**TENDER RESPONSE FORM**

(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

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| Organisation Name:  |
| Contact Name:  |
| Phone :  | Email :  |
| Parent company (if applicable): |
| Principle Address: | Registered Address: | Payment Address: |
| Registration number:  | Tax number:  |
| Legal status (Sole Proprietor /Partnership /Company) : |
| Year of registration:  | Annual Sales Turnover: |
| Full Name of CEO /Director /Owner: | Number of Staff employed by the Company: |

1. Please provide details of the type of your organisation (manufacturer, distributor, etc):
2. Please provide details of the primary products/services of your organisation:
3. Please provide the Names of your top 3 Clients:

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1. Please provide the Primary email for sending of Purchase Orders?

1. Please list your employees who would be involved with Samaritan’s Purse South Sudan. One employee should be the key point of contact for Samaritan’s Purse South Sudan.

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| --- | --- | --- | --- | --- |
| **Name** | **Job title** | **Role for Samaritan’s Purse account** | **Direct telephone number** | **Email address** |
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**Section 2: Bidder capacity**

1. List the product categories you intend to supply for this FWA

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| **Product Category**  |
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1. List any other product categories you would normally supply as part of your business if different from the categories on this ITT.

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| **Other Product Categories**  |
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1. Please detail the location and average volumes of product stocks you currently hold (both at production facilities and at additional warehousing facilities).

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| --- | --- | --- |
| **Product Category** | **Stock location(s)** | **Quantity** |
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1. Number of years of relevant experience to provide similar goods or services?
2. Detail any benefits or additional services your organisation can offer Samaritan’s Purse as part of the Agreement:
3. What quality standards does your organisation adhere to e.g. ISO?
4. Please provide details ofat least3client references whichSamaritan’s Purse may contact (preferably NGOs):

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| --- | --- | --- | --- |
| **Client Organisation**  | **Contact** | **Phone no.** | **E-mail address** |
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| 1. What are your standard payment terms?
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| 1. What forms of payment will you accept? (check all that apply**)**
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|   | cash only |   | wire transfer |   | Cheque |  |  |
|  |  |  |  |  |  |  |  |  |  |  |

**Section 3: Commercial proposal (Pricing & Taxation)**

1. Please indicate the prices you are offering Samaritan’s Purse as part of this contract, including the currency making reference to the attached Price list and specifications.

Please include the following information in your response **(you can attach separately)**

* 1. Price per unit of each item
	2. Delivery lead time for each item
	3. Quote validity period
	4. Payment terms offered
	5. Delivery terms (i.e. ex-works or Duty Delivered Paid (DDP) Juba)
1. Can you fix these prices for the duration of the contract - one year?

 Yes [ ]  No [ ]

If not, please provide details of how long they will remain fixed?

1. What percentage discount are you willing to offer Samaritan’s Purse as part of this FWA?
2. All the supplies in related to this Frameworks agreement will be exported to South Sudan. If you deliver Ex-works for every subsequent purchase order, will you still charge Value Added Tax (VAT)? Please provide sufficient information regarding your plan to handle VAT?
3. If you deliver Free on Board (FOB) to a designated transporter for onward shipment to Juba, South Sudan, will you still charge VAT? Please provide sufficient information regarding your plan to handle VAT?
4. Do you have the capacity to store the supplies for Samaritan’s Purse until we are able to secure Tax Exemption? This can take a period of up to 3 months.

**Section 4: Confirmation of Bidder’s compliance**

We, the bidder, hereby confirm compliance with Samaritan’s Purse Terms and Conditions of the Frame work agreement.

We confirm that Samaritan’s Purse South Sudan may in its consideration of our offer, rely on the statements made herein and therefore the information provided in response to this tender is true to the best of our knowledge. That any mis-representation of information will lead to automatic disqualification.

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| **Acceptance by the Bidder:** ………………………………………………………………Signature ………………………………………………………………Name………………………………………………………………Job Title………………………………………………………………Company………………………………………………………………Date & Stamp  |