**TENDER RESPONSE**

**TENDER REF. NUMBER: SCI/Yemen/2017/259**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Company Name: | | | |
| Contact Person: | | | |
| 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 company (manufacturer, distributor, etc):
2. Please provide details of the primary products/services of your company:
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** | **Telephone Number** | **Email Address** |
|  |  |  |  |
|  |  |  |  |

1. Please provide details ofat least2client references whichSave the Children may contact (preferably INGOs):

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

If you have written recommendation from client organizations (preferably NGOs), include copy of the documents in your tender response.

**Section 2: Bidder capacity**

1. Bidder Adherence to Selection Criteria

Indicate your adherence to essential criteria of the tender by indicating Yes or No answer. Provide information in which part of company profile or in which document(s) Save the Children can find confirmation of your adherence to the essential criteria of the tender.

|  |  |  |
| --- | --- | --- |
| Essential Criteria | Yes/No | Reference to Documents Included in the Bidding |
| Bidder provide documentations to prove that they are legally operate in Yemen and in the business of provision of Health and life insurance Irrelevant business license will not be considered. |  |  |
| Bidder’s confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase, Anti-Bribery and Corruption Policy, Child Safeguarding Policy, and IAPG Code of Conduct. |  |  |
| Bidder meets General Requirements of health and life insurance |  |  |
| Bidder submit both financial and narrative proposals in a way it is directed in Required Response and Pricing of Bid. |  |  |
| Presentation of audited financial reports from a reputable accountant/accountancy firm for the past 3 years audited balance sheet to confirm financial capacity of your company and that your company is not under the risk of bankruptcy. Bidder must confirm if its financial capacity |  |  |

1. Will you be able to demonstrate in Save the Children Yemen Office your health and life insurance services? All related costs (transportation, accommodation, meals, etc) on this process should be on your company.

Yes  No

1. How long will it take for you to set up the services , starting from signing of the contract until having the services is fully operational? Include in this duration is provision of orientation to Save the Children staff.
2. Will your company be able to accept 100% payment in quarterly basis and to be paid until the maximum of 30 days from submission of invoice with all valid supporting documents?
3. Save the Children has zero tolerance to data exposure of its beneficiaries and organizational information. What warranties and guarantees can you offer to ensure integrity and confidentiality of the data against system errors or cybercrime?
4. What are your standard working hours? Would your company be able to offer services in the event of an emergency and after working hours 24/7 service?
5. Detail any benefits or additional services your organisation can offer Save the Children as part of the contract.

**Section 3: Financial and Narrative Proposal**

1. Please include your narrative and financial proposal you are offering to Save the Children as part of this contract, which includes the standard currency exchange rate used by SCI. Please refer to Pricing of Bid section in the Invitation to Tender to see how your proposal should be structured.

Please tick YES if proposals have been included. Yes No

Title of the proposal is:

1. Given the complexity of the situation that can change at any time, would your company be able to fix these prices for the duration of 24 months? Yes No

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

1. If your answer is No as in 2 above, and your prices cannot be fixed for the duration of 24 months, please specify factors that would affect the price and indicate how changes in these factors would affect the price of your services:

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

We, the Bidder, hereby confirm compliance with the following (please tick the box) and agree that breaching any of these will result in immediate termination of the agreement:

* 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 (please tick the box to confirm):

* Section 1: Bidder’s general business details
* Section 2: Bidder capacity
* Section 3: Financial and narrative proposals
* Documentations to prove that we are legally operate in Yemen and

in the business of the provision of health and life insurance services.

* A Company Profile detailing brief information about the company, manage-

ment structure, core business areas, length of experience in the business,

financial strength, number and level of clients, strength points of your system

in comparison with others in the market, etc.

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 | : |