**INVITATION TO TENDER**

**Pakistan**

**October 08, 2023**

**ITT-PAK-SKZ-2023-03-Transportation**

**Transportation & Shipping Services**

**SUBMISSION DEADLINE: 17:00 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 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** | *Transportation and shipping 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 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 (50%)**

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 (40%)**

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 | 08-10-2023 |
| Deadline for questions from Bidders | 26-10-2023 |
| Deadline for Bid Submission | 28-10-2023 |
| Award Contact | 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 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 Supply Chain Team at [Pakistan.Skzprocurement@savethechildren.org](mailto:Pakistan.Skzprocurement@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 “**ITT-PAK-SKZ-2023-03-Transportation** /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 **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 Coordinator Supply Chain.
* The envelope should clearly indicate the Invitation to tender reference number **ITT-PAK-SKZ-2023-03-Transportation**, 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 **17:00 hrs October 28, 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 |
| Coordinator Supply Chain | [Pakistan.SKZtender@savethechildren.org](mailto:Pakistan.SKZtender@savethechildren.org) |

Please be advised local working hours are 08:30 to 14:30 from Monday to Friday. Please allow up to 02 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 operate a fleet of vehicles to support the delivery of its programmes. Vehicles are used to transport goods, colleagues and beneficiaries to and from various locations. Given the nature of the use of the vehicles, it is crucial that Save the Children has access to a reliable and safe fleet of vehicles.

Save the Childrens key interests in bidders submissions will be:

* **Safety** – Save the Children require vehicles which are equipped to ensure the safety of all passengers. This includes things such as vehicle safety equipment (seatbelts etc), insurance coverage and driver qualifications / experience.
* **Reliability & Availability** – Save the Children require vehicles which will be able to perform in the challenging and unpredictable conditions in which we work. This includes ensuring vehicles are properly maintained and serviced to minimise breakdowns (and if required, replacement vehicle coverage).
* **Pricing** – Save the Children has a duty to its beneficiaries and donors to ensure it manages its financial resources effectively to deliver best value. This includes achieving commercially competitive fleet rental rates.

1. **SPECIFICATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VEHICLE TYPE** | **DESCRIPTION** | **DRIVER**  ***(Yes / No)*** | **ADDITIONAL SERVICES**  ***(e.g. Fuel, IVMS?)*** | **QTY** | **DURATION OF RENTAL** |
| **40 Ft Container** | **40 Ft Container** | **Yes** | **Fuel** | **01** |  |
| **20 Ft Container** | **20 Ft Container** | **Yes** | **Fuel** | **01** |  |
| **18 Ft Mazda** | **18 Ft Mazda** | **Yes** | **Fuel** | **01** |  |
| **Shahzor Pick up** | **Shahzor Pick up** | **Yes** | **Fuel** | **01** |  |
| **Temperature control truck** | **40 Ft** | **Yes** | **Fuel** | **01** |  |
| **Temperature control truck** | **20 Ft** | **Yes** | **Fuel** | **01** |  |
|  |  |  |  |  |  |

**All vehicles and drivers must be supplied to Save the Children by Supplier.**

**RENTAL DURATION**

* Due to the nature of Save the Children’s work, the rental requirements may change with limited notice. Therefore, Save the Children requires the ability to increase / reduce the number of vehicles rented with limited notice and without impact on the remaining rented vehicles.
* Save the Children may request additional vehicles be supplied at the agreed rates at any time.
* Save the Children may terminate the rental of any individual vehicles by giving at least 01 day notice.

**VEHICLES**

* All vehicles supplied should be free from major defects / damage and road legal, and remain so for the duration of the rental period. This includes:
  + Vehicles complying with all local laws and legislations.
  + Vehicles are taxed and have the relevant insurance required by law.
  + Vehicles are equipped with all relevant safety equipment (e.g. seatbelts, tyres have correct tread depths etc.).

**DELIVERY & RETURNS**

* The supplier shall be responsible for delivering the vehicles to the location specified by SCI at the start of the rental period.
* The supplier shall be responsible for collecting the vehicles at the location specified by SCI at the end of the rental period.
* Save the Children does not expect to be charged for any damage / repair costs at the end of the rental period unless agreed in writing by both the Supplier and SCI when the vehicles are returned at the end of the hire period.

**FUEL**

* The supplier shall be responsible for providing fuel for the duration of the rental period.
* The supplier confirms they have established relationships with fuel suppliers, and that Save the Children will receive priority treatment in the event of a fuel shortage, or if there are any national / local fuel supply issues.

**INSURANCE & TAX**

* All vehicles supplied must include as a minimum the following insurance cover:
  + Passenger Liability
  + Third Party Liability
* It is the responsibility of the Supplier to ensure all vehicles remain insured for the duration of the rental period.
* It is the responsibility of the Supplier to ensure all vehicles remain taxed for the duration of the rental period.

**VEHICLE MAINTENANCE**

* The supplier shall be responsible for maintaining and servicing the vehicle throughout the rental period.
* The vehicles should be maintained and serviced in line with the manufacturer’s recommendation, as a minimum.
* When any repairs, servicing or maintenance is required, the Supplier shall provide Save the Children reasonable notice, and supply a vehicle of a similar specification whilst the original vehicle is being serviced / repaired / maintained.

**DRIVERS**

* All drivers supplied by the Supplier must adhere to the following criteria:
  + Hold a valid driving license for any vehicle type they may drive under the rental agreement, and the license remains valid for the duration of the rental period.
  + Driver must not have been suspended in the last 5 years.
  + Driver to have experience of 05 years of driving similar vehicles.
  + Driver to adhere to all traffic laws at all times and never be under the influence of drugs or alcohol.
  + Driver to adhere to all Save the Children’s policies including the SCI Fleet policy.
  + Drivers to have passed medical / health checks (e.g. eyesight tests) to prove their suitability to drive.
  + Drivers must carry all relevant documentation (e.g. driving license, vehicle taxation) at all times when driving for Save the Children.
* The Supplier is expected to have in place some form of vetting procedure to validate the capability and qualifications of the drivers to be used.
* Drivers must be insured to drive the vehicles at all time, and have any other insurance cover required by law.
* For the avoidance of doubt, Save the Children will consider the supplier responsible for the driver throughout the rental period.

**REPORTING**

* Drivers will be responsible for maintaining all vehicle documents required law.
* Drivers will also be responsible for completing Save the Children’s vehicle log for all journeys and submitting the vehicle log to the Save the Children fleet focal point every day.

**TERMINATION**

* Should any of the supplied vehicles become in a condition meaning that they are unable to be used to serve their purpose, the Supplier will be provide a replacement vehicle within 02 day.
* Should a replacement vehicle not be supplied, Save the Children can terminate the hire of the vehicle(s) immediately.
* Reasons for a vehicle hire being terminated include, but are not limited to:
  + Expiration of insurance, tax or any other licenses required by law.
  + Irreparable damage to vehicle.
  + Lack of required safety equipment as required by law / Save the Children’s fleet policy.

# **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 4 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 & Pakistan 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 where applicable. | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |

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

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| ***Item*** | **Question** |  | **Bidder Response** | | | |
| ***1*** | **REFERENCES**  Bidder shares two (2) 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)* | **Client Name** | | **Contact Details (Name & Email)** | **Project Description** |  |
| 1) | |  |  |  |
| 2) | |  |  |  |
| ***2*** | **Experience**  Submit 4 contracts or Purchase Orders with price three Lac Pak Rupees or equivalent in USD $ each and above are provided which can indicate working in a similar / relevant area with NGOs/INGOs/UN & Government within last 3 years. | **Bidder Response** | | | **Attachment** | **Remarks** |
|  | | | Please provide copies of complete signed contracts or Purchase orders. Incomplete contracts or purchase orders will not count |  |
| ***3*** | **List of Owned Fleet**  Please share company owned fleet detail including Size and Type of Trucks. (Evidence of ownership). | **Bidder Response** | | | **Attachment** | **Remarks** |
|  | | |  |  |
| ***4*** | **Geographic Coverage**  **Supplier owned business offices in all cities of Sindh & Baluchistan.** | **Bidder Response** | | | **Attachment** | **Remarks** |
|  | | | Please share functional offices address and contact detail. |  |
| ***5.*** | **Delivery Lead Time** | Please mention lead delivery time in calendar days for provision of following Trucks to Save the Children.  40 ft container truck  20 ft container truck  18 ft Mazda truck  Shahzoor Pick up  Temperature control truck / container for transportation of medicines | | | |  |
| ***7*** | **Sustainability Criteria** | Provide list with number of trucks having EURO II Engine. | | | |  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

**Table 1 – Vehicle Pricing (inclusive of Fuel, Maintenance, Servicing etc)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S. No** | **Transportation of goods from / to** | **40ft Container Hino Truck PRICE** | **20ft Container Hino PRICE** | **18 ft Mazda Truck PRICE** | **Shahzoor Pick up PRICE** | **Temperature Control Container Truck 20ft PRICE** |
| 1 | Sukkur to Khairpur City |  |  |  |  |  |
| 2 | Sukkur to Dadu City |  |  |  |  |  |
| 3 | Sukkur to Sanghar City |  |  |  |  |  |
| 4 | Sukkur to Nasirabad City |  |  |  |  |  |
| 5 | Sukkur to Jaffarabad City |  |  |  |  |  |
|  | **Total Cost Before GST** |  |  |  |  |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 | | | |  |
| Sub functional office’s address, contract numbers | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Four contracts or Purchase orders | | | |  |
| List of vehicle specifications for all vehicle types supplied | | | |  |
| Delivery Lead Time | | | |  |
| Provide list with number of trucks having EURO II Engine. | | | |  |
|  | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Prices of all Trucks before GST | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | | | | |
| **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 | | |  | |  | |
| 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: | ………………………………………………….. |