**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 Name: |
| Phone: | Fax: |
| Email: | Parent company (if applicable): |
| Principle Address: | Registered Address: | Payment Address: |
| Registration number: | Tax number: |
| Year of registration: | Annual Turnover: |
| Name(s) of Owner(s) AND Date(s) of Birth: |
| List of names of Board of Directors: |

**Detailed Service Specifications**

Save the Children (SC) are providing services to Donor programs, and require the provision of First Aid and Driver Training Services as well t eprovision of Medical Equipment to support the safety and security of SC Personnel, Property and Assets.

|  |  |
| --- | --- |
| **Type of Service** | **Description** |
| 4 Day Trauma First Aid Training | Basic Hygiene in First AidHealth & Safety / Manual Handling IntroductionResponsibilities and ReportingPatient Assessment IntroductionAirway MaintenanceBreathing Management Circulation / Bleeding Management,Disability AssessmentDealing with an Unresponsive/Unconscious CasualtyCPR/ResuscitationMinor Injuries,Angina, Choking,Shock & Seizures,RTC Management / Vehicle Extrication / C –Spine Stabilization / Saviour Stretcher  Introduction to Pre-Hospital CareInfection ControlPaediatric First Aid | Training to take place in Juba or at Field Base Sites site (Delivery sites below).Accredited Training is preferable.Focus on practical delivery and scenario building is essential.Instructors are required to evidence Hostile Environment medical training experience.All training is to take into consideration SC Equipment  |

**\*** Training Scheduled will be agreed on award

|  |  |
| --- | --- |
| **Type of Service** | **Description** |
| 5 Day Defensive Driver Training | Car Control Techniques Situational Awareness ID external factors that inhibit drivers’ ability to concentrate Apply techniques for focusing attention to the task of drivingDetect behaviours and situations that may weaken driving abilityStress-reducing actions to avoid unsafe drivingPre-trip checklist to ensure vehicle safetyRecall procedures for contingency plans, in case of emergency situationsCommunication Procedures Basic vehicle maintenance fault finding and reporting  | Training to take place in Juba or at Field Base Sites site (Delivery sites below).Accredited Training is preferable.Focus on practical delivery and scenario building is essential.Instructors are required to evidence Hostile Environment training experience.All training is to take into consideration SC Vehicles and Fleet procedures  |

**\*** Training Scheduled will be agreed on award

|  |  |  |  |
| --- | --- | --- | --- |
| Trauma Bag | JubaToritKapoetaAwerialBorWaatAkoboMabanWauAbeyi | 10333333333 | * 1x 28 Litre Pack
* 2x 4” First Care Dressing
* 2x 6” First Care Dressing
* 1x Box of 20 Assorted Plasters
* 2x Bolin Chest Seal
* 1x Cat Tournique
* 1x Celox Gauze
* 2x Chemical Lights
* 1x Crepe Bandage 5 x 4.5m
* 1x Crepe Bandage 7.5 x 4.5m
* 5x Eye Irrigation
* 1x Foil Blanket
* 1x Gaffa Tape
* 1x Head Torch
* 1x Iodine Paint
* 1x Life Hammer
* 2x No.3 Ambulance Dressing
* 1x Pack of 12 Rehydration Salts
* 1x Sam Splint
* 2x Pack of 5 Steri Strips 3mm
* 1x Pack of 5 Steri strips- 5mm
* 1x Thermometer
* 1x Tough Cut Scissors (LARGE)
* 2x Triangular Bandage
* 2x Vinyl Gloves
* 2x Water Burn Gel
* 10x Wipes
* 1x Viomedex Surgical Skin marker
* 30x Water Purification Tablets
 |

|  |  |  |
| --- | --- | --- |
| Savior Stretcher | JubaToritKapoetaAwerialBorWaatAkoboMabanWau | 422222222 |

\*Trauma Bags and Stretchers handed over on completion of training

1. Supplier shall provide fully trained and competent instructors, in accordance with the requirements of this Scope of Work for this Contract. Key responsibilities of the contract shall include training to Save the Children Staff in and around SC locations in South Sudan.
2. All Training Instructors assigned for services to SC shall, unless otherwise authorized by SC, carry out duties/task exclusively for SC for the duration of this Contract.
3. Supplier shall have required transmission, and Business license, and any other documentation required by the Government of South Sudan to perform work in South Sudan. Supplier shall keep all licenses current and notify SC immediately if such license expires and cannot be renewed or is revoked. Failure to maintain all required licenses shall be grounds for immediate termination of this contract for default.
4. Supplier shall take reasonable steps to ensure that their personnel do not engage in unlawful activities, illegal narcotics/drug use or activity, or unlawful political demonstrations and activities. Any person having proven to be associated with any of the aforementioned activities will be administered in accordance with supplier’s disciplinary policy up to and including dismissal.
5. The satisfaction of all relevant administrative and legal requirements for the Consultant Instructors shall be the sole and exclusive responsibility of Supplier. This will include, but is not limited to, personal equipment, communications equipment, salaries, taxes, holiday entitlements, insurance and transport to and from a fixed site at no extra cost to SC.
6. The Supplier agrees, in the performance of this contract, to comply with all laws, regulations, rules, and orders applicable to this contract, the Supplier or the Work performed by the Supplier under this contract
7. SC will ensure that Instructors will be provided with:
	* *Appropriate Accommodation in Juba or at an SC Field Base,*
	* *All in country Travel*
8. **PERIOD OF PERFORMANCE:** *01/03/2016 through 28/02/2017*
9. If notice of closure is served upon SCI, SCI reserve the right to terminate this contract giving no less than 30 days’ notice
10. 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** | **Contact Number**  | **Email address** |
|  |  |  |  |  |
|  |  |  |  |  |

1. Supplier is to provide proof of all insurances purchased to cover manned security guarding operations for the duration of the contract. Copies of Documents to be submitted.

|  |  |  |  |
| --- | --- | --- | --- |
| **Provider** | **Type** | **Period of Cover** | **Value** |
|  |  |  |  |
|  |  |  |  |

1. Please provide details of at least 2 client references with whom you have worked for **within the past 12 months** which Save the Children may contact (preferably NGOs but not Essential):

|  |  |  |  |
| --- | --- | --- | --- |
| **Client**  | **Contact Name** | **Phone Number** | **E-mail Address** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| What quality standards does your organization adhere to e.g. ISO?  |
|  |
|  |
|  |
|  |

**Section 2: Bidder capacity and Pricing**

1. Please indicate your capacity to service this Contract:

|  |
| --- |
| How many participants per training / trainer / training course  |
| **First Aid** | **Driver Training** |
|  |  |

|  |
| --- |
| Willingness to deliver Services and Products to / in South Sudan (training and equipment) including customs clearances ; |
| **Training Services** | **Medical Equipment** |
|  |  |

|  |
| --- |
| Please Specify the Number of trainers you have available  |
| **First Aid** | **Driver Training** |
| **Name** | **Qualification** | **Name** | **Qualification** |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| Capacity to access all areas of South Sudan |
|  |

1. **Pricing Schedules:**

The following estimated volumes of this service are anticipated by Save the Children for the period March 2016 –April 2017. The figures are for information purposes only and are not guaranteed level of purchase (Maximum or Minimum) by Save the Children under this contract. All costs should be included to ensure delivery as per the agreed schedule.

|  |  |  |
| --- | --- | --- |
| **Service / Product**  | QTY | Unit Price |
| 4 Day First Aid Training  | 30 |  |
| 2 Day First Aid Training R | 15 |  |
| 5 Day Driver Training  | 15 |  |
| Provision of Trauma Bags | 37 |  |
| Provision of Savior Stretchers  | 20 |  |

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? |
|  |

|  |
| --- |
| 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: |
|  |

|  |
| --- |
| Detail any benefits or additional services your organization can offer Save the Children as part of the contract |
|  |

**Section 3: Confirmation of bidders’ 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:

1. Certificate of incorporation, including current stamp of validity (2015)
2. Tax ID certificate and up-to-date certificate of tax payment,
3. Audited financial accounts for 2013 and 2014
4. Copy of insurance agreement (if applicable)
5. Current bank statement
6. Company Overview
7. 3 years Relevant Experience
8. Instrctor CV and Accrediations
* Section 1: Bidder’s general business details.
* Section 2: Bidder capacity
* 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