**ITT / PRE-QUALIFICATION ACTIVITY**

**PAKISTAN**

**ITT-PAK-SKZ-2023-01-Pre-Qualification-Construction**

**October 08, 2023**

**Construction**

**SUBMISSION DEADLINE: 17:00 HRS ON 28/10/2023**

**QUESTIONS / CLARIFICATIONS:** [Pakistan.SKZtender@savethechildren.org](mailto:Pakistan.SKZtender@savethechildren.org)

**FORMAT FOR SUBMISSION:** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO PRE-QUALIFICATION**

* + 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 Pre-Qualification Activity.

**PART 1 – INVITATION TO PRE-QUALIFICATION**

## **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** | *Pre-Qualification of Construction Contractors for provision of Construction Materials & Services* |
| **Outcome of Activity** | The output of this activity will be awarding of ‘Pre-Qualified’ status to a number of Supplier/Contractors. Once nominated as a Pre-Qualified Supplier/Contractor you will be invited to bid on specific requirements in the future and future awards may be made. |
| **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 Pack.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent process, and ensuring that all bidders are treated and assessed equally during this process. Bidder responses will be evaluated against three weighted categories of criteria: Essential Criteria, Capability Criteria and Sustainability Criteria,

### **3.1 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/Contractor has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### **3.3 CAPABILITY CRITERIA (90%)**

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.

## **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 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 Pre-Qualification | 08-10-2023 |
| Deadline for questions from Bidders | 26-10-2023 |
| Deadline for Bid Submission | 28-10-2023 |
| Award Decision | 06-11-2023 (Tentative) |

The above dates are for indicative purposes only and are subject to change. However, SCI commits to ensure all Bidders receive notification of changes to timescales in a fair and transparent manner.

### **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 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 Sustainability Criteria. In addition to the Bidder Response Document, bidders may also be required to submit supporting documentation. Instructions on how to do this, and how to complete the Bidder Response Document 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 Supply Chain Coordinator at [Pakistan.Skzprocurement@savethechildren.org](mailto:Pakistan.Skzprocurement@savethechildren.org)
* Note – this is a sealed mail box which will not be opened until this process has closed. Therefore, do not send questions to this email address as they will not be answered.

The subject of the email should be “**ITT-PAK-SKZ-2023-01-Pre-Qualification”.**

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**

* One paper copy submitted on headed paper to **Save the Children, Bid Box, Plot 33/34, Beside Allied School, Near Beri Chowk, Rohri, Sukkur**
* Bids should be submitted in a single sealed envelope addressed to Supply Chain Coordinator.
* The envelope should clearly indicate the document reference number “**ITT-PAK-SKZ-2023-01-Pre-Qualification”** but contain no other details relating to the bid.
* 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 **17:00 hrs October 28, 2023.** Bid must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

All questions relating to this activity should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Supply Chain Coordinator | [Pakistan.SKZtender@savethechildren.org](mailto:Pakistan.SKZtender@savethechildren.org) |

Please allow up to 02 calendar 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 complete a range of Construction and Shelter related activity across its programming activity. This includes large scale build projects and small scale rehabilitation projects. This activity is delivered through a number of methods including direct implementation by Save the Children, working with local partners and NGO’s and through the use of third party contractors / Supplier/Contractors.

The type of projects Save the Children are involved in vary significantly depending on the nature of the program or response – but can include schools, hospitals / health care facilities, living accommodation, child friendly spaces, sanitation facilities / latrines, community centres etc.

Save the Children’s key interests in your response to this Pre-Qualification activity will be:

* **Safety** – Save the Children will only work with Supplier/Contractors who are able to demonstrate that they follow strict Health & Safety procedures to ensure the wellbeing of its employees, SCI colleagues, beneficiaries and other third parties at all times.
* **Risk** – Save the Children will only work with those Supplier/Contractors who have the right to work legally and compliantly.
* **Quality** – Save the Children expect Supplier/Contractors to be able to deliver high quality programming and services, resulting in the construction of buildings and facilities fit for their intended purposes and to a high quality.

1. **SPECIFICATIONS**

Specification shall be provided during RFQs process on need basis (subject to scope of work/BOQs/Drawings etc.)

1. **ADDITIONAL INFORMATION**

SCI may ask for any additional information during RFP/RFQ process or whenever required.

1. **WAYS OF WORKING**
   1. **Site safety protocol & Security** 
      1. Save the Children expects all Supplier/Contractors to ensure protection of site, staff and visitors (including community and children) during the time of construction.
      2. Supplier/Contractors should ensure that premises are made secure with security personnel in place to monitor access and keep a record of visitors accessing the premises.
      3. Supplier/Contractors should provide appropriate Protective Personnel Equipment for all labourers
      4. Controlled access should be implemented at the site of construction
      5. Save the Children expects the successful Supplier/Contractor to provide latrine facilities for labourers which should be segregated by gender, but this is not mandated.
      6. Save the Children expects the successful Supplier/Contractor to provide all appropriate signage required for the project including but not limited to warning of danger, no unauthorised access etc.
   2. **Staff**

Depending on the nature of construction project, Save the Children consider the following core roles for the delivery of a successful project. ***(As per the applicability upon actual projects)***

1. Project Manager
2. Site Engineer/ electrical engineer/solar & filter plant technicians (as per nature of work)
3. Site Foreman/Site Supervisor,
4. Any other skilled personnel as required for the project e.g., plant/machine operator (excavator, mixer, lift, solar/water filter technician) skilled labour (plumber, masons, carpenters, and electrician etc.)

All proposed staff for core roles should be fully qualified as per the Country requirements e.g. Bachelor degree BSc/B-Tech in Civil Engineering, Foremanship/diploma certificate etc.

* + 1. Contractor should provide a full Curriculum Vitae (CV) for the key staff. The personnel performing core roles must be able to read and interpret all technical documents written in the national speaking language.
    2. *For minor construction projects:* Save the Children accept that the contractor may propose resources that combine the Site Engineer and foremen/site supervisor roles as well as any additional skilled personnel as long as training, skills and experience required to complete the work can be demonstrated.

1. **Site Visits**At the time of RFQ, Supplier/Contractor should provide evidence as part of Supplier/Contractor’s response to confirm that they have visited the proposed site and appropriately budgeted and planned for all additional requirements (including time).
2. **Workplan**
   * 1. At the time of RFQ Supplier/Contractor is expected to provide a detailed workplan which includes mobilization and temporary works, e.g., site hoarding, scaffold, and signage, inspection dates, milestones for payment and quality processes.
     2. Supplier/Contractors are encouraged to indicate timelines for quality procedures e.g. curing of concrete
     3. Workplans should also include milestones for inspection e.g. steel re-enforcing and form work before casting concrete
     4. The work plan should be included in the Bidder Response Document.
     5. An example workplan layout is below, Supplier/Contractors should use a similar format.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **NO** | **WORK ITEM** | | **DURATION**  **(Days)** | **MONTH 1** | | | | **MONTH 2** | | | | **MONTH 3** | | | |
| **W1** | **W2** | **W3** | **W4** | **W1** | **W2** | **W3** | **W4** | **W1** | **W2** | **W3** | **W4** |
| **1** | | **Preliminaries** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **2** | **Temporary structures** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** | **Mobilisation** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** | **Sub structures** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **5** | **Superstructure** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **6** | **Roof** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **7** | **Finishing** | |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **8** | **Handover / completion date** | |  |  |  |  |  |  |  |  |  |  |  |  |  |

1. **Method Statement**
   * 1. It is expected that Supplier/Contractors should provide during any future bids, a Method Statement as part of the their response and should as minimum include the following content:   
        - Brief description of the works, task or process  
        - Start and completion dates  
        - Site contact details including an in an emergency contact  
        - Summary of known hazards and control measures to mitigate  
        - Personal protective equipment (PPE) that is mandated for labourers to wear for the duration of the project  
        - Applicable environmental or quality procedures  
        - Statement of actions that must be taken to ensure the tasks can be performed safely  
        - Total lead time  
        - Mobilization and procurement / sourcing or materials. In particular provide information about Supplier/Contractor selection, transportation requirements and recognition of site specific constraints to be overcome e.g. rocky ground).
     2. Method statement for site safety protocol should include as minimum:
        1. Protection of site, staff and visitors
        2. Health and safety on site
        3. Signage
        4. Traffic calming
        5. Incident reporting.
2. **Drawings, Bill of Quantities and Specifications**
   * 1. Before submission of any future bid/RFQ, Supplier/Contractors should familiarise themselves with all the documentation (drawings and bill of quantities (BOQ) for the works) provided to ensure their priced bid is in accordance with the designs, BOQ and specifications

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 3 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Bidder Submission Checklist](#_SECTION_5_–)
* [Schedule 1 – Terms & Conditions of Bidding](#_SCHEDULE_1_–)

**The Bidder is required to sign a copy of the Check list in Section 3 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 this process.

* 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*** | Supplier/Contractor accepts Save the Children’s template for ‘Construction Contract’ included within Section 3 of this pack and that any work awarded from this tender process will be completed under the ‘Construction Contract also found in Section 3 of this pack’. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Supplier/Contractor and its staff (and any skilled labor/technicians etc used) agree to comply with SCI Supplier/Contractor Sustainability Policy and the included mandatory Policies. Link is given below in section 3  1. Child Safeguarding  2. Anti-Fraud, Bribery & Corruption  3. Slavery and Human Trafficking  4. IAPG Code of Conduct  5. Conditions of tendering | **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 Pakistan, United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.  And are not debarred from any of the govt line department | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Supplier/Contractor understand that they have to meet / exceed our minimum standards and quality of work/construction. In case work/constructed structure does not meet our standards & quality and Supplier/Contractor will complete/Redo the work as per required standards on its own cost. | **Yes / No** | **Comments** |
|  |  |
| ***5*** | Supplier/Contractor is fully qualified, licensed and registered to trade with SCI. This includes the Supplier/Contractor meeting the following requirements: (with documentary proof)    - has a legitimate business address **(Address mentioned on Company Letterhead will be accepted)**    - has a tax registration number and certificate (NTN)    - business registration certificate (where applicable)  - Valid Certificate of Pakistan Engineering Council (PEC) Registration (category C-6 and above). | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate (where applicable)*** |  |
| ***PEC Registration*** |  |

## **SECTION 2 – CAPABILITY QUESTIONS**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **REFERENCES**  Supplier shares detail of two (2) completed projects in last two years (Save the Children can verify the work via telephone, email to client or physical inspection of completed sites).  *(Note – the Supplier/Contractor must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)* | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |
| ***2*** | **RELEVENT EXPERIENCE**  Number of years of experience (05 years of min experience) from the date of PEC registration.  Work Experience with NGOs / INGOs / UN / Government /MNC’s, for Shelter, WASH, Building Repair & Rehabilitation and community Physical infrastructure construction activities etc**. Please share 5 construction contracts of last 03 years with minimum value of PKR 05 million contract each** | **Supplier/Contractor Response** | | **Attachments** |
| ***3*** | **EQUIPMENT & TOOLS**  Provide list of machinery and equipment owned by the contractor which includes  **Concrete mixer** 02.  **Vibrator** 03.  **Compactor / Rammer** 02.  **Dewatering pumps** 03.  **Generators (05 to 07 KVA)** 03.  **Drills & cutters, concrete cutter machines** 03.  **Shuttering/formwork** (wooden OR steel 5000 sft)  **Scaffolding with pipes** (3000 sft) | **Supplier/Contractor Response** | | **Evidence** |
|  | |  |
| ***4*** | **RESOURCES & PERSONNEL**  Bidder can provide the following project roles/ List of staff with CVs of key staff.  **Bachelor’s Degree in Civil Engineering** with at least three (3) years proven experience in Works of similar nature.  **DAE / B -Tech:** At least 02 Diploma holder Engineers with at least a Three (3) years’ experience in similar works (Civil & Electrical / Solar)  **Site Supervisor / Foreman:** At least 02 site supervisors with at least Three (3) years’ experience in similar works.  **Office Management:** Staff for Office management and Account management  **Skilled Personal:** Plant/machine operator (Excavator/Mixer/Lift etc.), Solar Technician, water filter Technician etc. | **Supplier/Contractor Response** | **Documents Required** | **Attachments** |
|  | **Organogram** |  |
| **CV’s** |  |
| **Other Supporting Documents** |  |
| **Comments** | | |
|  | | |
| ***5*** | **ADDITIONAL SUPPLIER/CONTRACTOR INFORMATION**  Site Safety Protocols (HSE, Health Safety Environmental policy) in place & HSE policy.  PPE (personal protective equipment available)  Risk Assessments (Insurance Policy) | **Supplier/Contractor Response** | | **Comments / Attachments** |
|  | | Please attach site safety protocols policy.  Please attach list of PPE items available.  Please attach insurance policy. |
| ***6*** | **FINANCIAL HEALTH**  **Financial Audit Report** of last 01 years**. OR**  **Bank Letter for verification of credit facility OR**  **Bank statement** of last 01 years. **OR**  **Receipt of Tax Return** of last 02 years. | **Supplier/Contractor Response** | | **Attachment(s)** |
|  | |  |
| **7** | **SUSTAINABILITY** | **Supplier/Contractor Response** | | **Attachment(s)** |
| **7A** | Bidder uses locally sourced materials. |  | |  |
| **7B** | * Bidder uses workers employed from the local community. |  | |  |
| **7C** | * Do you use Green technology in offices, e.g., Energy Saver lights? |  | |  |

## **SECTION 3 – 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 & Sustainability 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 | | | |  |
|  | | Copy of PEC Certificate | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | Copy of five (5) Contracts | | | |  |
|  | | Financial Accounts documents | | | |  |
|  | | List of Equipment & Tools | | | |  |
|  | | Organogram and Key Staff CV’s | | | |  |
|  | | Site Safety Protocols, EPP and Insurance Policies documents | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Supplier/Contractor Sustainability Policy and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  | |
| Contract | | |  | |  | |

|  |  |
| --- | --- |
| 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: | ………………………………………………….. |