*Version 1.0 /110621*

**INVITATION TO TENDER**

**Thailand**

**30 October 2023**

**ITT-THA-2023-004**

**Printing Services**

**SUBMISSION DEADLINE: 5:00 PM ON 28/11/2022**

**PRE-SUBMISSION CLARIFICATION MEETING: 10:00 AM ON 09/11/2022**

**QUESTIONS / CLARIFICATIONS:** **admin.thailand@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** | *Printing Services* |
| **Outcome of Tender** | ***Framework Agreement*** *(Fixed Price or 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** | *15 December 2023 – 14 December 2025* |

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 | 30 October 2023 |
| Pre-Submission Clarification Meeting | 9 November 2023 |
| Deadline for questions from Bidders | 22 November 2023 |
| Deadline for Bid Submission | 28 November 2023 |
| Bid Clarifications | 29 November 2023 |
| Award Contact | 8 December 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.

**Electronic Submission via Email**

* Email should be addressed to **Supply Chain Team** at admin.thailand@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/THA-2023-004** **/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 14th Floor, Maneeya Centre Building, 518/5 Ploenchit Road, Lumipini, Patumwan, Bangkok 10330 Thailand
* Bids should be submitted in a single sealed envelope addressed to Supply Chain Team The envelope should clearly indicate the Invitation to tender reference number **ITT/THA-2023-004** 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 **5:00PM, 28 November 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 |
| Kanya Puntakanit | **admin.thailand@savethechildren.org** |

Please be advised local working hours are 08.00 am – 05.00 pm (BKK Time) Please allow up to 3 working 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 (Thailand) Foundation with our coalition of NGO partners supports the provision of basic education and protection to 9 existing refugee camps and influx communities along Myanmar border in Tak, Mae Hong Son, Chiang Mai, Ratchaburi and Kanchanaburi provinces.

Save the Children (Thailand) is looking for printing services including specialize on Burmese and Karen langue able to deliver to respective delivery address

1. Mae Sot Office, 21, Chidwana Road, Mae Sot, Tak, 63110, Thailand
2. Pattani Office, 3rd Floor 51 B Building, Faculty of Science and Technology, PSU, Pattani Campus, Thailand
3. Bangkok Office, 14th Fl., Maneeya Center Bldg., 518/5 Ploenchit Road, Lumpini, Pathumwan, Bangkok 10330, Thailand

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Description of Goods / Services** | **Specification (at least or equivalent to)** | **Quantity required** | **Unit Price 100-500 EA** | **Unit Price 500-1000EA** | **Unit Price 1000-1500EA** |
| 1 | Printing A4 Black&White | 80g | page |  |  |  |
| 2 | Printing A4 Color 4 colors | 80g | page |  |  |  |
| 3 | Printing A4 3 colors | 80g | page |  |  |  |
| 4 | Printing A4 2 colors | 80g | page |  |  |  |
| 5 | Printing A4 1 color | 80g | Page |  |  |  |
| 6 | Flyer A 5 4 colors | 100-160g Art paper | page |  |  |  |
| 7 | Flyer A 5 3 colors | 100-160g Art paper | page |  |  |  |
| 8 | Flyer A 5 2 colors | 100-160g Art paper | Page |  |  |  |
| 9 | Flyer A 4 4 colors | 100-160g Art paper | page |  |  |  |
| 10 | Flyers A 3 colors | 100-160g Art paper | page |  |  |  |
| 11 | Flyer A 4 2 colors | 100-160g Art paper | Page |  |  |  |
| 12 | Flyer A 4 1 color | 100-160g Art paper | page |  |  |  |
| 13 | Flyer A3 4 colors | 100-160g Art paper | page |  |  |  |
| 14 | Flyer A3 3 colors | 100-160g Art paper | Page |  |  |  |
| 15 | Flyer A3 2 colors | 100-160g Art paper | page |  |  |  |
| 16 | Flyer A3 1 color | 100-160g Art paper | page |  |  |  |
| 17 | Brochure Black & White A4 | 80g | set |  |  |  |
| 18 | Brochure Color A4 | 80g | set |  |  |  |
| 19 | Brochure Black & White A4 | 85-160 Art paper | set |  |  |  |
| 20 | Brochure Color A4 | 85-160 Art paper | set |  |  |  |
| 21 | Leaflets in black & white | 85g-160g Art paper | set |  |  |  |
| 22 | Leaflets in color | 85g-160g Art paper | sheet |  |  |  |
| 23 | Coloring Poster | 120g-160g Art paper | sheet |  |  |  |
| 24 | Poster in color A1 - 4 colors | 120g-160g Art paper | sheet |  |  |  |
| 25 | Poster in color A2 - 4 colors | 120g-160g Art paper | sheet |  |  |  |
| 26 | Poster in color A3 - 4 colors | 120g-160g Art paper | sheet |  |  |  |
| 27 | Poster in color A4 - 4 colors | 120g-160g Art paper | sheet |  |  |  |
| 28 | Poster in color A1 - 4 colors with laminate | 120g-160g Art paper | sheet |  |  |  |
| 29 | Poster in color A2 - 4 colors with laminate | 120g-160g Art paper | sheet |  |  |  |
| 30 | Poster in color A3 - 4 colors with laminate | 120g-160g Art paper | sheet |  |  |  |
| 31 | Poster in color A4 - 4 colors with laminate | 120g-160g Art paper | page |  |  |  |
| 32 | Printing Certificate in color A4 - same pattern for 50 persons | 190g-250g Art paper | page |  |  |  |
| 33 | Design cost - Layout Cost |  | set |  |  |  |
| 34 | Delivery cost to Mae Sot |  |  |  |  |  |
| 35 | Delivery cost to Bangkok |  |  |  |  |  |
| 36 | Delivery cost to Pattani |  |  |  |  |  |

# **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*** |  |

## 

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1.*** | **REFERENCES (10%)**  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.*** | **Their capacity to meet our supply needs (30%)** -Each item is aligned with program requirements (10%) - Local language ability (Burmese, Karen and bahasa language) (10%) - layout design service (Free of charge at least 3times/each design) (10%) | **Bidder Response** | | **Attachment(s)** |
|  | |  |
|  | |  |
| ***3.***  ***3.1*** | **Sustainability Criteria (10%):**  The bidder demonstrates activities / processes in place within their organisation, aimed at reducing their environmental footprint e.g.  - Waste water treatment system  - Paperless offices  - Green technology in offices  - Using recycled paper for printing. (5%) | **Bidder Response** | | **Comments** |
|  | |  |
| ***3.2*** | The bidder’s workforce is staffed from the local community / region. (5%) | **Bidder Response** | | **Attachment(s)** |
|  | |  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Description of Goods / Services** | **Specification (at least or equivalent to)** | **Quantity required** | **Unit Price 100-500 EA** | **Unit Price 500-1000EA** | **Unit Price 1000-1500EA** |
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| 4 | Printing A4 2 colors | 80g | page |  |  |  |
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| 32 | Printing Certificate in color A4 - same pattern for 50 persons | 190g-250g Art paper | page |  |  |  |
| 33 | Design cost - Layout Cost | Required Free of charge for 3 times adjustment. | set |  |  |  |
| 34 | Delivery cost to Mae Sot |  |  |  |  |  |
| 35 | Delivery cost to Bangkok |  |  |  |  |  |
| 36 | Delivery cost to Pattani |  |  |  |  |  |
|  | Term of payment (preferred at least 14-30 days after completion) |  |  |  |  |  |

Price should be inclusive of VAT and WHT

## **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: | ………………………………………………….. |