**BIDDER RESPONSE DOCUMENT**

**Please provide information against each requirement.**

Additional rows can be inserted for all questions as necessary.

**Section 1 - Bidder’s Experience**

1. Company Experience: range and depth of organization’s experience in providing required products /services according to Malaria Consortium’s standards (Please give feedback in detail)

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**Section 2 - Bidder’s Company Information**

1. General information

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company name: | | | | | | |
| Number of years in Operation in the Country: | | | | | | |
| Registered name of company (if different): | | | | | | |
| Any other trading names of company: | | | | | | |
| Primary Contact Name: | | | Job title : | | | |
| Phone: | | | Fax: | | | |
| Email: | | | Website: | | | |
| Principal Address: | | Registered Address: | | | Payment Address: | |
| Company Registration Number  (attach CAC certificate) |  | | | Date of registration: | |  |
| VAT/Tax registration number: |  | | | Annual Turnover: | |  |
| Names of Company Directors: | | | | | | |
| Name of any Parent company: | | | | | | |
| Location of Registered Office of the Parent Company: | | | | | | |
| Legal relationship with Parent Company: | | | | | | |

1. Please fill the below 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: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of client 2** |  | Length of Contract |  | Monetary value of contract: |  |
| Contact Name |  | Phone Number |  | Email address |  |
| Outline of goods / services supplied: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name of client 3** |  | Length of Contract |  | Monetary value of contract: |  |
| Contact Name |  | Phone Number |  | Email address |  |
| Outline of goods / services supplied: | | | | | |

The client organisations you are providing 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.

1. Provide evidence of previous similar Purchase Orders (POs) or Service Contracts with corresponding delivery notes/proof of delivery (Minimum of 3)

Are they attached to submission?

Yes  No

1. Provide Company Registration Certificate and Tax Clearance Certificate (from 2020-2022)

Are they attached to submission?

Yes  No

1. Provide evidence of authorized distributorship / dealership license from Original Equipment Manufacturers (OEM)

Is it attached to submission?

Yes  No

1. How long will it take your company to deliver the required laptops and printers

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What is the warranty period for the items?

Laptops \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printers \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Do you operate the following policies within your company? If yes to any of the above, please provide a copy with your bid.

|  |  |  |
| --- | --- | --- |
| **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 |  |  |

1. 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** |
|  |  |  |
|  |  |  |
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**Section 3 - Pricing proposal**

Give a summary of your rates for the services to be provided to Malaria Consortium, with a cost breakdown only on Malaria Consortium Bidder Response Document (BRD).

Bidder shall take into account of all costs including unloading at the delivery location, cartage etc.

Bidders may include a more detailed breakdown of their rates, other than that provided in the table below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S/N** | **Full Product Description** | **Quantity** | **UoM** | **Estimated Unit Cost (NGN)** | **Estimated Total Cost (NGN)** |
| 1 | Laptop – ENTERPRISE/BUSINESS LAPTOP (HP, DELL OR LENOVO)  Windows 10 Pro 64bit Fully licensed, Core i5, Intel Core i5-1135G7, 2.4 base frequency upto 4.2Ghz with Intel Turbo  2.4Ghz and Higher  16GB RAM, 512GB SSD  Non-Touch, Non 360, 14-inch HD display  Battery 65Wh and Higher  US/UK- international QWERTY Keyboard with Backlight  UK Power Adapter only  3 years Extended Warranty  Laptop Backpack | 40 | each |  |  |
| 2 | Laptop – ENTERPRISE/BUSINESS LAPTOP (HP, DELL OR LENOVO)  Microsoft Windows 10 Professional 64-bit, Intel Core i5-1135G7, 2.4 base frequency upto 4.2Ghz with Intel Turbo, 8 GByte preferred 1600 MHz DDR3 / PC3-12800 or greater, 500 GByte (SATA-III or SATA-II, 7,200 rpm) or 256Gb SSD, Integrated graphics, HDMI or DVI (or DisplayPort) video ports supporting at least 1920x1080 (1080p) 32-bit colour. VGA video port acceptable only if HDMI or DVI not available, Backlit keyboard, Memory card reader, at least one USB-C port with Power Delivery (PD), At least two additional USB ports (If USB-A ports rather than USB-C then prefer USB 3.1 or 3.0 High-Speed, indicated by blue plastic inside rather than grey or black), Integrated network port, Integrated wireless 802.11a/b/g/n, Integrated Bluetooth, Integrated HD camera and microphone, Integrated graphics with a HDMI video port supporting at least 1920x1080 (1080p) 32-bit colour, 14 inch or greater recommended, but not less than 13 inch HD, At least 1600 x 900 (HD+) resolution, US/UK Keyboard, 3 Year Warranty On site collect, Laptop Backpack | 15 | each |  |  |
| 3 | 3 in 1 Office Printer:   * Laserjet Printer FDW * Print, Copy, Scan, Fax capabilities * Fast printing speed of up to 40 ppm * Automatic duplex printing * Built-in 50-sheet automatic document feeder (ADF) * Mobile printing support (HP ePrint, AirPrint, Google Cloud Print) * Built-in Wi-Fi connectivity * Ethernet and USB connectivity options * Secure printing with PIN codes * Intuitive touchscreen control panel * ENERGY STAR® certification for energy efficiency. | 5 | Each |  |  |
| **Total** | | | | |  |

**Section 4 – Declaration by the Bidder:**

We, the Bidder, hereby confirm compliance with:

* Malaria Consortium 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

*Note: The terms and conditions and policies can be found at the end of the RFP document.*

|  |
| --- |
| We also confirm that Malaria Consortium may in its consideration of our offer, and subsequently, rely on the information provided in this document.  I (Name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Title) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  am authorized to represent the above-detailed company and to enter into business commitments on its behalf.  Company:…………………………………………………………..  Date ………………………………………………………… |

Signature: …………………………………