**TENDER RESPONSE**

**Please provide information against each requirement.**

Additional rows can be inserted for all questions as necessary.

**Section 1 - Bidder’s general business details**

1. General information

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation Name: | | | |
| Contact Name: | | | |
| Phone: | | Fax: | |
| Email: | | Parent company (if applicable): | |
| Principle Address: | Registered Address: | | Payment Address: |
| Registration number: | | Tax number: | |
| Year of registration: | | Annual Turnover: | |

1. Please provide details of the type of your organisation (manufacturer, distributor, etc):
2. Please provide details of the primary products/services of your organisation:
3. Please list your employees who would be involved with Save the Children. One employee should be the key point of contact for Save the Children:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Job title** | **Role for Save the Children account** | **Direct telephone number** | **Email address** |
|  |  |  |  |  |
|  |  |  |  |  |

1. Please detail what your insurance cover provides and what the maximum value is:
2. Please provide details ofat least3client references whichSave the Children may contact (preferably NGOs):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client Organisation** | **Contact** | **Phone no.** | **E-mail address** | **Details of contract** |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 2: Bidder capacity**

1. Please attach your proposal in soft copy here

Proposal document

1. Detail the product you are intending to supply with any variations / notes to the specification if your product differs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Product** | **Indicate which products you are bidding for** | **As per the specification?** | **Please list any variations / notes to specification** |
| **Bangladesh** | Yes / No | Yes / No |  |
| **Nigeria** | Yes / No | Yes / No |  |
| **Mali** | Yes / No | Yes / No |  |
| **CAR** | Yes / No | Yes / No |  |
| **Wider GA review support** | Yes / No | Yes / No |  |
| **Future assignment capacity** | Yes / No | Yes / No |  |
| **Other, please detail…** |  |  |  |

1. What quality standards does your organisation adhere to e.g. ISO?
2. What warranties and guarantees can you offer as part of this contract?
3. How quickly can you guarantee a response time to quotation requests for future assignment requests?
4. What are your standard working hours and what after hours services do you provide in the event of an emergency?
5. Detail any benefits or additional services your organisation can offer Save the Children as part of the contract:

**Section 3: Pricing proposal**

1. Please indicate here the prices you are offering to Save the Children as part of this contract in £GBP. Please refer to specification for details of what must be included.
2. Assignments\*

\*Please note that, when on audit, working days are rarely 9am-5pm and flexibility is needed to support delivery of the review. Our standard approach is to pay ½ day for non-working days during the review and travel days to and from the CO. Thus, if away for 7 consecutive days 6 days payment will be made.

\*Depending on the participation level during planning and write up, we estimate up to c1.5 days for planning and up to 2days for reporting participation. No payment will be made if individuals do not participate in a stage.

\*\* For each individual please confirm:

* language and/or other experience skills (where noted as required in tender documents)
* security training already in place or required
* ability to take part in Save the Children child safeguarding training (half day) before deployment

**Bangladesh**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name/Expense type** | **Grade** | **Day rate (excl VAT)\*** | **Day rate (incl VAT)\*** | **Confirmations\*\*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL £ (based on 3 week review)** |  |  |  |  |

**Nigeria**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name/Expense type** | **Grade** | **Day rate (excl VAT)\*** | **Day rate (incl VAT)\*** | **Confirmations\*\*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL £ (based on 3 week review)** |  |  |  |  |

**Mali**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name/Expense type** | **Grade** | **Day rate (excl VAT)\*** | **Day rate (incl VAT)\*** | **Confirmations\*\*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL £ (based on 3 week review)** |  |  |  |  |

**CAR**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name/Expense type** | **Grade** | **Day rate (excl VAT)\*** | **Day rate (incl VAT)\*** | **Confirmations\*\*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| **TOTAL £ (based on 2 week review)** |  |  |  |  |

**Other; please provide schedule of General and Specialist skills available from your organisation (add lines as needed)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name/Expense type** | **Grade** | **Day rate (excl VAT)\*** | **Day rate (incl VAT)\*** | **Confirmations\*\*** |
|  |  |  |  |  |
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**GA review support**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name/Expense type** | **Grade** | **Day rate (excl VAT)\*** | **Day rate (incl VAT)\*** | **Confirmations\*\*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Can you fix these prices for the duration of the contract?

Yes  No

If not, please provide details of how long they will remain fixed?

1. If prices cannot be fixed for the duration of the contract, please specify factors that would affect the price and indicate how changes in these factors would affect the price of the stated products:

**Section 4: Confirmation of Bidder’s compliance**

We, the Bidder, hereby confirm compliance with:

* The required specification for the products
* The Conditions of Tendering
* Save the Children’s Terms and Conditions of Purchase
* Save the Children’s Child Safeguarding policy
* Save the Children’s Anti-Bribery and Corruption policy
* The IAPG Code of Conduct

The following documents and items are included in our bid:

* Section 1: Bidder’s general business details
* Section 2: Bidder capacity, including proposal document summarising approach and response to the tender requirement
* Section 3: Pricing proposal

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

|  |
| --- |
| **Acceptance by the Bidder:**  …………………………………………………………………….    Signature  …………………………………………………………………….  Name  ……………………………………………………………………..  Job Title  ……………………………………………………………………..  Company  ……………………………………………………………………...  Date |