**TENDER RESPONSE**

**Please provide information against each requirement.**

Additional rows can be inserted for all questions as necessary.

**Section 1 - Bidder’s general business details**

1. General information

|  |
| --- |
| Organisation Name:  |
| Contact Name:  |
| Phone:  | Fax:  |
| Email:  | Parent company (if applicable): |
| Principle Address: | Registered Address: | Payment Address: |
| Registration number:  | Tax number:  |
| Year of registration:  | Annual Turnover: |

1. Please provide details of the type of your organisation (manufacturer, distributor, etc):
2. Please provide details of the primary products/services of your organisation:
3. Please list your employees who would be involved with Save the Children. One employee should be the key point of contact for Save the Children:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Job title** | **Role for Save the Children account** | **Direct telephone number** | **Email address** |
|  |  |  |  |  |
|  |  |  |  |  |

1. Please detail what your insurance cover provides and what the maximum value is:
2. Please provide details ofat least2client references whichSave the Children may contact (preferably NGOs):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client Organisation**  | **Contact** | **Phone no.** | **E-mail address** | **Details of contract** |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 2: Bidder capacity**

1. Detail the product you are intending to supply with any variations / notes to the specification if your product differs.

|  |  |  |
| --- | --- | --- |
| **Product**  | **As per the specification?**  | **Please list any variations / notes to specification** |
| 840 Desktop, Core i3 processor, 4 GB RAM, 500 GB HD, R/W DVD, Arabic/English Keyboard, Mouse, 18.5-inch LED screen with tilt angle feature, 10/100/1000 Ethernet port, sound, external speaker, with all the needed data and power cables for the screens, CPUs and any other devices)840 Preinstalled (on each computer) (perpetual) MS windows 7 (or higher) with English/Arabic capability & MS office 2013 (or higher) with English/Arabic capability, Avira Anti-virus fully compatible with the above-mentioned computers, recoverable bootable DVD media840 Power Compatibility as all the computers to be installed in Egypt, the volt of all devices must be 220 Volt, 50 Hz, all the power cables (of the monitors, CPU…etc) 2 round pins power cablesAll the computers to be distributed in 840 community schools (1 to each community school) in 2 different governorates (Sohag & Behira) as per the attached (Annex 1 – Annex 2) distribution planThe needed maintenance included in the warranty to be done on site (in the community schools) within 1 week otherwise the defected unit to be replaced by another unit until fixing the defective unit. | Yes /No |  |

1. Please detail the accepted payment terms

|  |
| --- |
|  |

1. For the following order volumes please confirm your capacity to supply and lead times:

|  |  |  |  |
| --- | --- | --- | --- |
| Product | Example order volume / Specific order volume  | Capacity to supply(Y/N) | Breakdown of the delivery schedule per each governate |
| Desktop, Core i3 processor, 4 GB RAM, 500 GB HD, R/W DVD, Arabic/English Keyboard, Mouse, 18.5-inch LED screen with tilt angle feature, 10/100/1000 Ethernet port, sound, external speaker, with all the needed data and power cables for the screens, CPUs and any other devices)840 Preinstalled (on each computer) (perpetual) MS windows 7 (or higher) with English/Arabic capability & MS office 2013 (or higher) with English/Arabic capability, Avira Anti-virus fully compatible with the above-mentioned computers, recoverable bootable DVD media840 Power Compatibility as all the computers to be installed in Egypt, the volt of all devices must be 220 Volt, 50 Hz, all the power cables (of the monitors, CPU…etc) 2 round pins power cablesAll the computers to be distributed in 840 community schools (1 to each community school) in 2 different governorates (Sohag & Behira) as per the attached (Annex 1 – Annex 2) distribution planThe needed maintenance included in the warranty to be done on site (in the community schools) within 1 week otherwise the defected unit to be replaced by another unit until fixing the defective unit. | 840 |  |  |

1. What warranties and guarantees can you offer as part of this contract?

**Section 3: Pricing proposal**

1. Please indicate here the prices you are offering to Save the Children as part of this contract, including the currency. Please refer to specification for details of what must be included.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product** | **Quantity** | **Currency** | **Unit price**  | **Total price** |
| Desktop, Core i3 processor, 4 GB RAM, 500 GB HD, R/W DVD, Arabic/English Keyboard, Mouse, 18.5-inch LED screen with tilt angle feature, 10/100/1000 Ethernet port, sound, external speaker, with all the needed data and power cables for the screens, CPUs and any other devices)840 Preinstalled (on each computer) (perpetual) MS windows 7 (or higher) with English/Arabic capability & MS office 2013 (or higher) with English/Arabic capability, fully compatible Avira Anti-virus with the above-mentioned computers, recoverable bootable DVD media840 Power Compatibility as all the computers to be installed in Egypt, the volt of all devices must be 220 Volt, 50 Hz, all the power cables (of the monitors, CPU…etc) 2 round pins power cablesAll the computers to be distributed in 840 community schools (1 to each community school) in 2 different governorates (Sohag & Behira) as per the attached (Annex 1 – Annex 2) distribution planThe needed maintenance included in the warranty to be done on site (in the community schools) within 1 week otherwise the defected unit to be replaced by another unit until fixing the defective unit. | 840 |  |  |  |

1. Can you fix these prices for the duration of the contract?

 Yes [ ]  No [ ]

If not, please provide details of how long they will remain fixed?

1. If prices cannot be fixed for the duration of the contract, please specify factors that would affect the price and indicate how changes in these factors would affect the price of the stated products:

**Section 4: Confirmation of Bidder’s compliance**

We, the Bidder, hereby confirm compliance with:

* The required specification for the products
* The Conditions of Tendering
* Save the Children’s Terms and Conditions of Purchase
* Save the Children’s Child Safeguarding policy
* Save the Children’s Anti-Bribery and Corruption policy
* The IAPG Code of Conduct

The following documents and items are included in our bid:

* Section 1: Bidder’s general business details
* Section 2: Bidder capacity
* Section 3: Pricing proposal

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

|  |
| --- |
| **Acceptance by the Bidder:** …………………………………………………………………….Signature …………………………………………………………………….Name……………………………………………………………………..Job Title……………………………………………………………………..Company……………………………………………………………………...Date  |