**TENDER RESPONSE**

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 least3client 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. Will you be able to demonstrate in Save the Children Yemen Office your food distribution? All related costs (transportation, accommodation, meals, etc) on this process should be on your company.

Yes  No

If yes, please mention your capacity on the below:

1. Do you own any transportation means? Yes / No – **If yes please mention number of plate and type of vehicle and submit a copy of each vehicle’s registration.**

In case distribution location changes how much time (days) you need prior notification from SCI-Yemen in order to be able to respond to our needs?

1. Do you have the necessary human resources to facilitate loading and unloading of goods? Yes / No – **If yes please mention number of staff, names and provide ID copies for each employee.**

**SCI – Yemen will cooperate only with permanent employees, as there will be trained according to internal policies.**

1. Do you have the capacity of warehousing goods with temporary storing areas at the points of distribution? Distribution districts are: Bani Qais, Kuaydenah and ALshaghadrah in Hajjah district and Azzaydiah, Bajil and Bayt Alfaqih in Hodeidah district.

Yes / No – **If yes please mention specific areas / villages where you can provide such storing services at the above mentioned districts.**

Please clarify if you have the ability of extending according to SCI-Yemen needs your storing capacity? Yes / No

1. For the items mentioned below, please mention the days you need in order to receive them in your warehouse and prepare them for delivery **for a maximum quantity of 8,850 Food Baskets**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Item Description per Food Basket | Unit | Days to order and receive stock | Days to pack goods and prepare them for shipping |
| 1 | Wheat Flour (white) - 25Kgs with nutritious value of 423 Kcal | Bag |  |  |
| 2 | Wheat Flour - 50Kgs with nutritious value of 845 Kcal | Bag |  |  |
| 3 | Beans NW:260g with nutritious value of 160 Kcal | Can |  |  |
| 4 | Cooking Oil - 8 litters Corn Oil, nutritious value 337 Kcal | Bottle |  |  |
| 5 | Iodized Salt ( 1 Kgs) | Bag |  |  |

1. How long will it take for you start the distribution, starting from signing of the contract until having the services fully operational? Include in this duration the necessary training that your employees need to receive from Save the Children staff. Please submit a clear timeline for the entire execution of one full distribution circle (i.e. ordering, receiving, packing, delivering at distribution point plus training of employees)
2. Will your company be able to accept 100% payment upon delivery 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 days and hours? Would your company be able to offer services in the event of an emergency?

If yes, please explain below how the back-up mechanism will work.

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

**Section 3: Narrative and Financial Proposal**

1. Please include your narrative and financial proposal you are offering to Save the Children as part of this contract, which includes all the transportation, distribution and other cost. Please refer to Pricing of Bid section below to see how your proposal should be structured.

* The contain of each food basket :

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Item Description** | **Unit** | **Quantity** |
| 1 | Wheat Flour (white) - 25Kgs with nutritious value of 423 Kcal | Bag | 1 |
| 2 | Wheat Flour - 50Kgs with nutritious value of 845 Kcal | Bag | 1 |
| 3 | Beans NW:260g with nutritious value of 160 Kcal | Can | 10 |
| 4 | Cooking Oil - 4 litters Corn Oil, nutritious value 337 Kcal | Bottle | 2 |
| 4b | Cooking Oil – 4 litters Palm Oil (as an alternative of Corn oil) | Bottle | 2 |
| 5 | Iodized Salt ( 1 Kgs) | Bag | 1 |

**Vendor has the ability of proposing alternative packaging for each Food Basket item, as long as Nutrition (Kcal) mentioned per item are covered.**

1. Recommended brands by SCI-Yemen for each of requested items are the below: **However, vendors have the ability of proposing any other brand according to their capacity.**

|  |  |  |
| --- | --- | --- |
| **#** | **Item Description** | **Recommended Brands** |
| 1 | Wheat Flour (white) - 25Kgs | Alsnabil, Alsaeed and Alshajarah |
| 2 | Wheat Flour - 50Kgs | Alsaeed, Alkhyool, Abu Khazal |
| 3 | Beans NW:260g | Alhana, seven stars, Almazare’a |
| 4 | Cooking Oil - 4 litters Corn Oil, nutritious value 337 Kcal | Aljazeerah, Morganeet, Kareem |
| 5 | Iodized Salt ( 1 Kgs) | Alfakhamah, Alosrah |

1. **Vendors have the ability to provide more than one brand alternative for each item, contained in the Food Basket. In that case, the table for each District should be copied, clearly mentioning brand for each item and total value of food basket.**
2. Samples should be submitted together with the Tender sealed envelope. Samples should be in a sealed box clearly stating Suppliers Company Name and accompanied by a list of items included. Samples will be returned to each vendor after Tender opening ceremony and evaluation.

**Financial Offer**

**Slot 1. – Distributions per specific district**

* The price of each basket in each distribution points. Prices should include any additional costs, including transportation to distribution sites.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| District | Distribution Point | Price for each basket | Currency (YER) | Please mention brand for each item. |
| Bani Qais Roba | To be Confirmed. Average distance from district 0-50 klm |  |  |  |
| Bani Qais Robea Haffaj | 0-20 km |  |  |  |
| Bani Qais Robea Massood | 0-50 km |  |  |  |
| Bani Qais Robea Albouni | 0-70 Km |  |  |  |
|  |  |  |  |  |
| Bani Qais Robea Alshammari | 0-40 Km |  |  |  |
| Kuaydenah Aslam Nashir | 0-60 Km |  |  |  |
| Kuaydenah Altholoth | 0-50 Km |  |  |  |
| Kuaydenah center | 0-20 Km |  |  |  |
| Alshaghadrrah Qalat Hameed | 0-60 Km |  |  |  |
| Alshaghadrah AaLHAKAMIAH | 0-40 Km |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| District | Distribution Point | Price for each basket | Currency (YER) | Please mention brand for each item. |
| Azzaydiah Alhashaberah, | To be Confirmed. Average distance from district 0-20 klm |  |  |  |
| Azzaydiah Alafrad | 0-15Km |  |  |  |
| Bajil Alkhalafiah | 0-30 km |  |  |  |
| Bayt Alfaqih Altaraf Alymani | 0-50 km |  |  |  |
| Bayt Alfaqih Almjamlah | 0-60 Km |  |  |  |
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In case of multiple availability on brands for each item, please use the table below to specify the brand names and item prices.

**OPTION 1:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Wheat Flour (white) - 25Kgs with nutritious value of 423 Kcal | Bag | 1 | Please insert Brand name for item – Only one Brand can be mentioned | Price YER | District Availability for distributing |
| 2 | Wheat Flour - 50Kgs with nutritious value of 845 Kcal | Bag | 1 |  |  |  |
| 3 | Beans NW:260g with nutritious value of 160 Kcal | Can | 10 |  |  |  |
| 4 | Cooking Oil - 4 litters Corn Oil, nutritious value 337 Kcal | Bottle | 2 |  |  |  |
| 5 | Iodized Salt ( 1 Kgs) | Bag | 1 |  |  |  |
| 6 | **Total Price of Food Basket including all additional costs (transportation, warehousing, labours etc)** | lump sum |  |  | |  |

**OPTION 2:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Wheat Flour (white) - 25Kgs with nutritious value of 423 Kcal | Bag | 1 | Please insert Brand name for item – Only one Brand can be mentioned | Price YER | District Availability for distributing |
| 2 | Wheat Flour - 50Kgs with nutritious value of 845 Kcal | Bag | 1 |  |  |  |
| 3 | Beans NW:260g with nutritious value of 160 Kcal | Can | 10 |  |  |  |
| 4 | Cooking Oil - 4 litters Corn Oil, nutritious value 337 Kcal | Bottle | 2 |  |  |  |
| 5 | Iodized Salt ( 1 Kgs) | Bag | 1 |  |  |  |
| 6 | **Total Price of Food Basket including all additional costs (transportation, warehousing, labours etc)** | lump sum |  |  | |  |

**OPTION 3:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Wheat Flour (white) - 25Kgs with nutritious value of 423 Kcal | Bag | 1 | Please insert Brand name for item – Only one Brand can be mentioned | Price YER | District Availability for distributing |
| 2 | Wheat Flour - 50Kgs with nutritious value of 845 Kcal | Bag | 1 |  |  |  |
| 3 | Beans NW:260g with nutritious value of 160 Kcal | Can | 10 |  |  |  |
| 4 | Cooking Oil - 4 litters Corn Oil, nutritious value 337 Kcal | Bottle | 2 |  |  |  |
| 5 | Iodized Salt ( 1 Kgs) | Bag | 1 |  |  |  |
| 6 | **Total Price of Food Basket including all additional costs (transportation, warehousing, labours etc)** | lump sum |  |  | |  |

* The estimated number of food basket for each district.

|  |  |  |
| --- | --- | --- |
| District | Number of food basket | Number of rounds of distribution |
| Azzaydiah | 2,175 | 12 |
| Bajil | 2,225 | 12 |
| Bayt Alfaqih | 3,600 | 9 |
| Bani Qais | 2,000 | 12 |
| Kuaydenah | 1,575 | 12 |
| Alshaghadrah | 2,000 | 9 |

Distributions are expected to be held on a monthly basis.

**Slot 2 – Emergency Distributions**

* **Please provide separately, transportation cost per food basket for this slot.**
* **Distribution points will be defined according to SCI-Yemen implementation needs. Therefore, transportation cost should cover the entire Hajjah Governorate.**
* **All other costs (warehousing, labour etc) should be included in the Food Basket Price.**

|  |  |  |  |
| --- | --- | --- | --- |
| District | Number of food basket | Price for each basket | Currency (YER) |
| Any other area inside Hodeida Governorate | Minimum 400 – Maximum 1000 |  |  |
| Any other area inside Hajjah Governorate | Minimum 400 – Maximum 1000 |  |  |
| Transportation Cost Hodeida District | Per Food Basket |  |  |
| Transportation Cost Hajja District | Per Food Basket |  |  |
| Transportation outside Hodeida District – maximum 100 km …. | Per Food Basket |  |  |
| Transportation outside Hajja District – maximum 100 km | Per Food Basket |  |  |
|  |  |  |  |
|  |  |  |  |

**Evaluation Criteria**

Quotations will be evaluated according to the below criteria:

**Essential Criteria:** Valid Legal Registration and Valid Tax Registration Card specialized in Food - In case of non-valid registration or non-submission vendor should be automatically excluded.

**Additional Criteria: total of 100%**

|  |  |  |
| --- | --- | --- |
| **Financial Capacity 10%** | | |
| **1.** Financial liquidity | 5% | Submission of bank statement. |
| 5% | Submission of tax income declaration |
| **Working Experience: 20%** | |  |
| **1.** Years of Experience | 5% | Submission of company profile |
| **2.** Previous SCI or other NGO’s experience on Food Basket Distributions | 5% | Submission of Food Basket contracts with other NGOs or clients |
| **3.** Submission of minimum 3 references that include contact details | 5% | Preferably from INGOS |
| **4.** Similar Projects for Food Basket Distributions | 5% | Submission of list of projects (name, location, client, budget, time of completion) accompanied by mention project contracts |
| **Capacity on Project Execution (according to Section 2): 25%** | | |
| 1. Transportation Capacity | 5% | Documentation to be submitted according to section 2 |
| 1. Human Resources Capacity | 5% | Documentation to be submitted according to section 2 |
| 1. Warehousing Capacity | 5% | Documentation to be submitted according to section 2 |
| 1. Stock Availability | 5% | Documentation to be submitted according to section 2 |
| 1. Lead time to deliver | 5% | Documentation to be submitted according to section 2 |
| **Sample Check: 5%** | | |
| 1. Quality of Goods | 5% | After submission and Checking of Goods (Sample) |
| **Financial Quotation: 40%** | | |

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 12 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 12 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 food commodities.

* 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 | : |