*Version 1.0 /110621*

**INVITATION TO TENDER**

**Afghanistan**

**03 October 2023**

**ITT-AFG- KBL-2023-PR 341240-363472-363477-369628**

Connex Containers for Health Team

**SUBMISSION DEADLINE: 08:00 Am-04:00 Pm, 11 October 2023**

**PRE-SUBMISSION CLARIFICATION MEETING: NA**

**QUESTIONS / CLARIFICATIONS:** [**AFG.Tenders@savethechildren.org**](mailto:AFG.Tenders@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** | Connex Containers for the Health and Nutrition team |
| **Outcome of Tender**  *(Short term contract)* | ***Contract*** *– the successful supplier(s) will be awarded a ‘Contract’ which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.* |
| **Duration of Award** | *One time purchasing contract* |

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 bidder’s ability, skill, and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERCIAL 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 | 03 October 2023 |
| Pre-Submission Clarification Meeting | NA |
| Deadline for questions from Bidders | 08 October 2023 |
| Deadline for Bid Submission | 11 October 2023 |
| Bid Clarifications | 26 October 2023 |
| Award Contact | 5 November 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 ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Electronic Submission via Email: NA**

**Paper Submission:**

* paper copies submitted on headed paper to SCI-Country Office, Street # 05, Qalai Fatullah , Kabul Afghanistan.
* Bids should be submitted in a single sealed envelope addressed Street # 05, Qalai Fatullah , Kabul Afghanistan The envelope should clearly indicate the Invitation to tender reference number **ITT-AFG- KBL-2023- PR 341240-363472-363477-369628** 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 **11 October 2023.**

Bids must remain valid and open for consideration for a period of no less than 90 days.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| SCI-Afghanistan Supply Chain | [**AFG.Tenders@savethechildren.org**](mailto:AFG.Tenders@savethechildren.org) |

Please be advised local working hours are **08:00 AM – 04:00 PM** and official working days are **Sunday to** **Thursday**. Tender packages are shared within **three working days from bidder request.  If you did not receive it, please follow up using the same email address.**

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 International is committed to provide goods & services with quality standard to their end beneficiaries. Therefore, SCI expect from the bidders to consider below points while preparing their bids:

* **Quality:**

1. The Conex Containers should be based on below requirement.

- Length 20 Ft.

- Width 7 Ft. and 9 Inch

- Height 8 Ft and 3 Inch

- Should have 2 doors and 2 windows

- Interior insulation to avoid heat

- installed electricity system Best quality

- having window for the local made cooler

- fully ready for use.

- **Sefe delivery:**

Save the Children International expects the bidders to consider the safety of persons during loading and unloading of goods.

Further terms & conditions and details are available in the One Pager which is attached with this document.

1. **SPECIFICATIONS**

|  |  |  |
| --- | --- | --- |
| CATEGORY | MINIMUM INFORMATION TO BE PROVIDED | OPTIONAL INFORMATION TO BE PROVIDED |
| Conex Container | Conex Containers  Length 20 Ft.  - Width 7 Ft. and 9 Inch  - Height 8 Ft and 3 Inch  - Should have 2 doors and 2windows  - Interior insulation to avoid heat  - installed electricity system.  - having window for the local made cooler  - fully ready for use. |  |

# **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*** | Supplier accepts Save the Children’s ‘Terms and Conditions of Purchase’ included within Appendix 1 of the ITT, and that any work awarded from this tender process will be completed under pre-agreed FWA template attached to the ‘Terms and Conditions of Purchase | **Yes / No** | **Comments** |
|  |  |
| ***2*** | The Supplier and its staff (and any sub-contractors used) agree to comply with SCI Supplier Sustainability Policy and SCI Mandatory Policies as   * Human Trafficking & Modern Slavery Policy * Protection from Sexual Exploitation & Abuse Policy * Anti-Harassment, Intimidation & Bullying Policy * Fraud, Bribery & Corruption Policy & Procedure * Child Safeguarding Policy   included in the Link [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The Supplier confirms it is not linked directly or indirectly to any terrorism related activity and does not sell any Dual-Purpose goods / services that may be used in a terror related activity. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | 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** |
|  |  |
| ***5*** | The supplier must confirm that the Conex containers will be delivered and installed in the following Provinces.   1. Balkh 2. Jawzjan 3. SAR-E-PUL 4. Faryab   Please Provide Confirmation letter. | **Yes / No** | **Comments** |
|  |  |
| ***6*** | The Supplier confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant Afghanistan Country legislation).  This includes the Supplier submitting the following requirements (where applicable):  - Business registration certificate in Afghanistan  - Tax Identification Number  - Bank account details by the name of company | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| *Legitimate Business Address* |  |
| *Business Registration Certificate and Tax Registration Number & Certificate* |  |
| *Bank account details by the name of company* |  |

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | **Lead Times & installation**  Please provide lead time for the delivery and installation into the destination for short lead time will get maximum marks according below  01-20 days will get 10 marks.  21-30 days will get 5 marks.  more than 30 days will get zero marks. | **Bidder Response** | |
|  | |
| ***2*** | **Experience:**  Ensure 3 contracts/PO copies are provided which can indicate that the supplier has worked in a similar/relevant area with NGO/ INGOs, UN and Government. The value for each contract/PO should not be less than USD10,000.  3 Contract/ PO will get 5 marks  2 Contract/PO will get 3 marks  1 Contract/PO will get 2 marks  And not providing contract/PO will get zero  Total marks is 5 Points for this criterion. | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***3*** | **Quotation Validity:**  Supplier should provide at least 3 months of quotation validity. The supplier must confirm in the response column that their bid will be valid for at least 3 months and will get 5 marks.  suppliers who do not confirm 3-month quotation validity will get zero marks. | **Bidder Response** | **Comments** |
|  |  |
| ***4*** | **Provision of Sample:**  Please provide the catalogue for Conex Containers to show the full details and specifications of the requested item.  Providing of the Catalogue will get 2 Marks.  Not providing of the Catalogue will get Zero Marks.  Qualified shortlisted suppliers based on catalogue will be visited by PC members and technical persons for the checking of the quality of the Conex Containers. And PC members will provide the score according to their samples.  -Conex Containers with meeting full SCI requirement will get 18 marks.  -Conex Containers with partially meeting SCI requirement will get 9 marks.  -Conex Containers with not meeting SCI requirement will get 0 mark.  SCI -Requirements.  The Conex Containers should be based on below requirement.  - Length 20 Ft.  - Width 7 Ft. and 9 Inch  - Height 8 Ft and 3 Inch  - There has to be one partition in each Conex container.  - Should have 2 doors and 2 windows  - Interior insulation to avoid heat  - installed electricity system best quality  - having window for the local made cooler  - fully ready for use. | **Bidder Response** | **Comments** |
|  |  |
| ***5*** | **The bidder sources and supplies the goods from the local / domestic market or suppliers.**  0/10 - Bidder uses 100% locally sourced materials.  5/10 - Bidder uses some locally sourced materials.  0/10 - Bidder does not use any locally sourced materials | **Bidder Response** | **Attachment(s)** |
|  |  |

**SECTION 3 – COMMERCIAL QUESTIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **GOOD / SERVICE** | **SPECIFICATION** | **QUANTITY** | | **Currency** | **UNIT PRICE** | **TOTAL PRICE** |
| **Conex Container** | Conex Containers Length 20 Ft, Width 7 Ft. and 9 Inch, Height 8 Ft and 3 Inch, should have 2 doors and 2 windows, Interior insulation to avoid heat, installed electricity system best quality having window for the local made cooler, fully ready for use, **to the following Provinces locations include delivery and installation.** |  | |  |  |  |
| **Conex Container** | **For Jawzjan Province**  **5 Conex** Containers should be delivered to Mangajik district.  **5 Conex** Containers should be delivered to Qarqeen district.  **3 Conex** Containers should be delivered to Muradian district. | **13 Each** | | **USD** |  |  |
| **Conex Container** | **For Sar – e Pul Province**  **5 Conex** Containers should be delivered to Sar-e-Pul.  **5 Conex** Containers should be delivered to Gosfandi district.  **5 Conex** Containers should be delivered to Kohistanat district. | **15 Each** | | **USD** |  |  |
| **Conex Container** | **For Balkh Province**  **5 Conex** Containers should be delivered to Dawlat Abad district.  **5 Conex** Containers should be delivered to Balkh district.  **5 Conex** Containers should be delivered to Sholgara district.  **5 Conex** Containers should be delivered to Dehdadi district.  **5 Conex** Containers should be delivered to Nahre Shahi district. | **25 Each** | | **USD** |  |  |
| **Conex Container** | **For Faryab Province**  **5 Conex** Containers should be delivered to Khaja Sabz Posh district.  **5 Conex** Containers should be delivered to Pashtonkot district.  **5 Conex** Containers should be delivered to Andkhoy 6637 district.  **5 Conex** Containers should be delivered to Qaramqul 1 district.  **5 Conex** Containers should be delivered to Qaramqul 2 district.  **5 Conex** Containers should be delivered to Khancharbagh district. | **30 Each** | | **USD** |  |  |
| **Conex Container** | **For Kandahar Province**  **5 Conex** Containers should be delivered to Shahwalikot district.  **5 Conex** Containers should be delivered to Ghorak district. | **10 Each** | | **USD** |  |  |
|  | **OTHER COMMERCIAL CONSIDERATIONS** | | | | | |
| **Total price in USD** | | |  | | | |

Note: the selection will be based on the highest aggregated score per province.

## **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 | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Supporting Financial Documents | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| **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: | ………………………………………………….. |