**TENDER RESPONSE**

(Please provide information against each requirement, additional rows can be inserted for all questions as necessary)

**ESSENTIAL CRITERIA**

In order to qualify as a bidder you must be able to answer ‘Yes’ against all of the Essential Criteria. after passing the essential criteria you will be scored against Capability and Commercial criteria.

1. Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities : Yes/ No
2. Do you agree to comply with our standard policies and procedures as stated in RFQ or Invitation to Tender (ITT) document : Yes/No
3. Do you confirm that you are not any prohibited parties or on Government blacklists : Yes/ No
4. If any subcontracting is planned, can you provide the previous agreement(s) made with the subcontractor(s) or any letter of undertaking signed with the proposed subcontractor(s) : Yes/No
5. Can you provide the legal documentation proving that you are engaged in student transportation services in Turkey : Yes/No

**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:  |
| Legal status ( Sole Proprietor /Partnership/Company) : |
| 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 ( if any) :

 **CAPABILITY CRITERIA**

**Section 2: Bidder capacity**

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

|  |  |
| --- | --- |
|  |  |
| The bidder has work experiences within Hatay borders of Hatay province, in the work completion certifictes given | YES/NO  |
| Bidder can provide references from the existing customer portfolio engaged in school transportation and the previously satisfied customers (minimum 3)  | YES/NO |

|  |
| --- |
| Bidder can present suitable and available vehicle documents as per the methods and principles stated in the article 3 of the specification requirements section (as precedent) supporting the commitment to carry 2400 children as the maximum sampling. Please tick the below box if you can provide the relevant documentation required within the sub clauses of article 3.  |
| a | b | c | ç | d | e | f | g | h | I | j | k | l | m | n | o | p | q | r | s | t |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |
| --- |
| Bidder can present documents of the existing driver and guide personnel as per the methods and principles stated in the article 4 of the specification requirements section (as precedent) supporting the commitment to carry 2400 children as the maximum samplingPlease tick the below box if you can provide the relevant documentation required within the sub clauses of article 4. |
| a | b | c | d | e | f | g |
|  |  |  |  |  |  |  |

1. Please detail the location and average volumes of product stocks you currently hold (both at production facilities and at additional warehousing facilities).

|  |  |  |
| --- | --- | --- |
| **Product** | **Stock location(s) district** | **Quantity** |
| How many School Transportation buses can your company provide ?  |  |  |
| How many school bus drivers are currently employed in your company ? |  |  |
| How many school bus guide personnel are currently employed in your company ? |  |  |
|  |  |  |

1. For the following order volumes please confirm your capacity to supply and lead times:

|  |  |  |
| --- | --- | --- |
| **Product** | **Example order volume / Specific order volume \*\*** | **Lead time to goods readiness / Delivery date \*\*** |
| *School Transportation buses* | *120 buses*  |  |

1. Number of years of relevant experience to provide similar goods or services?
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?
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:
6. Details of Geographic coverage in Country / outside
7. What quality standards does your organisation adhere to e.g. ISO?
8. Please provide details ofat least3client references whichSave the Children may contact (preferably NGOs):

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

**COMMERCIAL CRITERIA**

**Section 3: Commercial proposal (Pricing)**

1. Please indicate here the prices including taxes you are offering to Save the Children as part of this contract, including the currency. Please refer to specification for details of what must be included.

|  |  |  |  |
| --- | --- | --- | --- |
| **Product** | **Unit** | **Currency** | **Unit Price**  |
| 10 km transportation of children by one vehicle | Day | TRY |  |
| 20 km transportation of children by one vehicle | Day | TRY |  |
| 30 km transportation of children by one vehicle | Day | TRY |  |

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
* Save the Children Human Trafficking and Modern Slavery 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
* Section 3: Pricing proposal
* *[insert samples if required]*
* *[insert requirement for any registration certificates if required]*

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  |