*Version 1.0 /110621*

**INVITATION TO TENDER**

**UKRAINE**

**MARCH 2022**

**TENDER REF: ITT-FOO-UKR-GLO-001**

**SUPPLY OF FOOD & FOOD PARCELS**

**SUBMISSION DEADLINE: 17:00 GMT – 8th APRIL 2022**

**SUBMISSION LOCATION:** [**procurement@savethechildren.org**](mailto:procurement@savethechildren.org)

**QUESTIONS / CLARIFICATIONS:** [**Jamie.meacham@savethechildren.org**](mailto:Jamie.meacham@savethechildren.org) **&** [**Naim.karsli@savethechildren.org**](mailto:Naim.karsli@savethechildren.org)

**FORMAT FOR SUBMISSION: BIDDER SUBMISSION DOCUMENT (See excel file below)**



[**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 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

**Who we are** - Save the Children International (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.

**Vision** – a world in which every child attains the right to survival, protection, development & participation.

**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.
* 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.

## **PROJECT OVERVIEW**

SCI wishes to identify one or more food wholesalers to provide food commodities and / or Food Baskets for our humanitarian projects around the world. The attached tender will help us to assess your capability and the typical pricing that is on offer.

We will attempt to fix pricing for food commodities wherever it is possible, but if this is not possible, we will partner with qualified food wholesalers and deal with them on a quote by quote basis.

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | Supply of Food Items – either in bulk and / or food baskets.  Multiple supply contracts may be awarded for different lots. (See [Part 2](#_PART_2_–) of this document for further information). |
| **Outcome of Tender** | Framework Agreement (Fixed Price or Non-Fixed Price). The Framework Agreement does not commit SCI to any purchases or specific volumes. It outlines the conditions of potential future supply, which will be confirmed and completed under a Purchase Order. |
| **Duration of Award** | 12 months |

## **AWARD CRITERA**

SCI is committed to running a fair and transparent process, and ensuring that all bidders are treated and assessed equally. Bidder responses will be evaluated against identical criteria, categorised as:

**3.1 ESSENTIAL CRITERIA (Pass / Fail)** - 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.

**3.2 SUSTAINABILITY CRITERIA (10%)** - Criteria used to evaluate the impact a supplier has on the environment, local economy and community.

**3.3 CAPABILITY CRITERIA (50%)** - Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements.

**3.4 COMMERIAL CRITERIA (40%)** - Criteria used to evaluate the commercial competitiveness of a bid.

## **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**

### **5.1 TIMESCALES**

|  |  |
| --- | --- |
| **Activity** | **Date** |
| **Issue Invitation to Tender** | 30th March 2022 |
| **Deadline for Bid Submission** | 8th April 2022 |
| **Bid Clarifications** | w/c 11th April |
| **Award Contact** | To be determined |

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

### **5.2 SUBMISSION FORMAT**

Bidders wishing to submit a bid **must use the Excel document titled Bidder Submission Document (attached on the front cover of this document). Bids received using different formats, or incomplete bids, may not be accepted.**

The Bidder is required to download the Bidder Submission Document, complete it, and sign a copy of the Check list in Section 4 as part of their submission. (This signature may be done electronically)

Bids must remain valid and open for consideration for a period of no less than 30 days.

**INSTRUCTIONS**

* Completed document should be emailed to procurement@savethechildren.org.
* Note – this is a controlled mailbox and responses will not be 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-FOO-UKR-GLO001-<<BIDDER NAME>>.
* All attached documents should be clearly labelled so it is clear to understand what each file relates to.
* Emails should not exceed 10mb – 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.

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

1. **SPECIFIC REQUIREMENTS**

* Suppliers are invited to quote on:
  + Provision of individual lots of food items (as per specifications in table)
  + Provision of Foods Parcels / Baskets (as defined in table below).
* Note - Food Parcels / Baskets may need to be branded with text / image / logo as provided by SCI).
* SCI will not exclude suppliers who are only able to provide individual food items or food baskets, and SCI may award multiple Framework Agreements to multiple suppliers.
* All items should have at least 12 months shelf life from date of order.
* Suppliers are invited to provide pricing for other food items, not listed below, as well if applicable.
* Supplier to confirm they can deliver to the following locations:
  + Rzeszow - Polish / Ukraine Border
  + Siret - Romanian / Ukraine Border
  + Ukraine

1. **SPECIFICATIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **LOT NO** | **ITEM** | **SPECIFICATION / REQUIREMENTS** | **INDICATIVE VOLUMES**  *(These are not commitments, and for illustrative purposes. Once demand is known, further information will be shared)* |
| **Lot 1** | **High Energy Biscuit** | * High in energy and protein, and supplemented with vitamins and minerals. * Individual Packaged Item – either 50g or 100g * Boxes of either 100 x 100g packs OR 200 x 50g packs * Dry Matter * Containing minimum of 450 kcal per 100g * Must be ready to eat or can be mixed with safe boiled / warm water to prepare a porridge suitable for young children from 6 – 23 months old | TBC |
| **Lot 2** | **Wheat Flour** |  | TBC |
| **Lot 3** | **Canned Peas** |  | TBC |
| **Lot 4** | **Canned Beans** |  | TBC |
| **Lot 5** | **Canned Fish** |  | TBC |
| **Lot 6** | **Canned Meat** |  | TBC |
| **Lot 7** | **Vegetable Oil** |  | TBC |
| **Lot 8** | **Iodized Salt** |  | TBC |
| **Lot 9** | **Sugar** |  | TBC |
| **Lot 10** | **Buckwheat Grain** |  | TBC |
| **Lot 11** | **Pasta Macaroni** |  | TBC |
| **Lot 12** | **White Rice** |  | TBC |
| **Lot 13** | **Vegetable Oil** |  | TBC |
| **Lot 14** | **Sunflower Oil** |  | TBC |
| **Lot 15** | **Canned Beef** |  | TBC |
| **Lot 16** | **Oatmeal** |  | TBC |
| **Lot 17** | **Tea** |  | TBC |
| **Lot 18** | **Food Basket 1** | * Wheat Flour – 9kg * Canned Peas or Beans – 3kg * Canned Meat or Fish – 4.5kg * Vegetable Oil – 2 litres * Iodized Salt – 90g (minimum) * Sugar – 1kg | TBC |
| **Lot 19** | **Food Basket 2** | * High Energy Biscuit – 1.5kg * Canned Beans or Peas – 0.8kg * Canned Meat or Fish – 0.5kg | 1,750 Baskets / Parcels |
| **Lot 20** | **Food Basket 3** | * Buckwheat Grain – 9kg * Pasta Macaroni - £3kg * White Rice – 3kg * Canned Meat or Fish – 1.5kg * Vegetable or Sunflower Oil – 1 litre * Iodized Salt – 0.09kg | TBC |
| **Lot 21** | **Food Basket 4** | * Pasta Macaroni – 7.5kg * White Rice – 7.5kg * Canned Meat or Fish – 1.5kg * Vegetable Oil – 1 litre * Iodized Salt – 0.09kg | 1,750 Units Baskets / Parcels |
| **Lot 22** | **Food Basket 5** | * High Energy Biscuits – 1kg * Canned Beef or Fish – 0.525kg * Canned Beans or Peas – 0.4kg * Vegetable Oil – 0.5 litre | TBC |