*Version 1.0 /110621*

**INVITATION TO TENDER**

**<<Ethiopia>>**

**<<August 2023>>**

**<<SCI-ET-014 -2023>>**

**<< For the supply and delivery of stationery and Tonner products on non-fixed price base>>**

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

**PRE-SUBMISSION CLARIFICATION MEETING: <<5-September-2023>>**

**QUESTIONS / CLARIFICATIONS: <<**Meron.Yilma@savethechildren.org**>> or <**[**Zelalem.tadesse@savethechildren.org**](mailto:Zelalem.tadesse@savethechildren.org%20) **>**

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

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

Criteria used to evaluate the commercial competitiveness of a bid. Bids will 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 submitted by either:

**Electronic Submission via Email**

* Email should be addressed to <<Ms. Meron Yilma>> at <<**Ethiopia.bid@savethechildren.org** >>
* Note – this is a sealed tender box, which will not opened 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-014-2023>>/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 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.

**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. Meron Yilma>> | <<Meron.yilma@savethechildren.org>> |
| << Ms. Zelalem Tadesse >> | <<Zelalem.Tadesse@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 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 office stationary and Tonner materials in a continuous manner.

* 1. **BID Lots**
* Lot 1: Stationery Materials
* Lot 2: Tonner Products

Kindly indicate for which LOT your company is participating.

|  |  |  |
| --- | --- | --- |
| Lot Number | Category | Yes/No |
| Lot 1 | Stationary Products |  |
| Lot 2 | Tonner Products |  |

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

1. **SPECIFICATIONS**

**Lot 1: Stationary Item List**

|  |  |  |  |
| --- | --- | --- | --- |
| **S/N** | **Description of Goods / Services** | **Unit** | **Tick the item to be supplied** |
| 1 | Agenda up dated year | Pcs |  |
| 2 | AA BATTERY (small) – Energizer | Pcs |  |
| 3 | Ball Point Pen ( Blue, black & red ) Lexi or equivalent | Pcs |  |
| 4 | Binding ring spiral large -51 | Pcs |  |
| 5 | Binding ring spiral medium -12 | Pcs |  |
| 6 | BINDER CLIPS 3 I MM | Pcs |  |
| 7 | BINDER CLIPS 41 MM | Pcs |  |
| 8 | BINDING COVERS A4 - (HARD) | Pcs |  |
| 9 | BINDING COVERS A4 - (PLASTIC) | Pcs |  |
| 10 | BLUE TACK | Pcs |  |
| 11 | BOX FILE different colors | Pcs |  |
| 12 | BUSINESS CARD HOLDER 360 PIECES | Pcs |  |
| 13 | Box file colored plastic small size ( tin one ) | Pcs |  |
| 14 | CELLO TAPE ROLL I" | Pcs |  |
| 15 | CERTIFICATE PAPER – CREAM | Pcs |  |
| 16 | COUNTER BOOK 2 Q MANUSCRIPT BOOK FIS | Pcs |  |
| 17 | Calculator - CT61 2V Citizen 12 Digit | Pcs |  |
| 18 | Calculator - Casio I2DJ-I20TG 12 Digits | Pcs |  |
| 19 | Chalk – White | Pcs |  |
| 20 | Chalk – Colored | Pcs |  |
| 21 | Colored Pencil – Long | Pcs |  |
| 22 | Colored Pencil – Short | Pcs |  |
| 23 | Chart paper | Pcs |  |
| 24 | Correction fluid | Pcs |  |
| 25 | Crayon children color pen | Pcs |  |
| 26 | Double clip large 51 mm | Pcs |  |
| 27 | Double Clip Medium 41 mm | Pcs |  |
| 28 | Double Clip Small 32 mm | Pcs |  |
| 29 | Drawing book different page) 32 pages ) | Pcs |  |
| 30 | Envelope A3 | Pcs |  |
| 31 | Envelope A4 | Pcs |  |
| 32 | Envelope AS | Pcs |  |
| 33 | Envelope white Medium size 23.5 x 1 Icm | Pcs |  |
| 34 | Envelope White Small size 16.75 x 1 Icm | Pcs |  |
| 35 | Eraser Medium | Pcs |  |
| 36 | Electric Divider with 5M long | Pcs |  |
| 37 | Exercise book 32 page | Pcs |  |
| 38 | Exercise book 50 page (Import without lamination) | Pcs |  |
| 39 | Exercise book 50 pages (laminated, imported) | Pcs |  |
| 40 | Exercise book 50 pages (local, without lamination) | Pcs |  |
| 41 | Exercise book 50 pages without laminated local | Pcs |  |
| 42 | File divider 1 to 10 | Pcs |  |
| 43 | File divider A to Z | Pcs |  |
| 44 | File separator | Pcs |  |
| 45 | Flat file 250 gm | Pcs |  |
| 46 | Flip chart marker | Pcs |  |
| 47 | Flip chart pad perforated Sinarline or equivalent | Pcs |  |
| 48 | Flip chart stand 70\*90 ( EU / good Quality ) | Pcs |  |
| 49 | Folder for training | Pcs |  |
| 50 | Glue stick 8gm | Pcs |  |
| 51 | HEAVY DUTY PUNCH - Kangaroo HDP - 2I60 | Pcs |  |
| 52 | Highlighter different color | Pcs |  |
| 53 | SPIRAL NOTEBOOK A4 | Pcs |  |
| 54 | Masking Tape I' X 40 Yard Tape | Pcs |  |
| 55 | Masking Tape (brown) | Pcs |  |
| 56 | MARKERS PERMANENT (assorted colors) | Pcs |  |
| 57 | MASKING TAPE I" | Pcs |  |
| 58 | MASKING TAPE 2" | Pcs |  |
| 59 | MY CLEAR BAG (Assorted colours) | Pcs |  |
| 60 | Note book large | Pcs |  |
| 61 | Note book medium | Pcs |  |
| 62 | Note book small | Pcs |  |
| 63 | Notice Board (Soft board), size: 90 cm x 120 cm | Pcs |  |
| 64 | Paper clip medium | Pcs |  |
| 65 | Paper clip large | Pcs |  |
| 66 | Paper clip small | Pcs |  |
| 67 | Pen fluid /Correction | Pcs |  |
| 68 | Pencil (1X12) DOT or equivalent | Pcs |  |
| 69 | Pencil sharpener ( standard size ) | Pcs |  |
| 70 | Photocopy paper A4 size Double A or equivalent | Pcs |  |
| 71 | Photocopy paper colored 80GM | Pcs |  |
| 72 | Plastic folder with fastener | Pcs |  |
| 73 | Plastic folder with rope | Pcs |  |
| 74 | Post it pad 50 mm x 40 mrr (small, various color, 2x3) | Pcs |  |
| 75 | Post it pad 50 mm x 75 mm (medium, various colors. 3x4) | Pcs |  |
| 76 | Post it pad 75 mm x 75 mm (large, various colors, 3x3) | Pcs |  |
| 77 | Post it Pad Assorted color | Pcs |  |
| 78 | Puncher big (Eagle) | Pcs |  |
| 79 | Puncher Heavy duty( Eagle ) | Pcs |  |
| 80 | Puncher Medium ( Eagle ) | Pcs |  |
| 81 | Puncher Small | Pcs |  |
| 82 | Push Pin | Pcs |  |
| 83 | Push Pin board 60x90 | Pcs |  |
| 84 | Push pin board 90x70 | Pcs |  |
| 85 | Push Pin board small for Advertisement ( 60 \* 90 ) | Pcs |  |
| 86 | Register book Hard cover 100 sheet A4 size | Pcs |  |
| 87 | Rubber ( standard size ) | Pcs |  |
| 88 | Ruler plastic 50cm | Pcs |  |
| 89 | Scissors Medium | Pcs |  |
| 90 | Scissors small | Pcs |  |
| 91 | Scotch tape 18x35 big | Pcs |  |
| 92 | Scotch tape 3m A x36 DS magic | Pcs |  |
| 93 | Scotch tape big for carton brown in color for packing | Pcs |  |
| 94 | Scoter, tape disperser medium size | Pcs |  |
| 95 | Scotch tape paper type | Pcs |  |
| 96 | Stamp Pad | Pcs |  |
| 97 | Stamp pad ink different colors ( blue , red ) | Pcs |  |
| 98 | Stapler heavy duty | Pcs |  |
| 99 | Stapler Medium | Pcs |  |
| 100 | Stapler small | Pcs |  |
| 101 | Staples remover | Pcs |  |
| 102 | Staples wire for Heavy duty | Pcs |  |
| 103 | Staples wire standard | Pcs |  |
| 104 | Slates, size: 43 x 33cm | Pcs |  |
| 105 | Suspension file | Pcs |  |
| 106 | Tag coding machine | Pcs |  |
| 107 | Tape, Duct 2" | Pcs |  |
| 108 | Tape, Masking 2" | Pcs |  |
| 109 | Tape, Selo 2" | Pcs |  |
| 110 | UHU Glue Stick 2lg | Pcs |  |
| 111 | UHU Glue Tube 35ml Adhesive (Liquid) | Pcs |  |
| 112 | White Board 60x90 | Pcs |  |
| 113 | White Board 90x 120 | Pcs |  |
| 114 | White Board 90x 1 50 | Pcs |  |
| 115 | White Board 90x180 | Pcs |  |
| 116 | White Board Duster | Pcs |  |
| 117 | White Board Marker Art Line Different Colors | Pcs |  |
| 118 | Writing Pad 5x8 Sinerline or equivalent | Pcs |  |
| 119 | Writing Pad 9x7 Sinerline or equivalent | Pcs |  |
| 120 | Writing Pad A4 Sinerline or equivalent | Pcs |  |

Lot 2: Tonner Products

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.no** | **Model** | **Serial Number** | **Tonner Type** | **Tick the item to be supplied** |
| 1 | HP Laserjet p2055d | CNCJK63845 |  |  |
| 2 | Hp Laserjet Pro 400 m401dn | PHKGF21161 | Black 80A |  |
| 3 | HP Laserjet 400 m401a | vnc4d06170 | Black CE505A |  |
| 4 | Sharp-MX-M464 | 7E002036 | Black (MX-561FT) |  |
| 5 | (Color) Sharp-MX-2314 | 5E003937 | Cyan = MX-23FT-CA |  |
|  | Magenta = MX-23FT-MA |  |
|  | Black = MX-23FT-BA |  |
|  | Yellow = MX-23FT-YA |  |
| 6 | Sharp-MX-M564 | 7E002036 | Black (MX-561FT) |  |
| 7 | Sharp-MX-M464 | 7E004373 | Black (MX-561FT) |  |
| 8 | Color Laserjet Enterprise M651 |  | Cyan |  |
|  | Magenta |  |
|  | Yellow |  |
|  | Black |  |
| 9 | Sharp-MX-M464 | 6E005115 | Black (MX-561FT) |  |
| 10 | Sharp-MX-M464 | 8E00071 p | Black (MX-561FT) |  |
| 11 | HP LaserJet pro M402n | PHCGF07469 | Black 26A |  |
| 12 | HP laserjet Pro 200 Color M251n | vnc3g18890 | Cyan |  |
| Magenta |  |
| Yellow |  |
| Black |  |
| 13 | HP Color LaserJet MFP M577 |  |  |  |
| 14 | HP Color LaserJet Pro 300 |  |  |  |
| 15 | HP LaserJet P2055dn |  |  |  |
| 16 | Canon All in one |  |  |  |

1. **ADDITIONAL INFORMATION**

# Bidders are 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 (70 points)**

***Instructions – Bidders are required to complete all sections of the below table and submit supporting documents.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **REFERENCES (15 Points)**  Bidder shares three (3) 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 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 certificate attached: will get 5 points  If five certificate attached: Will get 10 Points  If above 5 certificate attached: will get 15 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 point  If between 3 to 6 years: will get 6 Point  If it is above 6 years: Will get 10 point | **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 6 Point  If three years statement attached : Will get 10 point | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***4*** | **Provision of credit facility / availability of credit facility (5 Points)**  If the bidder provides credit facility: will get 5 points  If the bidder didn’t provide credit facility: will get 0 point | **Bidder Response** | | **Comments** |
|  | |  |
| ***5*** | **Operational Capacity (20 Points)**  Operational Capacity in the form of available equipment, warehouse space, inventory level, past purchase orders/contracts. The evaluation committee members will visit actual site of the bidder and scores shall be given accordingly. | **Bidder Response** | | **Comments** |
|  | |  |

## **SECTION 3 – SUSTINABLITY 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 the 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.*
* *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.*

**SELECTION CRITERIA AND AWARD AND** **CRITERIA**

Bidders who Pass the essential criteria score the technical 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

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## **SECTION 4 – COMMERCIAL QUESTIONS (20 Points)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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……………………..………. 7 points**  **For 10 days ……………………………… 5 points**  **Less than 10 days ……………………. 0 point** | |  | | |
| **Delivery period………………………………..10 point**  **Within 2-3 days……………………………..7 points**  **Within 4-8 days …………………………….5 points**  **Within 10 days…………………..…… 2 points**  **More than 10 days …………………. 0 point** | |  | | |

## **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 | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| **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: | ………………………………………………….. |