**SECTION 1 – KEY INFORMATION**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY INFORMATION** | | | |
| **Organisation Name** |  | | |
| **Please provide details of the primary products/services supplied by your organisation** |  | | |
| **Please explain your experience of providing the goods or services requested in this tender document.** |  | | |
| **Website address** |  | | |
| **Address** | **Main Address** | **Registered Address**  **(if different)** | **Address for Payments**  **(if different)** |
|  |  |  |
| **Company Registration Number** |  | **Tax Number** |  |
| **Year of Registration** |  | **Country of Registration** |  |
| **Type of Business**  **(e.g. Manufacturer, Distributor, Contractor)** |  | **Primary Country of Operation** |  |
| **Total Annual Revenue**  *(please state the currency)* | **2023** | **2022** | **2021** |
|  |  |  |
| **Annual Revenue**  **(from goods and services requested in this tender)** |  |  |  |
| **Have you supplied goods or services to SCI previously? If so, please provide a brief summary.** |  | | |
|  | | | |
| **KEY CONTACT DETAILS** | | | |
|  | **Primary Contact** | **Secondary Contact** | **Emergency Contact** |
| **Name** |  |  |  |
| **Job Title** |  |  |  |
| **Phone / Mobile** |  |  |  |
| **Email** |  |  |  |
| **Address** |  |  |  |
|  | | | |
| **OTHER KEY INFORMATION** | | | |
| **Provide details of what insurance cover you have and what the maximum value is** |  | | |
|  | | | |
| **KEY ROLES & PERSONNEL** | | | |
| **Which employees will be responsible for providing goods and services to SCI? Please list names, and job titles and contact details (e.g. account managers).** | **Job Title** | **Role** | **E-mail Address** |
|  |  |  |

## **SECTION 2 - 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’ included within Appendix 1 of the ITT, and that any work awarded from this tender process will be completed under the attached ‘Terms and Conditions of Purchase’. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies and code of conducts listed below, throughout this tender process and during the term of any contract awarded.   1. Child Safeguarding Policy 2. Anti-Fraud, Bribery & Corruption Policy 3. Slavery & Human Trafficking Policy 4. IAPG Code of Conduct 5. Conditions of Tendering | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder must not be a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the US or EU. | **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 3 – CAPABILITY 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** | Projection | **Bidder Response** | | **Attachment(s)** |
|  | | (if Any) |
| **3** | Technical Question | **Bidder Response**  **N/A** | | **Attachment(s)** |

## **SECTION 4 – COMMERCIAL QUESTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product Name** | **Product Reference Number** | **Specification** | **Pricing** | **Other Information** |
| Consultant for Institutional Goal Setting and Performance Management Process | n/a |  |  |  |

## 

## **SECTION 5 – 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 – Key Information | | |  | |
| 2. | Section 2 – Essential Criteria | | |  | |
| 3. | Section 3 – Capability Questions | | |  | |
| 4. | 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** | | | **Signature** | | |
| Conditions of Tendering | | |  | | |
| Terms & Conditions of Purchase | | |  | | |
| Child Safeguarding Policy | | |  | | |
| Anti-Bribery & Corruption Policy | | |  | | |
| Human Trafficking & Modern Slavery Policy | | |  | | |
| IAPG Code of Conduct | | |  | | |

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Signature

……………………………………………………………………. 

Name

…………………………………………………………………….. 

Job Title

…………………………………………………………………….. 

Company

……………………………………………………………………... 

Date

……………………………………………………………………...