**SAVE THE CHILDREN INTERNATIONAL**

**INVITATION TO TENDER**

**ETHIOPIA COUNTRY OFFICE**

 **MAY 2023**

 **FOR THE SUPPLY AND DELIVERY OF ELECTRO-MECHANICAL PRODUCTS AND PUMPS**

|  |  |
| --- | --- |
| **Date:** | **MAY, 2023**  |
| **Invitation to Tender ITT) Reference No:** | **SCI-ET-2023-010** |
|  |  |

Dear Sir/Madam,

Save the Children International (SCI) invites you to participate in the long-term framework agreement tender “**For the supply and delivery of Electro-Mechanical products and pumps”**. This tender has been specifically created to provide you with all the information required to understand SCI’s requirements, and complete a response to the tender, should you wish.

Below is a summary of all the information included in the tender pack (you can use the hyperlinks to navigate the document:

* [**Part 1: Invitation to Tender Document**](#_PART_1_–)
1. Introduction to SCI
2. Project Overview and Requirements
3. Award Criteria
4. Instructions & Key Information
* [**Part 2 : Core Requirements and Specification**](#_PART_2_–)
* Provides a detailed description of SCI specific requirements – for example; volumes, delivery dates / locations, product specifications etc.
* [**Part 3 : Bidder Response Document**](#_PART_3_–)
* A template to be-used to submit your response to this Invitation to bid.
* Includes the Terms & Conditions of Bidding procedures
* [**Part 4 : Appendices**](#_PART_4_-)
	+ Appendix 1 – Terms & Conditions of Purchase
	+ Appendix 2 – Child Safeguarding Policy
	+ Appendix 3 – Save the Children Anti-Bribery and Corruption Policy
	+ Appendix 4 – Save the Children’s Human Trafficking and Modern Slavery Policy
	+ Appendix 5 – The IAPG Code of Conduct
	+ Appendix 6- Terms of Reference (TOR) for **reference purpose.**

Responses should be submitted not later than June 23, 2023 @5:00 P.M using the Bidder Response Document provided in [Part 3](#_PART_3_–) of this tender document. For further guidance on how to submit your response, please follow the instructions detailed [here](#_INSTRUCTIONS).

Queries should be forwarded to the Supply Chain department at Addis Ababa Country office.

We look forward to receiving your response.

**Clarification Requests**

* All clarification requests should submitted to senait.dejene@savethechildren.org or meron.yilma@savethechildren.org, before the Clarification Deadline, as set out in the Timescales section of this ITT.
* Save the Children Ethiopia is under no obligation to respond to clarification requests received after the Clarification Deadline listed above.
* Save the Children Ethiopia will issue clarification responses to all potential suppliers and will endeavour to respond within five working days of receipt of a clarification request.

# **PART 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes to,

* Provide lifesaving supplies and emotional support for children caught up in disasters like floods, famine and wars.
* Campaign for long-term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

## **PROJECT OVERVIEW AND REQUIREMENTS**

### **2.1 PROJECT OVERVIEW**

Please see below a summary of the requirements for which Save the Children are looking for. Further detail on the specific requirements of the project (volumes, dates, product specifications / drawings etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Country** | ***Ethiopia*** |
| **Description of goods or services** | **For the supply and delivery of Electro-Mechanical products and pumps** |
| **Duration** | ***Contract Agreement starting from signing date*** |
| **Agreement Type** | 1. *SCI wishes to enter into a long-term contract agreement with potential bidders, which outlines the key details in which we anticipate purchasing from in the future. Such an agreement known as a ‘Framework Agreement or FWA’. SCI makes no commitment under this agreement until we issue subsequent purchase orders outlining specific products/service or volumes.*
 |

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process.

Bidder responses will evaluated against two categories of criteria: Essential Criteria and Capability Criteria. At this stage, commercial criteria is not undertaken. Competitive process will be follow after signing framework agreement with final shortlisted suppliers based on the pre-determined evaluation criteria.

These criteria have been especially created to help SCI determine which bidder is able to offer the best quality and most commercially competitive solution to meet our needs and deliver the most effective programming to our beneficiaries.

### **3.1 ESSENTIAL CRITERIA**

These are criteria, which bidders **must** meet in order to be successful and progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will automatically excluded from the tender process. Essential criteria’s are mandatory requirement (Pass or Fail) and will not consider the capability and commercial criteria.

### **3.2 CAPABILITY CRITERIA**

These criteria will use to evaluate the bidder’s ability, skill and experience in relation to the requirements of SCI. All bidders that passes the Essential Criteria will further evaluated against the same pre-agreed Capability Criteria that will be created by a committee of representatives from SCI.

### **3.2.1 TECHININCAL SELECTION CRITERA AND EVALUATION METHOD**

Technical proposals determined to meet the minimum pass criteria shall be evaluate with a maximum number of points of 100 Firms scoring less than 50 points will be rejected and their bids will be declared non-qualified.

### **3.2.2 SELECTION CRITERA AND EVALAUION METHOD**

|  |  |  |
| --- | --- | --- |
|  | **Tender Evaluation Criteria** | **WeightedScore** |
| **I.** | **ESSENTIAL CRITERIA** |
| **1** | **Statutory Compliance - Business License (2015 E.C), VAT Registration, TIN Certificate** | **Must meet criteria** |
| **2** | **Declaration of Acceptance to SCI Policy, General Conditions of Contract, Specific Conditions of Contract,** |
| **3** | **Account Manager/Contact person, Telephone, email, fax, office address**  |
| **4** | **Confidential Business/Supplier Questionnaire Form** |
| **II** | **CAPABILITY CRITERIA (Break down of each weightages/scoring criteria)** |
|  | **Technical Criteria** |  |
| **1** | **Company Profile**  |  |
|  | Listing Name of company (companies in consortia)**,** Full name and address of contact person**,** Short description of the company (consortia) including area of specialization**,** Short description on the sector of the business such as **Importer**, **distributers, re-seller**, authorized **agent**. **Organization structure and design, communication facilities,** | **15%** |
| **2** | Certification of Origin- Proof of Quality Standard for their products: This includes certification from manufacturer and authorized dealer for their specialized supplies. If the bidders are manufacturer or assembly companies, attach Proof of Quality Standard for their products from Ethiopian Standard Agency (ESA) or ISO certificate | **15%** |
| **3** | **Financial Capacity:** Evidence of bidders’ financial capacity in the form of Audit report**. The last three years audited financial statement should be attached** | **10%** |
| **4** | **Organization structure and design, communication facilities,** | **10%** |
| **5** | **Evidence of past performance**  |  |
|  | **Minimum of 5 Certificates evidence of past performance (appreciation) in the form of recommendation letters particularly from INGOs and other similar organizations.** | **20%** |
| **6** |  **Operational Capacity**  |  |
|  | **Operational Capacity in the form of available equipment, warehouse space, inventory level, past purchase orders/contracts**  | **30%** |
| **III.** | **DESIRABLE CRITERIA** |
| **1** | **Delivery services to Save the Children Warehouses**  | **Yes/No** |
| **2** | **Validity period of Price Offers** | **Day** |
| **3** | **Credit payment facility** | **Y/N** |
|  | **Award Criteria [Final Determinant]** |  |
| **1** | **Site Visit - affirmative determination of documentary evidence of bidder's qualification if applicable.** | **Yes/No** |
| **2** | **Bidders with below 50% technical evaluation will not be considered in the pre-qualification process**  |  |

**3.3 COMMERCIAL CRITERIA**

These criteria shall be used to evaluate the commercial competitiveness of a bid. All bids that pass the Technical evaluation will be considered for commercial evaluation. In line with this Quotation will be distribute for each shortlisted companies who have already signed framework agreement without price when specific need arises. The Capability Criteria will account 100% and minimum score 60 for all lots.

**3.3.1. Financial evaluation.**

It may not be needed financial evaluation at this stage. However, Competitive process will be followed after signing framework agreement with final shortlisted suppliers based on the pre-determined evaluation criteria.

**Application procedure**

Interested and potential suppliers should submit their company profile and all the requested relevant documents through an **Electronic means** to the dedicated email address to Ethiopia.bid@savethechildren.org bearing the ITT Reference Number on the subject of the email within, the Tender Response Deadline (as set out in the Timescales section of this ITT). Electronic submissions of the Bidder Response should be in both Word/Excel and PDF formats; the latter signed by a suitable representative of the bidder’s organization.

## **BIDDER RESPONSE DOCUMENT**

To ensure bidders provide all the required information in order for SCI to be able to effectively evaluate bidder’s bids against the Evaluation Criteria, a Bidder Response Document has been created. Bidders must complete the Bidder Response Document and provide various pieces of information as part of their submission.

Further information on the Bidder Response Document can be found in Section 4 of this Tender Pack, and a copy of the Bidder Response is provided in Schedule 2.

## **VETTING**

Prior to a bidder supplying any goods / services they must first be vetted and cleared to work with Save the Children. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision has been made. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may reverse their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

The below table indicates the key dates for this tender process. The issuing of this Invitation to Tender and Tender Pack represents the start of the tender process.

These are criteria will have used to evaluate the bidder’s ability, skill and experience in relation to the requirements of SCI. All bids which pass the Essential Criteria will be evaluated against the same pre-agreed Capability Criteria, which will have been created by a committee of representatives from SCI.

### **COMMERIAL CRITERA**

It may not be needed financial evaluation at this stage However, Competitive process will be followed after signing framework agreement with final shortlisted suppliers based on the pre-determined evaluation criteria.

## **BIDDER RESPONSE DOCUMENT**

To ensure bidders provide all the required information in order for SCI to be able to effectively evaluate bidders’ bids against the Evaluation Criteria, a Bidder Response Document has been created. Bidders must complete the Bidder Response Document and provide various pieces of information as part of their submission.

Further information on the Bidder Response Document can be found in Section 4 of this Tender Pack, and a copy of the Bidder Response is provided in Schedule 2.

## **VETTING**

Prior to a bidder supplying any goods / services they must first be vetted and cleared to work with Save the Children. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists

The vetting of bidders will be completed after the award decision has been made. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may reverse their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

The below table indicates the key dates for this tender process. The issuing of this Invitation to Tender and Tender Pack represents the start of the tender process.

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | << May 29, 2023> |
| Deadline for Return of Bids | <<June 23, 2023>> |
| Technical bid evaluation  |  << June 23, 2023 to June 26, 2023 >> |
| Due diligence check  | << June 10, 2023 up to July 14, 2023 |
| Approval of Minutes CBA etc.  | << July 17, 2023>> |
| Award Contact | << July 21, 2023>> |
| Go Live | << July 28, 2023>> |

Please note that the above timings / dates are being shared for indicative purposes only and are subject to change. However, SCI commits to ensure Bidders are treated fairly, equally and have sufficient time made available to participate in this tender process.

### **6.2 DOCUMENTATION FOR SUBMISSION**

Bidders wishing to submit a proposal to this Invitation to Tender **must** use the Bidder Response Document template in [Part 3](#_PART_3_–) of this Tender Pack. Any bids received using different formats will not be accepted.

This document has been created specifically for this tender and allows Bidders to demonstrate their ability to deliver the required goods and / or services. The Bidder Response document is linked to the Essential, Capability and Commercial Criteria which will be used to evaluate the quality of the bids received.

Within the Bidder Response Document instructions are provided on how to complete the document and specific guidance is provided on what information / supporting documentation is required.

The Bidder is expected to sign the statement in Section 3 of the Bidder Response Document to confirm that the bidder response is accurate and can be relied upon

### **6.3 SUBMISSION OF BIDS**

Responses will only be accepted in the requested format. **Any incomplete responses or responses not in the format of the provide templates may be treated as void**.

**Paper Submission.**

Online submission using email address provided.

**N.B- If the bidder will participate for more than one LOT (LOT I, LOT II, LOT III, LOT IV), please make sure to indicate the lot your company participating**

* + Bids should be submitted by email to Ethiopia.bid@savethechildren.org
	+ The email subject should clearly indicate the Invitation to tender reference number << **SCI-ET-2023-010 >>** but contain no other details relating to the bid.
	+ Bidders should not expected to send any physical sample at this stage.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Bids must be received not later thanJune 23, 2023 on or before 5:00 PM. Failure to submit your bid prior to the Closing Date may result in your quote being void.

### **6.5 KEY CONTACTS**

Should you have any questions about Save the Children, this invitation to tender or anything related to this document, please contact the Save the Children contact detailed below. Enquiries should be submitted in writing via email / mail.

Supply chain Procurement unit

senait.dejene@savethechildren.org or

Meron.yilma @savethechildren.org,

Please be advised local working hours are Monday – Thursday 8:00am up to 4:30pm &

 Friday 8:00am up to 11:30am.

Please allow up to << 10 days (using emergency threshold Humanitarian Annex>> days for a response.

Where the enquiry may have an impact on other parties within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

Please do not submit any questions to the email address used for tender submissions – this is a sealed mailbox and questions will not be read or responded to.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

* 1. **Supply of Electro-mechanical products and pumps**

Save The Children is the world's leading independent organization for children. Our vision is a world in which every child attains the right to survival, protection, development and participation. Our mission is to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Save The Children intends to establish pre-qualified suppliers list and enter into long-term framework agreement without price for one year with possible extension of additional one year for the provision of supply of Electro-mechanical products Items for different Ethiopian regions and hereby invites potential suppliers to submit their proposals for these services under the terms and conditions stated hereunder.

* 1. **SPECIFIC REQUIREMENTS**

**Terms of Reference for Purchase of Electro-mechanical products and pumps**

Save the children international is an international organization tends to respond to major emergencies, deliver innovative development programs and ensure children's voices are heard through campaigning to build a better future for and with children. Save the children works across the majority of regions of Ethiopia. Save the children Want to have potential suppliers to deliver electro-mechanical products and pumps in a continuous manner.

* 1. **Objective of the task**

To obtain potential suppliers who can deliver Generators, solar panels, pumps, cables and other electrical materials.

* 1. **BID Lots**
* Lot 1: Electrical Material
* Lot 2: Submersible Pumps
* Lot 3: Generators
* Lot 4: Solar panels and pumps

**Can your esteemed office hold stock for the above items whenever it is required by SCI.\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Yes/NO?**

**PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This Schedule is to be used by Bidders wishing to submit a response to this Tender Process. The Bidder Response is split into the 5 sections detailed below (including hyperlinks), all of which correspond to the Evaluation Criteria referenced in the Invitation to Tender.

* [Section1 - Key information](#_SECTION_1_–)
* [Section 2 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 3 – Capability Questions](#_SECTION_3_–)
* [Section 4 – Commercial Questions](#_SECTION_4_–)
* [Section 5 – Bidder Submission Checklist](#_SECTION_5_–)
* [Schedule 1 – Terms & Conditions of Bidding](#_SCHEDULE_1_–)

At the end of the Bidder Response Document is a checklist. This should be completed by the Bidder prior to submitting their response to ensure all the relevant information and supporting documents have been included in the response.

**The Bidder is required to sign a copy of the Checklist as part of their submission**.

1. **INSTRUCTIONS**

Where a response is required from a Bidder instructions and commentary is provided to illustrate what Save the Children expects and requires. The guidance provided details the **MINIMUM** requirements expected by Save the Children. If a Bidder wishes to add further information which it believes is relevant, this is acceptable but the additional information should be limited to only items which are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

**SECTION 1 – KEY INFORMATION**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |
| --- |
| **KEY INFORMATION** |
| **Organisation Name** |  |
| **Please provide details of the primary products/services supplied by your organisation** |  |
| **Please explain your experience of providing the goods or services requested in this tender document.**  |  |
| **Website address** |  |
| **Address**  | **Main Address** | **Registered Address****(if different)** | **Address for Payments****(if different)** |
|  |  |  |
| **Company Registration Number** |  | **Tax Number** |  |
| **Year of Registration** |  | **Country of Registration**  |  |
| **Type of Business****(e.g. Manufacturer, Distributor, Contractor)**  |  | **Primary Country of Operation** |  |
| **Total Annual Revenue***(please state the currency)* | **2022** | **2021** | **2020** |
|  |  |  |
| **Annual Revenue****(from goods and services requested in this tender)**  |  |  |  |
| **Have you supplied goods or services to SCI previously? If so, please provide a brief summary.** |  |
|  |
| **KEY CONTACT DETAILS**  |
|  | **Primary Contact** | **Secondary Contact** | **Emergency Contact** |
| **Name** |  |  |  |
| **Job Title** |  |  |  |
| **Date of Birth ( G.C.)** |  |  |  |
| **Phone / Mobile** |  |  |  |
| **Email** |  |  |  |
| **Address** |  |  |  |
|  |
| **OTHER KEY INFORMATION** |
| **Provide details of what insurance cover you have and what the maximum value is** |  |
|  |
| **KEY ROLES & PERSONNEL** |
| **Which employees will be responsible for providing goods and services to SCI? Please list names, and job titles and contact details (e.g. account managers).**  | **Job Title** | **Role** | **E-mail Address** |
|  |  |  |

## **SECTION 2 - ESSENTIAL CRITERIA**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ included within Appendix 1 of the ITT, and that any work awarded from this tender process will be completed under the attached ‘Terms and Conditions of Purchase’. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies and code of conducts listed below, throughout this tender process and during the term of any contract awarded.1. Child Safeguarding Policy
2. Anti-Fraud, Bribery & Corruption Policy
3. Slavery & Human Trafficking Policy
4. IAPG Code of Conduct
5. Conditions of Tendering
 | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder must not be a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the US or EU. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).This includes the Bidder submitting the following requirements (where applicable):* Legitimate business address
* Tax registration number & certificate
* Business registration certificate
* Trading license
 | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |

##

## **SECTION 3.1 – CAPABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | **REFERENCES**Bidder shares five (5) examples of their experience in providing services similar to those included within the scope of this tender.Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last three (3) years.*(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)* | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| 4) |  |  |
| 5) |  |  |

## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |
| --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** |
| **No** | **Section** | **Please Tick** |
| 1. | Section 1 – Key Information |  |
| 2. | Section 2 – Essential Criteria |  |
| 3. | Section 3 – Capability Questions |  |
|  |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** |
| **Section** | **Required Document / Evidence** | **Please Tick** |
| **Essential Criteria Evidence** | Proof of legitimate business address |  |
| Copy of tax registration number & certificate |  |
| Copy of business registration certificate |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Capability Criteria Evidence** | Completed Bidder Response Document |  |
| Supporting Financial Documents |  |
|  |  |
|  |  |
|  |  |
| **Commercial Criteria Evidence** | Completed Bidder Response Document |  |
|  |  |
|  |  |
|  |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** |
| **Policy** | **Signature** |
| Conditions of Tendering |  |
| Terms & Conditions of service Purchase |  |
| Child Safeguarding Policy |  |
| Anti-Bribery & Corruption Policy |  |
| Human Trafficking & Modern Slavery Policy |  |
| IAPG Code of Conduct |  |

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature

…………………………………………………………………….

Name

……………………………………………………………………..

Job Title

……………………………………………………………………..

Company

……………………………………………………………………...

Date

……………………………………………………………………...

**SCHEDULE 1 – TERMS & CONDITIONS OF BIDDING**

**Definitions**

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply:

 (a) **Award Criteria** - the award criteria set out in the Invitation to Tender.

(b) **Potential supplier** - a person or organisation who bids for the tender.

(c) **Conditions** - the conditions set out in this 'Conditions of Tendering 'document.

 (d) **Cover Letter** - the cover letter attached to the Tender Information Pack.

 (e) **Goods and/or Services** - everything purchased by SCI under the contract.

 (f) **Invitation to Tender** - the Tender Information, these Conditions, SCI’s Terms and Conditions of Purchase, SCI's Child Safeguarding Policy, SCI's Anti Bribery and Corruption Policy and the IAPG Code of Conduct.

(g) **SCI** - Save the Children International (formerly known as The International Save the Children Alliance Charity), a charitable company limited by guarantee registered in England and Wales (company number 03732267; charity number 1076822) whose registered office is at St Vincent House, 30 Orange Street, London, WC2H 7HH.

 (h) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by SCI to the Supplier, or specifically produced by the Supplier for SCI, in connection with the tender.

 (i) **Supplier** - the party which provides Goods and/or Services to SCI.

1. **The Contract**

The contract awarded shall be for the supply of goods and/or services, subject to SCI’s Terms and Conditions of Purchase (attached to these Conditions). SCI reserves the right to undertake a formal review of the contract after twelve (12) months.

1. **Late tenders**

Tenders received after the Closing Date will not be considered, unless there are in SCI’s sole discretion exceptional circumstances which have caused the delay.

1. **Correspondence**

All communications from Potential suppliers to SCI relating to the tender must be in writing and addressed to the person identified in this Invitation to Tender. Any request for information should be received at least 5 days before the Closing Date, as defined in the Invitation to Tender. Where appropriate responses to questions submitted by any Potential supplier will be circulated by SCI to all Potential supplier s to ensure fairness in the process.

1. **Acceptance of tenders**

SCI may, unless the Potential supplier expressly stipulates to the contrary in the tender, accept whatever part of a tender that SCI so wishes. SCI is under no obligation to accept the lowest or any tender.

1. **Alternative offer**

If the Potential supplier wishes to propose modifications to the tender (which may provide a better way to achieve SCI’s Specification) these may, at SCI's discretion, be considered as an Alternative Offer. The Potential supplier must make any Alternative Offer in a separate letter to accompany the Tender. SCI is under no obligation to accept Alternative Offers.

1. **No reimbursement of tender expenses**

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

1. **Non-Disclosure and Confidentiality**

Potential suppliers must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to SCI’s employees, servants, officers, partners or its business or affairs (the "**Confidential Information**”) as confidential. All Potential suppliers shall:

* recognise the confidential nature of the Confidential Information;
* respect the confidence placed in the Potential supplier by SCI by maintaining the secrecy of the Confidential Information;
* not employ any part of the Confidential Information without SCI's prior written consent, for any purpose except that of tendering for business from SCI;
* not disclose the Confidential Information to third parties without SCI's prior written consent;
* not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to SCI;
* use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
* notify SCI immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.
1. **Award Procedure**

SCI’s Procurement Committee will review the Potential suppliers and their tenders to determine, in accordance with the Award Criteria, whether they will award the contract to any one of them.

1. **Information and Record Keeping**

SCI shall consider any reasonable request from any unsuccessful Potential supplier for feedback on its bid and, where it is appropriate and proportionate to do so, provide the unsuccessful Potential supplier with reasons why the bid was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which SCI receives the request.

1. **Anti-Bribery and Corruption**

All Potential suppliers are required to comply fully with SCI’s Anti-Bribery and Corruption Policy (attached to these Conditions).

1. **Child Protection**

All Potential suppliers are required to comply fully with SCI’s Child Safeguarding Policy (attached to these Conditions).

1. **Human Trafficking and Modern Slavery**

All Potential suppliers are required to comply fully with SCI’s Human Trafficking and Modern Slavery Policy (attached to these Conditions).

1. **Exclusion Criteria**

 Any Potential supplier is required to confirm in writing that:

* Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of  proceedings concerning those matters, or are in any analogous  situation arising from a similar procedure provided for in national  legislation or regulations;
* Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
* Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Potential supplier operates.

Any Potential supplier will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

1. **Conflict of Interest / Non Collusion**

Any Potential supplier is required to confirm in writing:

* That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of SCI which may affect the outcome of the selection process. If there are such connections the Potential supplier is required to disclose them.
* Whether or not there are any existing contacts between SCI, and any other Save the Children entity, and it and if there are any arrangements which have been put in place over the last twenty four (24) months.
* That it has not communicated to anyone other than SCI the amount or approximate amount of the tender.
* That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.
1. **Assignment and novation**

All Potential suppliers are required to confirm that they will if required be willing to enter into a contract on similar terms with either SCI or any other Save the Children entity if so required.

# **PART 4 - APPENDICES**

**Appendix 1** - Terms & Conditions of Purchase:



**Appendix 2** - Terms & Conditions of Bidding

**

**Appendix 2** – Save the Children’s Safeguarding Policy:

**Appendix 3** – Save the Children’s Anti-Bribery and Corruption Policy:

**Appendix 4** – Save the Children’s Human Trafficking and Modern Slavery Policy:

**Appendix 5** – Code of Conduct for IAPG Agencies and Suppliers:

