |  |  |  |

1. What quality standards does your organisation adhere to e.g. ISO, UNBS?
2. How do you ensure that the stationary supplied like printer cartridges are genuine?
3. How fast a response time can you guarantee to provide stationary from the time of receipt of the purchase order?
4. 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?
5. 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?
6. 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?

1. 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:
2. How will you ensure we always receive the best or right quality of supplies?
3. 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)
4. What financial penalties could apply to Malaria Consortium under your service agreement, if any?
5. What are your payment terms e.g. 30 days after receipt?
6. What are your payment method (on invoice, bank transfer)?

**Appendix A**

**Section 4: Purchasing Price list**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Item Name/Specific** | **Item Details** | **Qty** | **Units** | **Unit Cost Exclusive VAT** |
| 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 (Rota trim) | 80g/M (A4.210x297mm) | 1 | Ream |  |
| 7 | Photocopying Paper A3 (Rota trim) | 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, 25 pages | A5 Hard Cover | 1 | Piece |  |
|  | Short Hand Note Book A5, 50 pages | A5 Hard Cover |  |  |  |
| 12 | Short Hand Note Book A4 Hard Cover | A4 Hard Cover | 1 | Piece |  |
| 13 | Pens (Packet Of 50) | Ball Point Nataraj or Smiles | 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 |  |
| 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 -Plastic | 1 | Piece |  |
|  | Box Files | A4 (Alba Rado Model-Hard board | 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 Fsbdppa4re)- Plastic | 1 | Piece |  |
| 43 | Box Files | A5 (Alba Rado)- Hard Board | 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 25 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 |  |  |  |
| 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 | LaserJet Print Cartridge | HP LaserJet P1606dn- 78A | 1 | Piece |  |
| 140 | Laser Color 201A- High yield - Cyan | High yield - Cyan | 1 | Piece |  |
| 141 | Laser Color 201A- High yield - Yellow | High yield - Yellow | 1 | Piece |  |
| 142 | Laser Color 201A- High yield - Black | High yield – Black | 1 | Piece |  |
| 143 | Kyocera Ecosystem M6230 cidnTK-58270 Yellow | Kyocera Ecosys M6230 cidnTK-58270 Yellow | 1 | Piece |  |
| 144 | Kyocera Ecosystem M6230 cidnTK-58270 Black | Kyocera Ecosys M6230 cidnTK-58270 Black | 1 | Piece |  |
| 145 | Kyocera Ecosystem M6230 cidnTK-58270 Cyan | Kyocera Ecosys M6230 cidnTK-58270 Cyan | 1 | Piece |  |
| 146 | **KyoceraEcosysM6230cidnTK-58270 Magenta** | **KyoceraEcosysM6230cidnTK-58270 Magenta** | 1 | Piece |  |
| 147 | Kyocera Ecosys M6235 cidnTK-58280 Yellow | Kyocera Ecosys M6230 cidnTK-58280 Yellow | 1 | Piece |  |
| 148 | Kyocera Ecosys M6235 cidnTK-58280 Black | Kyocera Ecosys M6230 cidnTK-58280 Black | 1 | Piece |  |
| 149 | **Kyocera Ecosys M6235 cidnTK-58280 Cyan** | **Kyocera Ecosys M6230 cidnTK-58280 Cyan** | 1 | Piece |  |
| 150 | **KyoceraEcosysM6235 cidnTK-58280 Magenta** | **KyoceraEcosysM6230 cidnTK-58280 Magenta** | 1 | Piece |  |
| 151 | Kyocera ECOSYS MX4500ix | TK-3300 | 1 | Piece |  |
| 152 | Photocopier Task alfa MZ4000i | TK - 7235 | 1 | Piece |  |
| 153 | Toner – TK -7105 Kyocera | TK – 7105 Kyocera | 1 | Piece |  |
| 154 | Kyocera Ecosys 2100dn | TK - 3100 | 1 | Piece |  |
| 155 | Kyocera Ecosys P3145dn | TK-3160 | 1 | piece |  |
| 156 | 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 specifications 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 |