

RESPONSE TO A CALL FOR TENDERS/RFQ (TENDER/RFQ No. LOG/AOI/HQ/2025/003 HQ)

DOCUMENT TEMPLATES

Please write the name of the firm or consultant in the footer instead of **FIRM OR CONSULTANT NAME** and fill in all the requested information.

(Please provide information for each requirement; you may insert additional lines for all questions if necessary)

ESSENTIAL CRITERIA


To be eligible as a bidder, you must be able to answer "Yes" to all Essential Criteria. After being evaluated on the Essential Criteria, you will be scored against the Capacity Criteria and Commercial Criteria.

- A) Do you have a business/official address OR are you registered with the authorities for commercial transactions or tax identification purposes? Yes / No
- B) Do you agree to comply with our standard policies and procedures as set out in the Tender Document? Yes / No
- C) Do you confirm that you are not a party subject to a government ban or blacklist? Yes / No

Part 1 – General professional information about the Bidder

1. GENERAL INFORMATION ABOUT THE TENDERER

Company name and acronym			
Parent company (if applicable):			
Legal representative (name and position)			
Contact person (name and position)			
Mobile		Landline	
Email			
Geographical address			
Trade register number	Legal status	Year of establishment	

Postal address	NINEA		Tax Clearance	
Bank details (RIB)				
Type of Agency				
Indicate the main services provided by your agency	1. .. 2. ... 3. .. 4. ..			
Supplier form to be completed	 Fiche de renseignement Fourn			
Provide details of at least three (3) clients as references that ALIMA may contact.	Name of organisation	Name of contact	Email	Phone
Payment method (Tick your preference)	50% deposit	100% after service	Other, please specify	

1. Please provide information on the type of sector in which your organisation operates (....., and others, etc.):

2. Please provide information on the main products/services offered by your organisation (to be inserted in the field):

3. Please share the list of your employees who will be working with ALIMA. One employee must be designated as the focal point for interacting with ALIMA:

Name	Job title	Role on behalf of ALIMA	Direct phone number	Email

4. Please detail what your activity covers and its maximum value (if applicable):

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AWARD CRITERIA

ALIMA is committed to conducting a fair and transparent tender process and to ensuring that all suppliers are treated and evaluated equally throughout the process. Bids will be evaluated based on three weighted categories of criteria: essential criteria, capacity criteria and commercial criteria.

ESSENTIAL CRITERIA

Criteria that bidders must meet to qualify for the next stage of evaluation (capacity criteria). Failure to provide the above documents in the specified formats may result in the disqualification of the bidder's proposal.

The result of the evaluation of these essential criteria is either "Yes" or "No". Tenders will be evaluated according to the following essential criteria:

No.	Essential Criteria
1	Acceptance of ALIMA's "General Terms and Conditions of Purchase"
2	Acceptance of ALIMA's attached policies (PSEA)
3	Entity not involved in terrorism and not subject to sanctions (appendix to the file)
4	Fully qualified, authorised and registered bidder to provide the required goods and services (see Supplier Form to be completed and confirmed)
5	Proof of regular existence of the structure, registration notice (NINEA), valid certificate from the Social Security Fund (CSS), valid tax clearance certificate, registration with the RCCM (register of trade and movable property), certificate of non-bankruptcy)
6	Certificate of accreditation in the area of expertise (LENOVO reseller/partner certificate,

3.1 CAPACITY CRITERIA (20%)

Criteria used to assess suppliers' capacity in relation to the conditions. All bids that meet the essential criteria will be evaluated against the following agreed capacity criteria:

No.	Capacity criteria (Weighting: 60%)	Details	Score out of 60
1	Administrative documents (20%) <ul style="list-style-type: none"> - status, - tax/social security certificates, 	<ul style="list-style-type: none"> - Status: 5 points - tax/social security certificates: 05 points - product catalogue/technical data sheets, 05 points 	20

	<ul style="list-style-type: none"> - product catalogue/technical data sheets, - environmental policy 	<ul style="list-style-type: none"> - Environmental policy: 05 points 	
2	<ul style="list-style-type: none"> - Product quality (15%) <p>List the ingredients, raw materials (including packaging), processing aids and processing products used, as well as your monitoring plan</p> <p>A copy/example of the analysis certificate, A copy/example of the ISO certificate</p>	<ul style="list-style-type: none"> - If nutritional standards are met 10 - If not compliant: 0 - A copy/example of the certificate of analysis, 2.5 - A copy/example of the ISO certificate 2.5 	15
3	Delivery times 15%	<ul style="list-style-type: none"> - If delivery time is less than 90 days: 15 points - If delivery times are between 90 and > : 10 points 	15
4	Logistics capacity (10%)	<ul style="list-style-type: none"> - If transport can be provided 10 points - If not possible 0 points 	10
5	References 05 (experience with NGOs/UN) / reduction of environmental impact (10%)	<ul style="list-style-type: none"> - 05 NGO/UN references: 05 points - If policy for reducing environmental impact: 05 points - If no measures 00 points 	10

COMMERCIAL CRITERIA (30%)

Criteria used to assess the commercial competitiveness of a bid. All bids that meet the capacity criteria (score greater than or equal to 10 points) will be assessed against the following commercial criteria:

No	Commercial criteria (Weighting: 30%)	Details	Score out of 80
1	Total proposed cost (the financial evaluation of bids is carried out according to the following criterion: The lowest bid is awarded 25 points, and the scores for the other bids are calculated proportionally)	$Nf = Po/P * 25$ where P: Total price offered. Po: Total price of the lowest bid accepted.	25
	Proposed reduction	<ul style="list-style-type: none"> If > 5%: 05 points If < 5%: 2.5 points 	5

COMMERCIAL ASPECTS

1. Number of years of experience?

Can these prices be considered fixed for the duration of the contract?

Yes ☐ No ☐

If not, please specify how long they will remain fixed.

If prices cannot be kept fixed for the duration of the contract, please specify the factors that influence the price and indicate how changes in these factors would affect the price of the products mentioned:

Please provide details of any additional benefits or services that your organisation can offer ALIMA under this contract:

What quality standards does your organisation adhere to, e.g. ISO standards?

Confirmation of compliance by the Bidder

We, the undersigned Bidder, hereby confirm that we comply with the following documents:

The following documents and items are included in our bid:

- Part 1: General Professional Information of the Bidder
- Part 2: Capability of the Bidder
- Part 3: Commercial proposal
- *[insert samples of your services, if necessary]*
- *[insert requirement for all registration certificates, if applicable]*

We confirm that ALIMA may, in connection with the review of our bid, rely on the statements made herein.

Acceptance of these terms and conditions by the Bidder:

.....

Signature

.....

Name

.....

Job title

.....

Company

.....

Date