*Version 1.0 /110621*

**INVITATION TO TENDER**

**ETHIOPIA**

**12 November 2023**

**ITT-THA-2023-021**

**ICT HARDWARE & ACESSORIES**

**SUBMISSION DEADLINE: 5:00 PM ON 2/12/2023**

**PRE-SUBMISSION CLARIFICATION MEETING:**

**QUESTIONS / CLARIFICATIONS:**

**FORMAT FOR SUBMISSION:** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

**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 & emotional support for children caught up in disasters (e.g. floods, famine & 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.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *ICT Hardware Equipment* |
| **Outcome of Tender** | ***Framework Agreement*** *(Non-Fixed Price) – the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement the terms of supply (e.g., indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement.* |
| **Duration of Award** | *One Year with Possibility of Extension* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **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 be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### **3.3 CAPABILITY CRITERIA (70%)**

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERIAL CRITERIA (20%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **VETTING**

Successful bidders must be successfully vetted. 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 and prior to any contract being signed, or orders placed. 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 withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 12 November 2023 |
| Pre-Submission Clarification Meeting | 27 November 2023 |
| Deadline for questions from Bidders | 30 November 2023 |
| Deadline for Bid Submission | 2 December 2023 |
| Bid Clarifications | 5 December 2023 |
| Award Contact | 15 December 2023 |

The above dates are for indicative purposes only and are subject to change.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

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

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

**Electronic Submission via Email**

* Email should be addressed to **Supply Chain Team** at [Ethiopia.bid@savethechildren.org](mailto:Ethiopia.bid@savethechildren.org) or [Ethiopia.bidsubmission@savethechildren.org](mailto:Ethiopia.bidsubmission@savethechildren.org)
* , do not send tender related questions to this email address as they will not be answered.
* The subject of the email should be **“ITT/THA-2023-021** **/Bidder Response – ‘Bidder Name’, ‘Date’’.**
* All attached documents should be clearly labelled so it is clear to understand what each file relates to.
* Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
* Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

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

Your bid must be received, no later than **5:00PM, 2 December 2023.**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Tatek Wamisho | **Tatek.Wamisho@savethechildren.org** |
| Zelalem Tadesse | **Zelalem.Tadesse@savethechildren.org** |

Please be advised local working hours are 08.00 am – 05.00 pm Please allow up to 3 working days for a response.

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

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

1. **SPECIFIC REQUIREMENTS**

Save the children international is an international organization that tends to respond to major emergencies, deliver innovative development programs and ensure children's voices heard through campaigning to build a better future for and with children. Save the children works across many regions of Ethiopia. Save the Children (Ethiopia CO) is looking for;

1. Stationary as listed below

2. Provision of packing in set in plastic bag (as required case by case)

3. Able to deliver to respective delivery address to Save the Children CO Headquarter and Designated Save the Children Warehouse Locations.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | **ICT Hardware Equipment** | **&** | 1. Computer/Laptop (With License or Without License as per the Requirnments) 2. Printer 3. Projector & Accessories 4. ICT Accessories 5. Communication Equipment’s(Mobile/TAB) 6. Still/Video Camera 7. Scanner 8. Photocopier |

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that 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 - 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’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with: i) SCI’s Supplier Sustainability Policy [set out under Section 4 of this document] throughout this process and during the term of any future contract awarded. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **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 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1.*** | **REFERENCES (25Pts)**  Bidder shares Three (3) examples of their experience in providing services like those included within the scope of this tender.  The supplier should have been in the business of conducting similar types of Works and experience working on similar assignments with UN agencies and INGOs for at least last (2) years. The Supplier shall also have executed at least two contracts of a similar nature.  *(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)*  **Financial Capacity (10 Pts)**  The consultant shall demonstrate having a sound financial situation and capacity by submitting financial audit report with annual turnover of at least the minimum amount indicated in the Table in any of the last 3 years (2020, 2021 & 2022) the highest Turnover would be used to pro rate the rest.  **Team Composition (5 Pts)**  *•*Manpower with qualifications, technical and professional competence necessary for successful implementation of the assignment (need to provide Payroll) the highest Turnover would be used to pro rate the rest. N.B If no payroll is attached no mark would be given.  **Testimonial (10 Pts)**  •Copies of Good track record and a minimum of three testimonials from clients on successful accomplishment of assignments:   * If three certificates are attached: will get 5 points. * If Four certificates are attached: will get 8 points. * If greater than or equal to 5 certificates attached: will get 10 points. | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| ***2.*** | **Their capacity to meet our supply needs (20Pts)**  - Inventory Management, Stock availability for urgent delivery/Lead time (5%)  - High flexibility (considering from delivery/packing/partial delivery) (5%)  - Organize as a set (5%)  - Claim, return policy (5%)   1. Please indicate delivery lead time of all items 2. How do you handle with shortage products? 3. Please explain for inventory management, stock availability and how you organize for urgent delivery/Lead time? 4. Are you flexible for partial delivery and organize the delivery packing as per customer requirement? | **Bidder Response** | | **Attachment(s)** |
|  | |  |
|  | |  |
| ***3.*** | **Sustainability Criteria (10%):**  Save the Children elevate social, economic, and environmental sustainability to the core of our and our suppliers’ ways of working and decision-making. As part of our commitment to our community, we encourage working with those suppliers that contribute their part to the community.   * 10/10 - the bidder demonstrates they work closely with local communities delivering a positive impact (e.g. Voluntary service, financial or goods donation …etc.) * 5/10 - the bidder demonstrates some low-level involvement/support of the local community. * 0/10 - the bidder does not provide any support/development to the local community. | **Bidder Response** | | **Comments** |
|  | |  |
|  | |  |

## 

## **SECTION 3 – COMMERCIAL QUESTIONS**

**IT Device and Accessory Specification**

**Printer for Medium usage**

* Brand: HP LaserJet Pro M404dn/ HP LaserJet Pro M402, M403
* General Specification
* Black print speed - Up to Printing (38 ppm)
* Functions - Print
* Networking - Standard (built-in gigabit Ethernet)
* Display - 2-line LCD (text and graphics)

**Printer for Heavy-duty**

* Brand: Sharp-MX-M564/ Sharp-MX-M464
* General Specification
* SPEED B/W: 56 Pages Per Minute
* RESOLUTION: [600 X 600 dpi](https://copiersonsale.com/resolution/600-x-600-dpi/)
* PAPER CAPACITY: [Single 1,500 Sheet Paper Drawer](https://copiersonsale.com/paper-capacity/single-1500-sheet-paper-drawer/)
* VOLUME: [225,000 Copies Per Month](https://copiersonsale.com/volume/225000-copies-per-month/)
* TONER IMPRESSIONS B/W: [40,000 Impressions](https://copiersonsale.com/toner-impressions-b-w/40000-impressions/)
* COPIER TYPE: [Office Copier](https://copiersonsale.com/copier-type/office-copier/)
* COLOR CAPABILITY: Black and White Copier
* PROPERTIES: [Copier-Printer-Scan-fax](https://copiersonsale.com/properties/copier-printer-scan-fax/)

**External Hard Disk**

* Brand – Transcend/Western Digital
* Type: USB3
* Hard Disk: 1TB or 2TB

**UPS**

* Brand – EATON /APC/BPC
* Power Rating: 650-1600VA
* Voltage: 220-240V
* Frequency: 50/60 Hz auto select

**Desktop minimum standard specification**

**Note**: The Windows 11 Pro/ Enterprise Licensed version should be pre-installed.

1. **Processor**

* Intel® Core™ i7-3320M (2.60GHz) processor with minimum of
* 800MHz Bus speed
* Intel Express chipset

1. **Memory**

* Configured with 8GB DDR3 SDRAM
* Expandable to 64GB

1. **Hard Disk**

* 512GB hard drive, 7200 RPM SATA 3GB/s

1. **Fixed Optical Disk Drive**

* DVDRW SuperMulti (+/-R double layer) drive
* Maximum speed: 24x

1. **Display**

* Wide screen flat panel

1. **Sound**

* Built-in sound card,
* Internal/External speaker
* 2 Line-in (stereo/microphone), 2 Line-out (headphone/speaker)

1. **Input Devices**

* Keyboard: USB Entry keyboard
* Mouse: USB optical mouse
* ECP parallel printer port

1. **Communications**

* Integrated 10/100/1000 Ethernet LAN card

1. **Standard I/O ports**

* • 8 USB 2.0 ports, 1 parallel, 1 serial
* • 1 RJ-45, 1 VGA,
* • Modem

**Pre-installation of software**

* Windows 11 Professional/ Enterprise

**Laptop Minimum Standard Specification**

**Note**: Windows 11 Pro/ Enterprise Licensed version should be pre-installed.

Preferred Brand/Model: **Lenovo ThinkPad X14 or Lenovo ThinkPad T14**

* Intel Core i7-10610U vPro Processor (1.80GHz, up to 4.90GHz
* with Turbo Boost, 4 Cores, 8MB Cache)
* 16GB DDR4-3200MHz SODIMM
* 512GB Solid State Drive, M.2 2280, PCIe Gen3x4, OPAL2.0, TLC
* No Internal Optical Drive
* 13/14" HD (1366 x 768) Anti-Glare LED Backlit Display WLAN
* Integrated Intel UHD Graphics
* Integrated 720p HD Camera, Microphone, Speakers
* Internal Keyboard, English
* UltraNav (TrackPoint and TouchPad) Pointing Device with
* Fingerprint Reader
* Intel Wi-Fi 6 AX201 2x2ax, Bluetooth Version 5.0 or above vPro
* 2x USB 3.2 Gen1 (1x Always On), 1x USB 3.2 Type-C Gen 1 (with
* Power Delivery and DisplayPort), 1x USB 3.2 Type-C Gen 2 /
* Thunderbolt 3 (with PD and DP), 1x RJ45, 1x HDMI
* 1x 4-in-1 Card Reader (SD, MMC, SDHC, SDXC)
* Windows 11 Pro/Enterprise, 64-Bit, English
* Security Chip Enabled
* 65W AC Adapter - EU
* 3 Cell Li-Polymer Internal Battery, 50Wh
* 3 Year Global Warranty
* Operating System: **Windows 11 Pro/ Enterprise licensed**

**N.B** All the above specifications are subject to change if the device manufacturers or Global IT units replace them with the latest models.

|  |  |  |  |
| --- | --- | --- | --- |
| **GOOD / SERVICE** | **Willing** | **Not-willing** | **Remark** |
| Willingness to provide Credit Facility-**10 pts** |  |  |  |
| Willingness to fix prices for at least 60 days-**5pts** |  |  |  |
| Willingness to be Flexible for proposed payment schedules -**5pts** |  |  |  |

**SELECTION CRITERIA AND AWARD CRITERIA**

Bidders who Pass the essential criteria and score the capability, sustainability, and commercial evaluation with above 70% (out of 100%) will be considered technically qualified, Further due diligence will be undertaken as appropriate in order to determine the recommended consulting firms.

## **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 2 – Essential Criteria | | |  | | |
| 2. | Section 3 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 4 – Commercial 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 | | | |  |
|  | | | |  |
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|  | | | |  |
|  | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | | |  |
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|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Supplier Sustainability Policy  and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |