*Version 1.0 /110621*

**INVITATION TO TENDER**

**FOR SAVE THE CHILDREN (THAILAND) FOUNDATION**

**23 Aug 2023**

**THAILAND**

**SCT Children Dignity Kits &** **Baby Hygiene Kits**

**SUBMISSION DEADLINE : 20 SEP 2023**

**PRE-SUBMISSION CLARIFICATION MEETING : 15 SEP 2023**

**QUESTIONS / CLARIFICATIONS :** [**THA\_Procurement\_BKK@savethechildren.org**](mailto:THA_Procurement_BKK@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** | *1.       Underwear (1pack3 pcs) - ชุดชั้นในเด็ก (1 แพ็ค 3 ชิ้น)*  *2.       Clay Dough - ของเล่นสำหรับเด็ก ดินเบา แป้งโดว*  *3.       Toothbrush and toothpaste set for children - ชุดแปรงสีฟันยาสีฟันสำหรับเด็ก*  *4.       Baby soap - สบู่เด็ก*  *5.       Baby solid soap case - กล่องพลาสติดใส่สบู่เด็ก*  *6.       Water bottle with strap - ขวดน้ำพลาสติกสำหรับเด็กพร้อมสายคล้องคอ*  *7.       Slipper for children (Mix Size) รองเท้าสำหรับเด็ก (คละไซส์)*  *8.       Backpack for children with the name tag waterproof 10 litters (Black, Dark Green, Brown Color) - กระเป๋าเป้ และแป่นป้ายซื่อ ขาด 10 ลิตรกันน้ำ (สีดำ เขียวเข้ม น้ำตาล)*  *9.       Fabric face masks (1pack2 pcs) - หน้ากากทำจากผ้า (1 แพ็ค 2 ชิ้น)*  *10.    Mosquito repellent Spray for children 60ml. - สเปรกันยุงสำหรับเด็ก ขนาด 60 มล*  *11.    Towel (15cm\*30cm) - ผ้าขนหนู (15ซม\*30ซม)*  *12.    Rain coat - (เสื้อกันฝน)*  *13.    Adjustable cap for children - หมวกสำหรับเด็กสามารถปรับขนาดได้*  *14.    T-shirt and pant for children (unisex)(size 130-140 or 13-15) - เสื้อเชิ้ตและกางเกงสำหรับเด็ก (ชายหญิงใช่ร่วมกันได้ ขนาด 130-140 or 13-15)*  *15.    Plastic bag for children with the name tag waterproof 10 litters - ถุงพลาสติก และแป่นป้ายซื่อ ขาด 10 ลิตรกันน้ำ*  *16.    Diaper Pants for children size M (24 pieces) - ผาอ้อมเด็ก ไซส์ เอ็ม (24ชิ้น)* |
| **Outcome of Tender**  ***Framework Agreement*** *(Non-Fixed Price)* | ***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 be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **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 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.

### **3.3 CAPABILITY CRITERIA (40%)**

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

### **3.4 COMMERIAL CRITERIA (50%)**

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

## **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**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 23 Aug 2023 |
| Pre-Submission Clarification Meeting | 18 Sep 2023 |
| Deadline for questions from Bidders | 18 Sep 2023 |
| Deadline for Bid Submission | 20 Sep 2023 |
| Bid Clarifications | 21 Sep 2023 |
| Award Contact | 22 Sep 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 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 either:

**Electronic Submission via Email**

* Email should be addressed to **Rahim A. Chowdhury** at [**THA\_Procurement\_BKK@savethechildren.org**](mailto:THA_Procurement_BKK@savethechildren.org) Note – this is a sealed tender box which 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 **“Invitation to tender no. ITT-THA-2023-001\_ Children Dignity Kits & Baby Kits 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**

* Two paper copies submitted on headed paper to **518/5 Maneeya Centre Building, 14th Floor, Ploenchit Rd., Lumpini, Pathumwan, Bangkok 10330 Thailand Tel: +66(0)2 684-1286 – 88**
* Bids should be submitted in a single sealed envelope addressed to Rahim A. Chowdhury
* The envelope should clearly indicate the Invitation to tender reference number Invitation to tender no. ITT-THA-2023-001\_ Children Dignity Kits & Baby Kits, but contain no other details relating to the bid or the bidder name.
* All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

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

Your bid must be received, no later than 20 Sep 2023

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 |
| Rahim A. Chowdhury | [THA\_Procurement\_BKK@savethechildren.org](mailto:THA_Procurement_BKK@savethechildren.org) |

Please be advised local working hours are 8:00am – 17:00 pm Please allow up to 2-3 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. **INTRODUCTION AND BINDING PROCESS AT SAVE THE CHILDREN**

Save the Children has led global action on children’s rights for over 90 years. It was founded in England by Eglantyne Jebb in 1919. Since then, we have expanded to helping millions of vulnerable children in 120 countries around the world.

Save the Children has been working in Thailand since 1984. For over 30 years, the organization has been working to support the most vulnerable children through programmes on Education, Child Protection, Health and Nutrition, and Disaster Risk Reduction. Save the Children works countrywide, with offices in Bangkok, Mae Sot and Pattani. Our project reach children across Thailand, including in the nine refugee camps at the Thai-Myanmar border and conflict-affected Deep South. Whenever the disaster strikes in Thailand, we are ready to deploy an emergency response. In 2017, we reached 305,527 children through our work and the work of our local partners.

Regarding procurement efficiency and effectiveness of the supply of goods and services, Save the Children International, Thailand Country Office, is focusing to have a Framework Agreement (FWA) especially “Children Dignity Kits & Baby Hygiene Kits”. With high expenditure related to this category each year from program requests in the part of Children Dignity kits and Baby Hygiene Kits of materials for every strategic program implementation, the forecast of this category has been set-up for 19.15 Million for 2 years to cover all requests in order to have suppliers in a list with a framework to supply the goods and prepare for emergency response. Therefore, Save the Children is looking for accountable, professional and reliable suppliers to supply the goods for our future requests.

1. **SPECIFICATIONS**

|  |  |  |
| --- | --- | --- |
| CATEGORY | MINIMUM INFORMATION TO BE PROVIDED | OPTIONAL INFORMATION TO BE PROVIDED |
| WASH | Product Name  Product Description  Dimensions | Product Photos |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | Underwear (1pack3 pcs) - ชุดชั้นในเด็ก (1 แพ็ค 3 ชิ้น) |  | 3 | pieces ชิ้น |
| 2 | Clay Dough - ของเล่นสำหรับเด็ก ดินเบา แป้งโดว |  | 1 | pieces ชิ้น |
| 3 | Toothbrush and toothpaste set for children - ชุดแปรงสีฟันยาสีฟันสำหรับเด็ก | Care Bar Soap Royal Bule 60g. Pack 4 | 1 | Pack |
| 4 | Baby soap - สบู่เด็ก | 1 | Pack |
| 5 | Baby solid soap case - กล่องพลาสติดใส่สบู่เด็ก | Snowkingdom Travel Soap Case Box Holder with Strong Sealing, Portable Leak Proof - White | 1 | Pack |
| 6 | Water bottle with strap - ขวดน้ำพลาสติกสำหรับเด็กพร้อมสายคล้องคอ |  | 1 | bottle |
| 7 | Slipper for children (Mix Size) รองเท้าสำหรับเด็ก (คละไซส์) |  | 1 | pair |
| 8 | Backpack for children with the name tag waterproof 10 litters (Black, Dark Green, Brown Color) - กระเป๋าเป้ และแป่นป้ายซื่อ ขาด 10 ลิตรกันน้ำ (สีดำ เขียวเข้ม น้ำตาล) |  | 1 | bag |
| 9 | Fabric face masks (1pack2 pcs) - หน้ากากทำจากผ้า (1 แพ็ค 2 ชิ้น) |  | 2 | pieces |
| 10 | Mosquito repellent Spray for children 60ml. - สเปรกันยุงสำหรับเด็ก ขนาด 60 มล |  | 1 | bottle |
| 11 | Towel (15cm\*30cm) - ผ้าขนหนู (15ซม\*30ซม) |  | 1 | pieces ชิ้น |
| 12 | Rain coat - (เสื้อกันฝน) |  | 1 | pieces ชิ้น |
| 13 | Adjustable cap for children - หมวกสำหรับเด็กสามารถปรับขนาดได้ |  | 1 | pieces ชิ้น |
| 14 | T-shirt and pant for children (unisex)(size 130-140 or 13-15) - เสื้อเชิ้ตและกางเกงสำหรับเด็ก (ชายหญิงใช่ร่วมกันได้ ขนาด 130-140 or 13-15) |  | 1 | set |
| 15 | Plastic bag for children with the name tag waterproof 10 litters - ถุงพลาสติก และแป่นป้ายซื่อ ขาด 10 ลิตรกันน้ำ |  | 1 | bag |
| 16 | Diaper Pants for children size M (24 pieces) - ผาอ้อมเด็ก ไซส์ เอ็ม (24ชิ้น) |  | 2 | pack |

1. **ADDITIONAL INFORMATION**

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **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:_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 Check list 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 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** | |
| ***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. | **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*** | SCT will conduct a vetting process (Vetting Clear Reference Number) for each supplier who submits the bid by sending company information (only for company name and key contact person with a decision making on sales) to SCT Centre – Compliance team to ensure that each supplier does not have any connection with sanctioned or terrorist organization and has not committed or been implicated in any terrorism or other financial crimes. | **Yes / No** | **Comments** |
|  |  |

## 

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Reliability & experience (through identifying their customers, speaking/seeing references). 20%  - Previous experience  - Product samples  - Company Profile/Financial report | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***2*** | Their capacity to meet our supply needs 20%  - Each item is aligned with program requirements  - Stock availability for urgent delivery/Lead time (Inventory report)  - High flexibility (considering delivery/packing and ability of manufacturing) | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***3*** | Sustainability Evaluation 10%  - The bidder sources and supplies the goods from the local / domestic market or suppliers  - The bidders workforce is staffed from the local community / region | **Bidder Response** | **Attachment(s)** |
|  |  |

## **SECTION 3 – COMMERCIAL QUESTIONS 50%**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **SERVICE ITEM NO.** | **SPECIFICATION**  **(For technical requirements)** | **QUANTITY** | **UNIT PRICE** | **TOTAL PRICE** |
| 1.       Underwear (1pack3 pcs) - ชุดชั้นในเด็ก (1 แพ็ค 3 ชิ้น) | Individual/female | 1810 |  |  |
| 2.       Clay Dough - ของเล่นสำหรับเด็ก ดินเบา แป้งโดว | individual | 1300 |  |  |
| 3.       Toothbrush and toothpaste set for children - ชุดแปรงสีฟันยาสีฟันสำหรับเด็ก | Individual/female | 1810 |  |  |
| 4.       Baby soap - สบู่เด็ก | Individual/female | 1810 |  |  |
| 5.       Baby solid soap case - กล่องพลาสติดใส่สบู่เด็ก | Individual/female | 1810 |  |  |
| 6.       Water bottle with strap - ขวดน้ำพลาสติกสำหรับเด็กพร้อมสายคล้องคอ | Individual/female | 1810 |  |  |
| 7.       Slipper for children (Mix Size) รองเท้าสำหรับเด็ก (คละไซส์) | individual | 1300 |  |  |
| 8.       Backpack for children with the name tag waterproof 10 litters (Black, Dark Green, Brown Color) - กระเป๋าเป้ และแป่นป้ายซื่อ ขาด 10 ลิตรกันน้ำ (สีดำ เขียวเข้ม น้ำตาล) | Individual/female | 1300 |  |  |
| 9.       Fabric face masks (1pack2 pcs) - หน้ากากทำจากผ้า 1 แพ็ค 2 ชิ้น) | individual | 1300 |  |  |
| 10.    Mosquito repellent Spray for children 60ml. - สเปรกันยุงสำหรับเด็ก ขนาด 60 มล | Individual/female | 1810 |  |  |
| 11.    Towel (15cm\*30cm) - ผ้าขนหนู (15ซม\*30ซม) | individual | 1300 |  |  |
| 12.    Rain coat - (เสื้อกันฝน) | individual | 1300 |  |  |
| 13.    Adjustable cap for children - หมวกสำหรับเด็กสามารถปรับขนาดได้ | individual | 1300 |  |  |
| 14.    T-shirt and pant for children (unisex)(size 130-140 or 13-15) - เสื้อเชิ้ตและกางเกงสำหรับเด็ก (ชายหญิงใช่ร่วมกันได้ ขนาด 130-140 or 13-15) | Individual | 1300 |  |  |

|  |  |
| --- | --- |
| **OTHER COMMERCIAL CONSIDERATIONS** | |
| **Duration for which pricing can be fixed** |  |

## **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/Affidavit | | | |  |
| Copy of ID Copy of authorized person | | | |  |
| Bank Details | | | |  |
|  | | | |  |
|  | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Company Profile | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| **Commercial Criteria Evidence** | | Completed Request for Quotation Form | | | |  |
| Proposal (Price, Terms & Conditions, Payment Terms) | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | | | | |
| **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 | | | [SC-C-03A FWA (Non-GDPR) Goods (EN).docx](https://savethechildren1.sharepoint.com/:u:/s/centre/SC/EQXzgPdE9PRLk3kNgNBbIvoBHm9ZgZXFJVSCnBe9p1Jh2w?e=PCuGvD&download=1) | |  | |
| 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: | …………………………………………………..   |  |  | | --- | --- | |  |  | |  | |  |  | |  |  | |  | |  | |  | |  |  | |  |  | |  | |