*Version 1.0 /110621*

**INVITATION TO TENDER**

**Nepal Country Office**

**15 October 2023**

**TENDER REFERENCE NO:- SCI-NEP-ITT-2023-005**

**Non-Food Items (NFIs)**

**SUBMISSION DEADLINE: 16:00 HRS ON 21 November 2023**

**PRE-SUBMISSION CLARIFICATION MEETING: ON 30 October 2023 (Online)**

**QUESTIONS / CLARIFICATIONS: nepal.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** | ***NFI Items (Details in RFQ documents)*** |
| **Outcome of Tender**  *(Framework agreement)* | **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** | ***Two 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’.

*The Essential criteria are as below:*

|  |  |
| --- | --- |
| **S. No** | **Criteria** |
| ***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. |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. |
| ***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. |
| ***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 |
| ***5*** | Tax Clearance Certificate FY 078/079 |
| ***6*** | Should have minimum experience of 3 years. |
| ***7*** | Does the quoted goods meet the specification requirement? |

**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.

|  |  |
| --- | --- |
| ***S. No*** | **Criteria** |
| ***1.*** | LESS USE OF NON-DISPOSABLE/NON REUSEABLE GOODS (5%)  Bidders’ supplies, how they dispose plastic and other non-disposable goods which is harmful for our environment. Supplier or bidder should submit details of disposable plan or policy how their organization treated plastic and plastic related non disposable goods or plastic related wastage produce from their company/factory. |
|
| ***2.*** | CONTRIBUTION IN LOCAL ECONOMY (5%) Supplier can provide documents that can prove they have been contribution in local economic providing job opportunity to local employer, producing local entrepreneur (Verifiable document should be submitted) |
|
|

### **3.3 CAPABILITY CRITERIA (50%)**

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.

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **CRITERIA** | **Capability Criteria (Break down of each weightages/scoring criteria)** | **% Weight** |
| **1** | **Quality of Goods** | Yes/No | **30%** |
| **2** | **Lead time** | Delivery lead time in emergency | **5%** |
| **3** | **Minimum Stock Level** | Minimum stock level of NFI items. | **5%** |
| **4** | **Supplier/Vendors business Potentiality** | Annual Average Turnover/ Financial Capability | **5%** |
| Reference check (For shortlisted suppliers only) | **5%** |

### **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.

The score will be allocated on an Inverse Proportional Basis, meaning the lowest bidder will receive the highest score.

## **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**

## **TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | Sunday 15 October 2023 |
| Pre-Submission Clarification Meeting | Monday 30 October 2023 (Online) |
| Deadline for questions from Bidders | Wednesday 08 November 2023 |
| Deadline for Bid Submission | Tuesday 21 November 2023, 16:00 HRS |
| Bid Open | Wednesday 22 November 2023 |
| Bidder’s Sample Verification (Shortlisted supplier only) | To be decided. |
| Bid analysis, further clarification, and negotiation | 27-28 November 2023 |
| Award Contract | 15 December 2023 |

The above dates are for indicative purposes only and are subject to change.

## **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**

* Email should be addressed to supply chain unit at *procurementmfwfo.nepal@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 “**SCI-NEP-ITT-2023-005**/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 at two separate sealed envelopes addressed to Save the Children, Nepal Country Office Airport Gate Area, Shree Krishna Bhawan, Shambhu Marg, Sinamangal, Kathmandu, Nepal, Phone: +977-1- 4468130/4468128
* Save the Children, Surkhet Field Office, Birendra Nagar Municipality-07, Kalunchok Itram , Phone: +977-083- 525611/522576/522587 and
* Save the Children, Bardibas Field Office, Hatbazar line, Bardibas 1, Mahottari Phone: 977-044-550720,550723
* Bids should be submitted in two separate sealed envelopes addressed to Supply Chain Unit, Save the Children, Nepal Country Office. (The two envelopes should be clearly marked as “Original” and “Copy”)
* The envelope should clearly indicate the Invitation to tender reference number SCI-NEP-ITT-2023-005-Bidder Response – Bidder Short Name’ ’Date 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.

## **CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **21 November 2023, 16:00 HRS .**

Bids must remain valid and open for consideration for a period of no less than 60 days.

## **KEY CONTACTS**

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

|  |  |
| --- | --- |
| Name | Email Address |
| Procurement Coordinator-Supply Chain Unit | nepal.tenders@savethechildren.org |

Please be advised local working hours are 09:00 to 17:00 hours. Please allow up to two 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 Nepal Country Office currently has over 400 staff members, The tender is for the supply of noon food items (NFI) to cover our project needs. We are looking to for competent suppliers who can supply us with noon food items as per the below specifications.

Save the Children International Nepal Country Office is soliciting quotations to create Framework Agreement and place order with supplier(s) for the supply of **(Non-Food Items (NFIs) as per the attached RFQ File**.

A Framework Agreement is an agreement between Save the Children and a supplier in which products/services, specifications, payment terms, delivery lead times are fixed (whenever possible) for the duration of the agreement. In this particular Framework Agreement Process Save the Children intends to enter into agreements **for two years** or until the financial spend with the supplier against the agreement reaches **NPR 80,000,000.00** (possible FWA amount for all the lots) whichever comes first.  This will allow Save the Children to purchase goods directly from suppliers without having to go through the typical procurement process in which multiple quotations must be collected. It is a very appealing business agreement for both Save the Children and suppliers.

Save the Children does not make any commitments to purchase when entering into a Framework Agreements with a supplier, however to be fair to the supplier (one of SCIs procurement principles) Save the Children does not enter into an agreement with a supplier unless it does expect to procure the relevant projected quantities from the supplier – noting that if for unexpected reasons (changes in requirements or funding) that SCI will not be committed to purchasing any supplies or services from this agreement. Please see attached RFQ Info and attached guidelines.

| **S.No.** | **Item Description** | **Specification** |
| --- | --- | --- |
|  | Noon Food Items (NFI) | |  |  |  | | --- | --- | --- | | **Description of Goods / Services** (add attachment for technical specification if very detailed) | **Unit / Form** | **Estimated Quantity** | | [Student Kit Primary Level Girls](file:///C:\Users\c.timilsina\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\75BF6922.xlsx#'1.Student Kit P-G '!A1) | Kit | 2000 | | [Student Kit Primary Level - Boys](file:///C:\Users\c.timilsina\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\75BF6922.xlsx#' 2.Student Kit P-B'!A1) | Kit | 2000 | | [Student Kit Secondary Level -Girls](file:///C:\Users\c.timilsina\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\75BF6922.xlsx#'3.Student Kit S-G'!A1) | Kit | 2000 | | [Student Kit Secondary Level - Boys](file:///C:\Users\c.timilsina\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\75BF6922.xlsx#'4.Student Kit S-B'!A1) | Kit | 2000 | | [Kitchen Utensils](file:///C:\Users\c.timilsina\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\75BF6922.xlsx#'5.Kitchen Set'!A1) | Kit | 3000 | | [Hand fan (Portable-Manual-light) - Local made](file:///C:\Users\c.timilsina\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\75BF6922.xlsx#'6. Handmade fan'!A1) | Set | 10000 | | [Hygiene Kit](file:///C:\Users\c.timilsina\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\75BF6922.xlsx#'7.Hygiene Kit'!A1) | Kit | 3000 | | [Dignity Kit](file:///C:\Users\c.timilsina\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\75BF6922.xlsx#'8.Dignity Kit'!A1) | Kit | 2000 | | [Baby Pack (For Newborn - 1 Year)](file:///C:\Users\c.timilsina\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\75BF6922.xlsx#RANGE!A1) | Kit | 2000 | | [Baby Pack (3 -5 Year)](file:///C:\Users\c.timilsina\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\75BF6922.xlsx#'10. Baby Pack (3-5)'!A1) | Kit | 2000 | | [P-Foam, 4.5ft Width, 12mm thickness](file:///C:\Users\c.timilsina\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\75BF6922.xlsx#'11.P-Foam'!A1) | Meter | 10000 | | [PVC Carpet, 6.5ft width,1mm, thickness](file:///C:\Users\c.timilsina\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\75BF6922.xlsx#'12. PVC Carpet'!A1) | Meter | 5000 | | [Jute Ribs Carpet, 6.5ft width](file:///C:\Users\c.timilsina\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\75BF6922.xlsx#'13.Jute Carpet'!A1) | Meter | 5000 | | [Basic Shelter Kit](file:///C:\Users\c.timilsina\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\75BF6922.xlsx#'14.Basic Shelter Kit'!A1) | Kit | 4000 | | [Mosquito Net](file:///C:\Users\c.timilsina\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\75BF6922.xlsx#'15 Mosquoto Net'!A1) | Kit | 10000 | |

1. **SPECIFICATIONS**

|  |  |  |
| --- | --- | --- |
| CATEGORY | MINIMUM INFORMATION TO BE PROVIDED | OPTIONAL INFORMATION TO BE PROVIDED |
| Noon Food Items (NFI) | NFI kits as per provided RFQ file. | N/A |

1. **ADDITIONAL INFORMATION**

**Bidders may bid for one or more products/models**. Save the Children reserves the right to award none, partial or the entire bids to one or more bidders.

# **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*** | Tax Clearance Certificate  FY 078/079 | **Yes / No** | **Comments** |
|  |  |
| ***6*** | Should have minimum experience of 3 years | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | The bidder conforms that the quoted items meet the stated specification requirement. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***8*** | **ELIGIBILITY DECLARATION:**A written declaration made by the bidder, with a statement that s/he is not ineligible to participate in the procurement proceedings; has **no conflict of interest** in the proposed procurement proceedings and has not been punished for a profession or business-related offense. | **Yes / No** | **Comments / Attachments** |
|  |  |

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | | |
| ***1.(5%)*** | **REFERENCES: -**  Please provide details of at least 3 clients you have been working with, preferable INGOs, bilateral organizations and other sector similar to the volume of the scope of this tender 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) |  | |  |
| 3) |  | |  |
| ***2.(5%)*** | **LESS USE OF NON-DISPOSABLE/NON REUSEABLE GOODS:-**  Please advise how you dispose plastic and other non-disposable goods. Please submit details of disposable plan or policy your organization treat plastic and plastic related non disposable goods or plastic related wastage produce from your company/factory. | **Bidder Response** | | | **Attachment(s)** |
|  | | |  |
| ***3.(30%)*** | **Quality of Goods**: - Quality of goods will be scored at direct proportion method which means best quality of goods will score highest as per sample verification; if sample does not meet the quality, can request to supplier for replacement it. (Good (meet the minimum standard)-50%, Best-100%(above minimum standard),if below minimum standard (0%) |  | | |  |
| ***4.(5%)*** | **CONTRIBUTION IN LOCAL ECONOMIC** Supplier can provide documents that can prove they have been contribution in local economic providing job opportunity to local employer, producing local entrepreneur (Verifiable document should be submitted) | **Bidder Response** | | | **Attachment(s)** |
|  | | |  |
| ***5.(5%)*** | **Delivery Lead Time in Emergency Situation:**  How soon will you be able to provide the requested goods in normal situation? | **Bidder Response** | | | **Comments** |
| Up to 10 days  11-15 Days  16-30 Days  +31 Days | | |  |
| ***6.(5%)*** | **Stock holding:** - (Suppler should mention about available stock of tarpaulin, blanket and rope, kitchen utensil) | **Bidder Response** | | | **Comments** |
| **ITEM Description** | | **Minimum Stock Level available always** |  |
| Tarpaulin, | |  |
| Blanket and rope | |  |
| Aluminium Dekchi with Cover - Medium Size | |  |
| P-Foam | |  |
| Child t-shirt and trouser set | |  |
| Baby blanket | |  |
| Kitchen utensil | |  |
| PVC Carpet,1mm | |  |
| Cloth for Pant/Skirt | |  |
| Water Bottle (700 ML) | |  |
| ***7.(5%)*** | **Annual Average Turnover/ Financial Capability** (Supplier/bidder should provide 3 years of tax clearance certificate) | **Bidder Response** | | | **Attachment(s)** |
| **Fiscal year** | | **Turnover amount** |  |
| 2076/077 | |  |
| 2077/078 | |  |
| 2078/079 | |  |

***Note: The indicated “5% score” in the “S.N” Column is the total scoring weightage that the question/criteria carry.***

## **SECTION 3 – COMMERCIAL QUESTIONS**

***Separate RFQ excel file available below for commercial questions.***



## **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** | | Company registration | | | |  |
| PAN/VAT registration | | | |  |
| Copy of tax registration number & certificate  Tax clearance certificate of FY 078/079 (or valid evidence of submission of tax details acknowledged by IRD) | | | |  |
| Copy of business registration certificate | | | |  |
| Trading license (if any) | | | |  |
| Product specification (Specific) and brochure | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| CONTRIBUTION IN LOCAL ECONOMIC | | | |  |
| Disposable policy of organization regarding Plastic | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Completed Request for Quotation Document | | | |  |
| Copy of citizenship certificate/passport of chairperson/CEO/signatory to contract (Document shall specify date of birth) | | | |  |
|  | | | | | | |
| **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 | | |  | |  | |
| Template of Framework agreement. | | |  | |  | |
| 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: | ………………………………………………….. |