*Version 1.0 /110621*

**INVITATION TO TENDER**

**<<Ethiopia>>**

**<<August 2023>>**

**<<SCI-ET-NFI-013-2023>>**

**<< FOR THE SUPPLY OF WASH NON-FOOD ITEMS (NFI), WATER STORAGE TANKS, SHELTER (NFI)>>**

**SUBMISSION DEADLINE: <<20-September-2023>>**

**PRE-SUBMISSION CLARIFICATION MEETING: <<05-September-2023>>**

**QUESTIONS/CLARIFICATIONS: <<Zelalem.Tadesse@savethechildren.org or** [**Zinaye.endrias@savethechildren.org**](mailto:Zinaye.endrias@savethechildren.org)**>>**

**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** |  |
| **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** | 2 years |

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

### **ESSENTIAL CRITERIA**

Criteria that 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 excluded from the tender process immediately. These criteria 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 evaluated against the same pre-agreed Criteria.

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

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

### **3.4 COMMERCIAL CRITERIA/FACTORS OTHER THAN PRICING (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 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 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 | <<August 26, 2023>> |
| Pre-Submission Clarification Meeting | <<September 5, 2023>> |
| Deadline for questions from Bidders | << September 13, 2023>> |
| Deadline for Bid Submission | << September 20, 2023>> |
| Bid Clarifications | << September 29, 2023>> |
| Award Contact | <<October, 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 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 found within the document in Part 3 of this pack.

Bids can be submitted by:

**Electronic Submission via Email**

* Email should be addressed to <<Mr. Zelalem Tadesse or Mr. Zinaye Endrias>> at <<**Ethiopia.bid@savethechildren.org** >>
* Note – this is a sealed tender box, which will not open until the tender has closed. Therefore, do not send tender-related questions to this email address, as they will not be answered.
* The subject of the email should be “ITT/<< SCI-ET-NFI-013-2023>>/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 15 MB – 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.

N.B. Bidder can participate in more than one LOT. Please clearly specify for which LOT your company participates.

**Paper Submission – Not Applicable**

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

Your bid must be received, no later than **<<** **September 20, 2023 @2:00 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 sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| << Ms. Zelalem Tadesse >> | <<Zelalem.Tadesse@savethechildren.org>> |
| << Mr. Zinaye Endrias >> | <<Zinaye.endrias@savethechildren.org>> |

Please be advised local working hours are <<8:00 AM – 5:00 PM>>. Please allow up to <<within the maximum of 3-5>> 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 the majority of regions of Ethiopia. Save the children Want to have potential suppliers to deliver Wash NFI, Water Storage Tanks, Shelter NFI and other NFIs in a continuous manner.

1. **SPECIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **S.no** | **Item Description** | **Package** | **PUT “X” as a confirmation of product specialization by your company** |
| **LOT I - Wash NFI (Hygiene)** | | | |
| 1 | Bathing soap bar 80 g (medicated) | Piece |  |
| 2 | Bathing soap bar 75 g (medicated) | Piece |  |
| 3 | Bathing soap bar 175 g (medicated) | Piece |  |
| 4 | Laundry soap bar appr. 250g | Piece |  |
| 5 | Powder Soap 100 gm | Piece |  |
| 6 | Powder Soap 200 gm | Piece |  |
| 7 | Powder Soap 250 gm | Piece |  |
| 8 | Powder Soap 500 gm | Piece |  |
| 9 | Powder Soap 1 Kg | Piece |  |
| 10 | Powder Soap 5kg | Piece |  |
| 11 | Powder Soap 10kg | Piece |  |
| 12 | Utensil Liquid Soap 0.5 litre |  |  |
| 12 | Utensil Liquid Soap 1 litre | Piece |  |
| 14 | Utensil Liquid Soap 1 litre |  |  |
| 15 | Laundry Liquid Soap 1 Litre | Piece |  |
| 16 | Laundry Liquid Soap 5 Litre | Piece |  |
| 17 | Household water treatment chemical | Box/Kit |  |
| 17.1 | * Aquatab tablet | Strip |  |
| 17.2 | * Purr/P&G | Sachet |  |
| 17.3 | * Bishangari | Sachet |  |
| 17.4 | * Water filters (ceramic or membrane filters appropriate for turbid and non-turbid water. Flow rate ranges from 5 to 35 litres per hour depending on the type of filter) | Pcs |  |
| 18 | Community water treatment chemical |  |  |
| 18.1 | Aluminum Sulphate 50Kg Sac % of AlSO42 | Sac |  |
| 19 | Community and CTC water treatment chemical | Drum |  |
| 19.1 | HTH Calcium Hypochlorite (65- 70%) 45kg | Drum |  |
| 20 | Dignity Kit- For Women and girls | Kit |  |
| 20.1 | * Reusable sanitary pads or Disposable sanitary pads- | Pack |  |
| 20.2 | * Under wear for girls and women (Three size pack) | Dozen |  |
| 20.3 | * Body soap 200 g | Bar |  |
| 20.4 | * Laundry soap 200g | Bar |  |
|  | * Flashlight (torch) minimum lumens performance+ minimum operating duration between to charges - Solar-rechargeable, if available | Piece |  |
| 20.5 | Dignity Kit- Person with disabilities | Piece |  |
|  | * Bedpan/urinals |  |  |
| **LOT II - OTHER WASH NFI** | | | |
| 1 | Bowl, 0.5 L, Plastic | Piece |  |
| 2 | Bowl, Washing-Up, 10 Litres, Plastic | Piece |  |
| 3 | Washing Basin. Plastic. Small | Piece |  |
| 4 | Washing Basin. Plastic. Medium | Piece |  |
| 5 | Washing Basin. Plastic. Large | Piece |  |
| 6 | Utensil Washing Sponge | Piece |  |
| 7 | Hand washing Jug 1 litre | Piece |  |
| 8 | Bucket, Plastic 10 Litre + Lid. 100% HDPE Food Grade. Stacking Shape | Piece |  |
| 9 | Bucket, Plastic 20 Litre + Lid. 100% HDPE | Piece |  |
| 10 | Bucket, Plastic 25 Litre + Lid+ Tap. 100% HDPE | Piece |  |
| 11 | Bucket, Domestic 20Ltr+ Lid. 100% HDPE | Piece |  |
| 12 | Jerry Can Rigid. Round. 20 Litres. Plastic. 100% HDPE New | Piece |  |
| 13 | Jerry Can Rigid. Square. 50 Litres. Plastic. 100% HDPE New | Piece |  |
| 14 | Jerry Can Rigid 5 Litres. 60% HDPE Plastic. New | Piece |  |
| 15 | Jerry Can Rigid 10 Litres. 100% HDPE Plastic. New | Piece |  |
| 16 | Jerry Can Collapsible 10 Litres. 100% LDPE Plastic. New | Piece |  |
| 17 | Jerry Can Collapsible 20 Litres. 100% LDPE Plastic. New | Piece |  |
| 18 | Hand washing Tanker with tap installed. 20 Litres | Piece |  |
| 19 | Hand washing Tanker with tap installed. 50 Litres | Piece |  |
| 20 | Hand washing Tanker with tap installed. 60 Litres | Piece |  |
| 21 | Hand washing Tanker with tap installed. 100 Litres | Piece |  |
| 22 | Plastic Water Barrel with Lid 100 Litres | Piece |  |
| 23 | Plastic Water Barrel with Lid 200 Litres | Piece |  |
| 24 | Plastic Water Barrel with Lid 300 Litres | Piece |  |
| 25 | Wash Equipment | Pieces |  |
| **LOT III - WATER STORAGE TANKS** | | | |
| 1 | Vertical Water Storage Tank. Poly. 2500 Litres | Piece |  |
| 2 | Vertical Water Storage Tank. Poly. 5000 Litres | Piece |  |
| 3 | Vertical Water Storage Tank. Poly. 10,000 Litres | Piece |  |
| 4 | Horizontal Water Tank. Poly 1000 Litres | Piece |  |
| 5 | Horizontal Water Tank. Poly 2500 Litres | Piece |  |
| 6 | Horizontal Water Tank. Poly 5000 Litres | Piece |  |
| 7 | Horizontal Water Tank. Poly 10,000 Litres | Piece |  |
| 8 | Vertical Water Tank. Fibre Glass 300 Litres | Piece |  |
| 9 | Vertical Water Tank. Fibre Glass 500 Litres | Piece |  |
| 10 | Vertical Water Tank. Fibre Glass 2000 Litres | Piece |  |
| 11 | Vertical Water Tank. Fibre Glass 5000 Litres | Piece |  |
| 12 | Vertical Water Tank. Fibre Glass 10,000 Litres | Piece |  |
| 13 | Horizontal Water Tank. Fibre Glass 3000 Litres | Piece |  |
| 14 | Horizontal Water Tank. Fibre Glass 5,000 Litres | Piece |  |
| 15 | Horizontal Water Tank. Fibre Glass 10,000 Litres | Piece |  |
| 16 | Horizontal Water Tank. Fibre Glass 20,000 Litres | Piece |  |
| 17 | Horizontal Water Tank. Fibre Glass 50,000 Litres | Piece |  |
| 18 | Pillow Tank | Piece |  |
| **LOT IV - SHELTER NFI** | | | |
| 1 | Plastic Sheeting. HDPE cut Tarpaulins, with reinforcement bands and eyelets (4x6 metres) | Piece |  |
| 2 | Plastic Sheeting. HDPE cut Tarpaulins, with eyelets only (4x6 metres) | Piece |  |
| 3 | Plastic Sheeting. HDPE cut Tarpaulins, with eyelets only (4x5 metres) | Piece |  |
| 4 | Plastic Sheeting. HDPE Rolls, with reinforcement bands and eyelets (4x50 metres) | Piece |  |
| 5 | Plastic Sheeting. HDPE Rolls, with reinforcement bands and eyelets (4x60 metres) | Piece |  |
| 6 | Plastic Sheeting. HDPE Rolls, with eyelets only (4x50 metres) | Piece |  |
| 7 | Plastic Sheeting. HDPE Rolls, with eyelets (2x100metres) | Piece |  |
| 8 | Plastic sheeting/tarpaulin\* | Piece |  |
|  | **Specification:** Material for the reinforced attachment points sheets) Six bands of 7.5cm width made of woven black HDPE fibers fabric and coated with grey LDPE on the outside. 6mx4m Pre-punched 8mm holes on the two sidebands at 0.1m +/- 10% intervals, positioned in the center of the band. (Weight 190g/m² ± 20g) |  |  |
| 9 | Rope. Plastic 8mm of 100 Meters | Piece |  |
| 10 | Rope. Plastic 6mm of 100 Meters | Piece |  |
| 11 | Rope. Plastic 12mm of 100 Meters | Piece |  |
| 12 | Nylon rope (3-4mm thick)- 200 meters | Piece |  |
| 13 | Rope. Min 20 meters, 6-14 mm. (tensile strength: >200 kg) | Piece |  |
|  | **Shelter NFI- Household Items** |  |  |
| 1 | Mosquito Net Rectangular, Treated - 130 x 150 x 180 cm | Piece |  |
| 2 | Mosquito Net Rectangular, Treated - 160 x 150 x 180 cm | Piece |  |
| 3 | Mosquito Net Rectangular, Treated - 190 x 150 x 180 cm | Piece |  |
| 4 | Mosquito Net Circular Treated - 1250 x 250 x65 cm | Piece |  |
| 5 | Blankets 1.60m X 2.20m. 100% Cotton | Piece |  |
| 6 | Bedsheets 1.60m X 2.20m. 100% Cotton | Piece |  |
| 7 | Mattress 190cm X 90 cmx12cm. Foam. | Piece |  |
| 8 | Mattress 190cm X 90 cmx12cm. Foam. Plastic Cover for Medical/ Pharmacy | Piece |  |
| 9 | Pillow without Rubber Cover | Piece |  |
| 10 | Pillow with Rubber Cover | Piece |  |
| 11 | Blankets | Piece |  |
|  | **Specification:** Make woven, dry raised both sides Content ISO1833 on dry weight 50% wool fibers +/- 5%, 50 % other textile fibers, recycled fibers accepted. 1.6m x 2.2m; (1 to 2kg weight) min 250g/m2, TOG (Thermal Resistance of Garment): min: 2.0 |  |  |
| 12 | Bed mat Material: waterproof, assorted colors, edges secured 2 x 2.5m | Piece |  |
| 13 | Mosquito Net Treated As per recommendation of Health Sector | Piece |  |
|  | **Shelter NFI- Kitchen Set Items** |  |  |
| 1 | Plastic Plate | Piece |  |
| 2 | Stainless Steel Plate | Piece |  |
| 3 | Plastic Cup | Piece |  |
| 4 | Stainless Steel Cup | Piece |  |
| 5 | Tea Cup | Piece |  |
| 6 | Ladle Small | Piece |  |
| 7 | Ladle Medium | Piece |  |
| 8 | Ladle Large | Piece |  |
| 9 | Stainless steel Cooking pot, with lid and handle, 10 litre capacity | Piece |  |
| 10 | Stainless steel Cooking pot, with lid and handle, 20 litre capacity | Piece |  |
| 11 | Stainless steel Cooking pot, with lid and handle, 7 litre capacity | Piece |  |
| 12 | Stainless steel Cooking pot, with lid and handle, 3 litre capacity | Piece |  |
| 13 | Stainless steel Kitchen Knife, 27cm | Piece |  |
| 14 | Stainless steel Mugs, 8cm – 0.4 litre capacity | Piece |  |
| 15 | Stainless steel Serving Spoon/ Ladle (33cms/ 250ml) | Piece |  |
| 16 | Stainless steel soup Plates, 22cm | Piece |  |
| 17 | Stainless steel Spoons, 18cm | Piece |  |
| 18 | Kettle Small Size | Piece |  |
| 19 | Kettle Medium Size | Piece |  |
| 20 | Kettle Large Size | Piece |  |
| 21 | Primus 1 Litre | Piece |  |
| 22 | Primus 2 Litre | Piece |  |
| 23 | Primus 3 Litre | Piece |  |
| 24 | Primus 5 Litre | Piece |  |
| 25 | Kettle- Aluminum 2lt (estimating around 20% preference for jugs) | Piece |  |
| 26 | Plate- 24cm Thickness: > 1.00 mm for aluminum, > 0.50 mm for steel | Piece |  |
| 27 | Cup- Aluminum or stainless steel with handle, (300ml holding capacity) (min 0.5mm for stainless steel) | Piece |  |
| 28 | Cooking pots: Aluminum 7lt Thickness: > 1.7 mm aluminum, > 0.8 mm steel | Piece |  |
| 29 | Cooking Ladle Min 100ml Stainless steel, length: 30cm minimum. Thickness: Min. 1mm in the center of the scoop | Piece |  |
|  | **Shelter NFI- Hygiene Set Items** |  |  |
| 1 | Washing basin Diameter: 60cm Stainless Steel | Piece |  |
| 2 | Jerry can: 20lt Rigid plastic (Min 45mm opening), Food grade plastic, “Should resist 5 drop tests from 2m high, full with water” | Piece |  |
| 3 | Handwashing jug and basin set Plastic | Piece |  |
| 4 | Multi-purpose liquid soap 1ltr Liquid soap (Largo) | Piece |  |
| 5 | Soap Multipurpose 250g | Piece |  |

1. **ADDITIONAL INFORMATION**

# All the procured goods will be distribute for the needy peoples and children. So, bidders expected to deliver the best quality product with a minimum of the above-mentioned specification and above.

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by bidders wishing to submit a bid proposal. It is linked into five 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 Checklist 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 provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may 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 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 complete 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*** |  |
| ***5*** | Information about the company and Account Manager/Contact person | **Yes / No** | **Comments** |
| **Requirement** | **Bidder Response / Attachments** |
| Telephone, email, fax, office address |  |

## 

## **SECTION 2 – CAPABILITY QUESTIONS**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **REFERENCES/CONFIRMATION LETTER (20 Points)**  Bidder shares three (3) examples of their experience in providing services similar to those included within the scope of this tender. The firm’s proven and executed experience in the supply of NFIs in UN, INGOs, and Local NGOs.  Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) 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)*   * If three certificates are attached: will get 12 points * If Four certificates are attached: will get 16 points * If greater than or equal to 5 certificates attached: will get 20 points | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| ***2*** | **Detail Company Profile (10 Points)**  Complete information of the company’s address, branches, location, years of establishment/experience, evidence of financial eligibility/capacity in the form of recent audit reports, organization structure and design, communication facilities, list of human resources…etc. | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***2*** | **Years of establishment/experience (10 Points)**  If Less than Three years: will get 3 points  If between 3 to 6 years: will get 9 Points  If it is above 6 years: Will get 10 points | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***3*** | **Evidence of financial eligibility/capacity in the form of recent audit reports of the last 3 years (10 Points)**  If one year statement attached: will get 3 point  If two years statement attached: will get 7 Point  If three years statement attached : Will get 10 point | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***4*** | **Provision of credit facility / availability of credit facility (10 Points)**  If the bidder provides credit facility: will get 10 points  If the bidder didn’t provide credit facility: will get 0 point | **Bidder Response(Yes/No)** | | **Comments** |
|  | |  |
| ***5*** | **Operational Capacity (40 Points)**  Operational Capacity in the form of:   * Investment Capacity(Annual financial turnover from the bank financial statement/last Audit report) grading will be prorated by taking the highest financial capacity as a benchmark - -10 pts * Availability of owned vehicles (to transport NFIs)-5 Pts * Availability of standard owned or leased warehouse space,10 pts * NFI Inventory level,-15 pts.   The evaluation committee members will visit the actual site of the bidder, cross-check the necessary documents, and scores shall be given accordingly. | **Bidder Response** | | **Comments** |
|  | |  |

*N.B: 100% of the capability will be converted to 70%*

## **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 4 – COMMERCIAL QUESTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **GOOD / SERVICE** | **SPECIFICATION**  **(For technical requirements, drawings may need to be attached)** | **QUANTITY** | **UNIT PRICE** | **TOTAL PRICE** |
| **Not Applicable** | | | | |
|  |  |  |  |  |
| **OTHER COMMERCIAL CONSIDERATIONS** | | | | |
| **Duration for which pricing can be fixed (price validity)-------------------------------------------10 point**  **For 30 days ……………………..………. 10 points**  **For 15 days……………………..………. 5 points**  **For 10 days ……………………………… 3 points**  **Less than 10 days ……………………. 0 point** | |  | | |
| **Delivery period………………………………..10 point**  **Within 2-3 days………………………..10 points**  **Within 4-8 days ………………………. 5 points**  **Within 10 days…………………..…… 2 points**  **More than 10 days …………………. 0 point** | |  | | |

**SELECTION CRITERIA AND AWARD CRITERIA**

Bidders who Pass the essential criteria and score the capability, sustainability, and commercial evaluation with above 60% (out of 100%) will be considered as technically qualified, However, the final award decision will be made after conducting due diligence during the bidder site visit.

## **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 & | | |  | | |
| 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 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** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | | plate | |  | |
| 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: | ………………………………………………….. |