**BIDDER’S RESPONSE**

**Ref: ITT/ABUJA/2018/007**

**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, Service provider/Oriented, Consultancy Firm? etc):
2. Please provide details of the primary products/services of your organisation:

1. 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.

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

**Section 2: Bidder capacity checklist**

1. Please check yes or no to indicate your adherence to essential criteria for bidding. Not filling these would automatically exclude the bidder from the process.

|  |  |  |
| --- | --- | --- |
| Criteria | Yes / No | Reference to Relevant Document included in the bidding  |
| Bidder can legally operate in the country of residence (Attach Photocopy of Business Registration Certificate) |  |  |
| Bidder’s confirmation of compliance with the attached Conditions of Tendering, Key Contractual Terms, Save the Children’s Child Safeguarding Policy, Save the Children’s Anti‑Bribery and Corruption Policy and the IAPG Code of Conduct (Sign bidder’s Acceptance of Terms and Condition) |  |  |
| Evidence of Tax Payment - (Attach photocopy) |  |  |

1. What quality standards does your organisation adhere to (If applicable) e.g. ISO?
2. What warranties and guarantees can you offer as part of this contract? – If applicable
3. How quickly can you guarantee a response time to quotation requests?
4. What are your standard working hours and what after work 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**

Please indicate here the type of services you will be providing and the cost implication (in USD) to Save the Children. **You may add more rows**.

|  |  |  |
| --- | --- | --- |
| S/N | Description of service | Cost implication |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

1. Can you fix these fees for the duration of the services/contract?

 Yes [ ]  No [ ]

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

1. If fees cannot be fixed for the duration of the services/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 service
* 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
* Section 3: Pricing proposal
* Full completion of the “Tender Response” document in order for the bid to be compliant. Supplementary proposal documents are requested to demonstrate that the bid is meeting the essential and preferred criteria listed below. Those tenders returned uncompleted may be treated as void.
* One hard copy of bids to be submitted on headed paper.
* Bids to be submitted in a sealed envelope, addressed to Save the Children International at the below address. The envelope should indicate the tender reference number only. Missing reference will disqualify the bid.

We confirm that Save the Children International 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  |