**TENDER RESPONSE**

Printing and Corporate Branding

**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 (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) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

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 |
| Branding |  |  |  |
| Printing |  |  |  |
| Other (please specify) |  |  |  |

1. What quality standards does your organisation adhere to e.g. ISO, UNBS?
2. How do you ensure that the printing and branding materials used are genuine?
3. How fast a response time can you guarantee to provide printing and branding 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 orders to emergencies. How fast can you respond and deliver the emergency supplies to malaria consortium head office?
6. 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?

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/services:
2. How will you ensure we always receive the best and 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)

**Section 4: Purchasing Price list**

**Annex A**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Item Name/Specification** | **Item Details** | **Q’ty** | **Units** | **Unit Cost Inclusive VAT** | **Total Cost** |
| PA8 | Brochures | A4, Artmart, 90g/m2 | 1 | Piece |  |  |
| PA11 | Letter heads | full colour A4, executive bond paper | 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 stiching, 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 | Teardrops | 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 | Office tables | (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 |  |  |
| UF8 | Polo shirts for men | 220 gms cotton - branded | 1 | Piece |  |  |
| UF10 | Shoulder badges |  | 1 | Piece |  |  |
| UF14 | Aprons | Chequered | 1 | Piece |  |  |
| UF15 | Aprons | Cotton | 1 | Piece |  |  |
| UF16 | Aprons | Polyester | 1 | Piece |  |  |
| UF17 | Drop sheet wrapper |  | 1 | Piece |  |  |
| UF24 | Cotton over coats | All sizes | 1 | Piece |  |  |
| UF25 | Cotton overalls | Logo front & back | 1 | Piece |  |  |
| UF26 | Khaki Jackets | Logo front & back | 1 | Pair |  |  |
| UF30 | Khaki overalls | Logo front & back | 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 |  |  |
| 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 |  |  |
| 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 |  |  |
| UF60 | Banners with image (MC logo) |  | 1 | Piece |  |  |
| UF61 | Tent 50 seater with image (MC logo) |  | 1 | Piece |  |  |
| UF62 | Flags 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 |  |  |
| UF70 | 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 |  |  |
| UF74 | A5 size booklet (two faces) with hard cover < 50 pages |  | 1 | Piece |  |  |
| UF76 | A4 size booklet (Carbonized) with hard cover < 50 pages |  | 1 | Piece |  |  |
| UF78 | 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:**  …………………………………………………………………….    Signature  …………………………………………………………………….  Name  ……………………………………………………………………..  Job Title  ……………………………………………………………………..  Company  ……………………………………………………………………...  Date |