

INVITATION TO TENDER

Ethiopia

October 2023

Ref. No. ITT/IN-SCI-ET-2023-017

**TERMS OF REFERENCE (ToR) FOR SELECTION OF TRAINING
COMPANY THAT PROVIDES DEFENSIVE AND ECO DRIVING
TRAINING FOR SAVE THE CHILDREN DRIVERS**

SUBMISSION DEADLINE: 02/10/2023

QUESTIONS / CLARIFICATIONS: eyob.dinsa@savethechildren.org or
zelalem.tadesse@savethechildren.org

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

[PART 1: INVITATION TO TENDER](#)

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

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

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

[PART 3: BIDDER RESPONSE DOCUMENT](#)

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

PART 1 – INVITATION TO TENDER

I. 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](#).

2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	<i>Defensive driving training service</i>
Outcome of Tender (CO to select one of the following options)	Contract – the successful supplier(s)/consultant will be awarded a 'Contract' which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.
Duration of Award	<i>Three months after contract signing</i>

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

3. AWARD CRITERIA

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.

3.1 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 CAPABILITY CRITERIA (60%)

Criteria are used to evaluate the bidder's ability, skill, and experience with the requirements. Bids will be evaluated against the same pre-agreed Criteria.

3.3 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.

3.4 COMMERCIAL CRITERIA (30%)

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

4. 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.

5. BIDDER INSTRUCTIONS

6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	16/10/2023
Deadline for questions from Bidders	25/10/2023
Deadline for Bid Submission	06/11/2023

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](#) 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.

Bids can be submitted by:

Hardcopy/paper submission

- The subject of the envelop should be “ITT/IN-SCI-ET-2023-017 /Bidder Response – ‘Bidder Name’, ‘Date’”.
- Tenders must be submitted in two sealed envelopes, one original technical, one copy original, one original financial, and one copy financial separate document, bearing an official company seal, and marked by the “bidders’ name, address, and the tender reference number and title as stated above. The tender must be submitted in the bid box prepared for the purpose at SCI offices in Addis Ababa Country office on November 06, 2023, on or before 3:00 PM.

Electronic Submission via Email- not allowed

Save the Children Procurement Committee will open tender responses on November 06, 2023, at 03:30 PM.

SCI reserves the right to accept or reject this bid, in partial, or in its entirety.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **06/11/2023 at 3:00 PM**

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
Eyob Dinsa	eyob.dinsa@savethechildren.org
Zelalem Tadesse	Zelalem.tadesse@savethechildren.org

Please be advised local working hours are 8:00 AM- 5:00 PM Ethiopian Time.

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. Introduction

Save the Children is the leading global independent organization for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – to transform their lives and the future we share.

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.

Our values: Accountability, ambition, collaboration, creativity, and integrity. We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

2. Goal and Objective of Assignment:

The objective of the training is to equip SCI Drivers and interested Staff Members with driving techniques, knowledge, skill and attitude, for safe, confident and comfortable steering.

3. Scope of work

Description of Items:

- ✓ Pre-training assessment
- ✓ Description/breakdown of the detailed training content on defensive and Eco driving that includes the human factors or attitudes/performances; Vehicle maintenance and safety, Weather condition, defensive behavioral driving theory; on the road driving assessments, etc.
- ✓ Detailed course content and implementation schedule.
- ✓ Post-training assessments.
- ✓ Training certificates (must be recognized at a national level and valid for at least one year).
- ✓ Names and CVs of the trainer (s).
- ✓ Evidence of previous training done in the last three years.

4. Qualification and experience of service provider

Experience

The consulting firm must provide proven experts in the area of Driving Technics and must provide evidence and recommendation letter for it.

Lead consultant:

At least 5 years in handling similar projects in international private or public sector. The lead expert must be a specialized Traffic Officer, must carry a certificate or a degree in Driving Techniques, and must have proven record of accomplishment of experience in delivering similar trainings.

Team members

The consulting firm must provide a maximum of two consultants as team members. Team members must be police officers dealing with traffic issues. They must have a minimum of 7 years' experience in their area of expertise.

5. Essential Criteria

The following items are required to be submitted as part of the proposal:

- ✓ Technical Proposal & Management Approach
- ✓ Personnel CVs
- ✓ Past Experience Information Capability Statement
- ✓ Evidence of Contractor Responsibility: Overview of Financial Resources, Licensing, Bank Guarantees, Credit History etc.
- ✓ Past Performance Information and Reference Information (Contact/Program Name etc.)
- ✓ Valid and renewed trade license.

6. Technical Criteria

A description of your company with the following documents:

- ✓ Company registration documents;
- ✓ Possession of mandatory qualifications as described in section No. 4 of (ToRs).
- ✓ Number of similar and successfully completed projects.
- ✓ Number of similar projects currently underway.
- ✓ Three References (Company name, Contact person, email and telephone number(s). We encourage you to share any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.

7. Technical and Financial Evaluation

For the award of this project, SCI has established the evaluation criteria, which govern the selection of offers, received. Evaluation is made on a technical and financial basis. The percentage assigned to each component is determined as follows: The Technical offer will be evaluated using inter alia the following criteria and percentage distribution: 60% from the total score: ***N.B: The minimum pass mark of the capability criteria will be 40% out of 60%***

Assessment Criteria	
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Company profile highlighting the qualifications that meet the minimum criteria stated above, and at least three (3) references	10
Statement why the company is the most suitable contractor for the work	5
Brief methodology on how he/she/company will approach and conduct the work (with the methodology clearly explained)	20
Brief CV for key personnel conducting the training provided. Trainers must possess the recommended certificates as stated in Annex A (ToRs)	15
Detailed work plan and timeline	10
Total:	60

8. Venue and Schedule

The venue for the training will be Addis Ababa, Hawassa, Dessie, Mekelle and Jigjiga. The schedule for the trainings will be communicated upon the finalization of the evaluation and the winning company is responsible for costs related to travel and accommodation of its staffs facilitating/conducting the training.

9. Ethical Considerations

- The consultant shall take utmost care and effort to protect participants (children) from any physical or psychological harm arising out of their participation in the context analysis work.
- The consultant should be willing to undertake vetting on SCI-child safeguarding policy & and procedures and sign off as part of the contractual agreement.
- The consultant will in particular ensure the anonymity of informants by coding their names and identities in the notes and records (including tape-recording) if they want to be unnamed.
- The consultant will also ensure that documents and computer files will be kept secure with passwords.

10. Duration of contract:

The contract will be for a duration of three months from the date of contract signing.

PART 3 – BIDDER RESPONSE DOCUMENT

I. 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 – Capability Questions
- [Section 3 – Sustainability Criteria](#)
- [Section 4 – Commercial Questions](#)
- [Section 5 – Bidder Submission Checklist](#)

The Bidder is required to sign a copy of the Check list in Section 5 as part of their submission.

2. 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 SCl. 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	
		Yes / No	Comments / Attachments
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.		
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, and have the required qualification and experience for the assignment.	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Company Profile	
		Evidence for having similar experience in the area	

SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

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

Item	Question	Bidder Response
1	✓ Company profile highlighting the qualifications that meet the minimum criteria stated above, and at least three (3) references-10pts	Evaluation method
	✓ Statement why the company is the most suitable contractor for the work 5pts	
	✓ Brief methodology on how he/she/company will approach and conduct the work (with the methodology clearly explained) 20pts	Grading is as per the predetermined evaluation matrix stated in the “Question” column.
	✓ Brief CV for key personnel conducting the training provided. Trainers must possess the recommended certificates as stated in Annex A (ToRs) 15 pts	
	✓ Detailed work plan and timeline 10pts	

SECTION 3 – SUSTAINABILITY QUESTIONS (10 Points)

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.

N.B: supplier must attach the evidence that shows the company works closely with the local community

SECTION 3 – COMMERCIAL QUESTIONS

GOOD / SERVICE	QUANTITY	TOTAL PRICE for the assignment
Provide defensive training to the SCI drivers organized at Addis Ababa, Hawassa, Dessie, Mekelle and Jigjiga	Three months	
15% VAT		
Total Price including 15% VAT		

Note: The consultant should include all its expenses like service fee, transportation, accommodation, any other misalliance expenses, and the 15% Government value added tax when they propose their financial offer.


SELECTION CRITERIA AND AWARD CRITERIA

The technical and sustainability evaluation will be done for those Suppliers who pass the essential criteria and the financial bid envelope will be open for those suppliers that score technical evaluation matrixes above 40/60. A bidder who scores the highest mark on the combined result of technical/capability, sustainability, and commercial will be considered a winning supplier and awarded a contract agreement. Further due diligence will be undertaken as appropriate 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 1 – Essential Criteria	
2.	Section 2 – Capability Questions	
3	Section 3 –Sustainability Questions	
4	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 qualification /Company Profile/	
	Technical Proposal & Management Approach	
	Key Personnel CVs	



	Evidence of Contractor Responsibility: Overview of Financial Resources, Licensing, Bank Guarantees, Credit History etc.	
	Past Performance Information and Reference Information (Contact/Program Name etc.)	
	Valid and renewed trade license	
Capability Criteria Evidence/Technical Criteria	Completed Bidder Response Document	
	Supporting Documents	
	Company registration documents;	
	Possession of mandatory qualifications as described in section No. 4 of (ToRs).	
	Number of similar and successfully completed projects	
	Number of similar projects currently underway	
	Three References (Company name, Contact person, email and telephone number(s). We encourage you to share any information that will facilitate our evaluation of your company's substantive reliability, financial and managerial capacity to provide the services.	
Commercial Criteria Evidence	Completed Bidder Response Document	
	Completed financial proposal	
We, the Bidder, hereby confirm we compliance with the following policies and requirements:		
Policy	Policy / Document	Signature
Terms & Conditions of Bidding	 1. Terms & Conditions of Bidding	
Terms & Conditions of Purchase		
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	

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: