Annex 1

**GDF Company Questionnaire**

***Invitation for Submission of Expressions of Interest for the supply of laboratory instruments, tools, chemicals and consumables for diagnosis of TB and Multi Drug Resistant TB***

Interested companies are requested to provide information and organize responses as per the following Table:

| **Information on Company/Organization submitting Proposal** |
| --- |
| 1. **Company Information**   The company shall be a registered institution operating in the field of supply services with a proven track record of providing such services.   * 1. **Corporate information**   The respondent is requested to submit general company information demonstrating viability of the company, including :   * company brochure, * a recently *Certified Statement from the relevant Chamber of Commerce,* * Management Board, Supervisory Board, shareholder structure, * annual financial statements as per point 1.3 below*.*   + 1. Company **mission statement**     2. **Service commitment** to customers and measurements used     3. **Organization** structure     4. **Geographical** presence     5. Experience (include description of the part of your Organization devoted to providing the services being considered) |
| * 1. **Staffing information**      1. **Number and Geographical** distribution of staff      2. **Staff turnover** rate for the past three years |
| * 1. **Financial Information**      1. Please provided **Audited financial statements** and reports for the past three (3) years      2. Please fill in the excel table titled Annex 3 - Financial Information |
| * 1. **Legal information**      1. History of **Bankruptcy**      2. Pending major **lawsuits** and **litigations** in excess of USD 100,000 at risk (indicate particularly those by licensees or patent infringement)      3. Pending **Criminal/Civil** **lawsuits;** past due **tax or social security contributions** |
| * 1. **Contractual relationships**      1. **Contracts in regard to other programmes / projects** (with other UN agencies, procurement agents)      2. **Contractual** **certification** programs and certification status |
| * 1. **Sub-contractor and suppliers/manufacturers**      1. Proposed **sub-contractor** arrangements including **company information (**as abovefor each sub-contractor)   For companies not based in India, a specific sub-contractor arrangement, for purchasing and distribution of supplies in India, is required.   * + 1. List of established suppliers / manufacturers of laboratory products |
| 1. **Relevant experience and Reference Contact Information**   Examples of relevant experience gained that demonstrate the contractor's ability to deliver the requested service.  The provider shall possess the following experience and abilities:   * At least 3 years of experience in purchasing and delivering laboratory products. Please provide a comprehensive list of   + Clients/countries supplied to at least in the past 3 years,   + Types of laboratory items provided including value per type of item. * Experience working with International Organizations and Low-income/Lower-middle income countries. [[1]](#footnote-1) * Experience managing Supply chain of laboratory items :   + Network of suppliers   + Warehousing capabilities for normal, cooled or dangerous goods.   + International deliveries and customs handling for laboratory products (chemicals, instruments etc.)   + After sales service, worldwide   + Information system such as ERP, WMS, TMS or equivalent. * Local procurement and deliveries from stock located in India to all regions in India (list of laboratories serviced by GDF in India with items required under this EOI is provided in Annex 2) |
| 1. **Product requirements**   The products offered by the company and to be assessed under the present EOI need to be registered in a highly regulated environment, such as in the US (US FDA), an EU Member State, Japan or bear the CE marking or equivalent. |
| 1. **Additional activities:**  * Willingness to enter delivery data in GDF's electronic Order Management System (OMS). The OMS is a real-time order/quotation request and tracking tool, with document management functionality. * The Provider should have an operational Quality Management System[[2]](#footnote-2) in place. Please describe in one or two pages. |

1. As defined by the World Bank. [↑](#footnote-ref-1)
2. Defined here as a set of management processes and tools designed to optimize efficiency and promote continual improvement pursuant to core objectives e.g. as under ISO 9001:2000: i.a. systematic corrective action/preventive action, systematic customer feedback, systematic quarterly reporting on key performance indicators, real time order lead time monitoring. [↑](#footnote-ref-2)