**TENDER RESPONSE**

**SCI/RPU/ITT/FREIG/2016/001**

**Please provide information against each requirement.**

Additional rows can be inserted for all questions as necessary

**Section1: Bidder’s General Business Details**

**1. General information:**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation name: | | | |
| Registered name of company (if different): | | | |
| Any other trading names of company: | | | |
| Contact Name: | | Job title : | |
| Phone: | | Fax: | |
| Email: | | Website: | |
| Principle Address: | Registered Address: | | Payment Address: |
| Registration number: | | Country of registration: | |
| Date of registration: | | VAT/Tax registration number: | Pin number: |
| Legal status of company (i.e. sole trader, partnership, private limited company, other): | | | |
|
| Primary products manufactured by your company: | | | |
|
| Date of audited accounts: | | If this is more than 15 months ago, please explain why: | |
| Duration of audited accounts: | | If this is more than 12 months, please explain why: | |
| Annual Turnover: | | Total net assets: | |
| Profit: | | Total current assets: | |
| Expenditure: | | Total current liabilities: | |
| Names of Directors: | | | |
| Names of shareholders having more than 10% stake: | | | |
| Names of any major subsidiary companies: | | | |
| Location of bank account for depositing payments relating to this contract: | | | |
| Max. business value per annum you can undertake with Save the Children USD$: | | | |
| What percentage is this value of your total turnover ? \_\_\_\_% | | | |
| Percentage of your business dealings that are Corporate \_\_\_\_\_% and Charity \_\_\_\_\_% | | | |

**2. Information relating to parent or holding company (if applicable):**

|  |  |
| --- | --- |
| Registered name of parent or holding company: | |
| Registration number: | Date of registration: |
| Country of registration: | |
| Legal Status (i.e. sole trader, partnership, private limited company, other): | |

*Please note that all further details provided after this question 2 should relate to the company that will be the contractual partner if this tender application is successful.*

**3. Please provide details of the type of your organisation (manufacturer, distributor, etc.):**

**4. Please provide details of the primary products/services of your organisation:**

**5. Please list your employees who would be involved with Save the Children (include out of hours contact details for those persons nominated as key contacts out of hours):**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Job title** | **Role for Save the Children account** | **Direct telephone number** (one person should have 24 hours availability by mobile) | **Email address** |
|  |  |  |  |  |
|  |  |  |  |  |

**6. Please detail what your insurance cover provides and what the maximum value is:**

**7. Please provide details of at least 3 client references which Save the Children may contact (preferably INGOs):**

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

**8. Will you be subcontracting vehicles?**

**SCI requests that they are not included or subjected to accept 3rd party claims. If this will be an issue please state.**

**Section 2: Bidder Capacity & Coverage**

**1. Please indicate below the number of countries you work in providing freight services. In how many Countries does your company have their own offices and how many are services subcontracted out?**

|  |  |  |
| --- | --- | --- |
| **Countries** | **Own Company** | **Subcontracted/Local Partner** |
| **Kenya** |  |  |
| **Uganda** |  |  |
| **Tanzania** |  |  |
| **South Sudan** |  |  |
| **Sudan** |  |  |
| **Ethiopia** |  |  |
| **Somalia** |  |  |
| **Mozambique** |  |  |
| **Malawi** |  |  |
| **Zambia** |  |  |
| **Zimbabwe** |  |  |
| **Rwanda** |  |  |

**2. Are there any countries you cannot transport freight to? If yes which ones and why?**

|  |  |  |
| --- | --- | --- |
| **Countries** | **Cannot transport freight to** | **Why?** |
| **Kenya** |  |  |
| **Uganda** |  |  |
| **Tanzania** |  |  |
| **South Sudan** |  |  |
| **Sudan** |  |  |
| **Ethiopia** |  |  |
| **Somalia** |  |  |
| **Mozambique** |  |  |
| **Malawi** |  |  |
| **Zambia** |  |  |
| **Zimbabwe** |  |  |
| **Rwanda** |  |  |

**3. If required can you provide customs clearance in all countries where you operate? If not indicate where you can provide these services?**

|  |  |
| --- | --- |
| **Countries** | **Where you can provide customs clearance** |
| **Kenya** |  |
| **Uganda** |  |
| **Tanzania** |  |
| **South Sudan** |  |
| **Sudan** |  |
| **Ethiopia** |  |
| **Somalia** |  |
| **Mozambique** |  |
| **Malawi** |  |
| **Zambia** |  |
| **Zimbabwe** |  |
| **Rwanda** |  |

**4. Packing and containerisation – can you provide these services in all countries that you operate?**

|  |  |
| --- | --- |
| **Countries** | **Can provide packing & containerisation** |
| **Kenya** |  |
| **Uganda** |  |
| **Tanzania** |  |
| **South Sudan** |  |
| **Sudan** |  |
| **Ethiopia** |  |
| **Somalia** |  |
| **Mozambique** |  |
| **Malawi** |  |
| **Zambia** |  |
| **Zimbabwe** |  |
| **Rwanda** |  |

**5. Please indicate here the prices you are offering to Save the Children as part of this contract (USD).**

|  |  |  |  |
| --- | --- | --- | --- |
| **Road Transport** | **Price per container (USD)** | **Price**  **USD/Ton/Km** | **Additional information** |
| **10ft** |  |  |  |
| **20ft** |  |  |  |
| **40ft** |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sea Transport** | **Price per container (USD)** | **Price**  **USD/Ton** | **Additional information** |
| **LCL** |  |  |  |
| **20ft FCL** |  |  |  |
| **40ft FCL** |  |  |  |
| **Conventional Load** |  |  |  |

For **Air freight transport**, provide detailed **weight bracket (USD/KG),** and any additional information you may want to provide as part of your bid.

**Section 3: Service and benefits**

**1. Do you have warehousing facilities that can be used by Save the Children? If yes, list the location and sizes in m2**

|  |  |
| --- | --- |
| **Location** | **Size m³** |
|  |  |
|  |  |

**2. What tracking tools do you provide online for goods in transit?**



**3. To what level of detail and at what stages of the supply chain does the system cover? Please provide details of the benefits to the custom of your system.**



**4. What unique features does your tracking system provide compared to your competitors?**

****

**Key Performance Indicates (KPIs)**

**5. What is your percentage of on time delivery globally/regionally?**



**6. What is the percentage loss/damage of goods you have a year?**



**7. Lead time adherence**



**8. What is the standard lead time for preparation and sending of freight documentation i.e. airway bills, bills of landing**



**9. What is your organisation standard response times to:**

1. **Providing a quotation?**
2. **Collection of goods?**



**10. What guarantee can you provide to Save the Children as part of a contract that you will adhere to these levels of service?**

If you have any other KPIs which you think could be relevant to this tender, please indicate them here.



**Support and Services**

**11. What are your standard working hours and what after-hours services do you provide in event of an emergency?**



**12. Can your organisation provide a single point of contact for all Freight services offered, with dedicated focal points to deal with boos and general enquires?**



**13.What price guarantees can you offer, how will you be able to ensure that you will be providing Save the Children with the best value for money in terms of price and transit times?**



**14. What liability or insurance cover do you offer, if due to negligence on your companies part or on your sub-contractors part that results in:**

* 1. **Loss and damage to goods**
  2. **Delays in delivery which results in loss/damage of goods or the goods no longer being required as purpose for what the goods are required for has passed**

**Do you have an additional fee for such cover? If yes please provide details.**



**15. What are the charges for Demurrage/delays?**



**Additional Benefits**

**16. Are you a member of any relevant association, if so please list:**



**17. What quality standards does your organisation adhere to i.e. ISO, please list?**



**18. Do you have licenses to carry dangerous goods? Give examples**



**19. Can you manage transportation of Cold Chain items such as vaccines?**



**20. What other unique selling points can your organisation provide compared to your competitors?**



**21. Detail any benefits or additional services your organisation can offer Save the Children as part of the contract?**



**22. Does your organisation provide further discounts through the use of bulk buying? What are they?**



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

Bidder to provide a full implementation schedule and indicate person responsible for leading the implementation process and his/her contact information. Outline your proposal to manage the Save the Children account on an ongoing basis, including reporting lines to Senior Management

Bidder’s confirmation of compliance with the attached Agreement & Terms and Conditions including demonstration of adherence and commitment to the ethical obligations listed.

Bidder’s confirmation of compliance with all the Conditions of Tendering attached to this letter.

Please sign the attached copy of this letter and return with the bid to confirm compliance with both sets of terms and conditions as a pre-condition to tendering.



We, the Bidder, hereby confirm compliance with

(Please tick against each, where necessary?)

* 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: (Please tick against each, where necessary?)

* Section 1: Bidder’s general business details
* Section 2: Bidder’s capacity & coverage
* Section 3: Pricing proposal
* Section 4: Service and benefits
* Outline of implementation schedule
* The Financial Proposal
* Copy of latest audited accounts and annual report for last 3 years
* Tax Identification Certificate & 2016 Tax Compliance Certificate

|  |
| --- |
| 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**  ……………………………………………………………………... |