*Version 1.0 /110621*

**INVITATION TO TENDER**

**VIETNAM**

**17/04/2024**

**SCIV-ITT-2024-002**

**FRAMEWORK AGREEMENT FOR VIDEO PRODUCTION SERVICES FOR 3 YEARS 2024-2027**

**SUBMISSION DEADLINE: <<5:00 PM ON 08/05/2024>>**

**QUESTIONS / CLARIFICATIONS:** [**vnsourcing@savethechildren.org**](mailto:vnsourcing@savethechildren.org)

**FORMAT FOR SUBMISSION:** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 :** [**INVITATION**](#_PART_1_–) **TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

# PART 1 – INVITATION TO TENDER

## **INTRODUCTION TO SAVE THE CHILDREN**

Save the Children (SCI) is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *Framework agreement for video production service for SCI for 3 years (2024-2027)* |
| **Outcome of Tender** | * **Framework Agreement** **(Non-Fixed Price)** *– the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement the terms of supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement.* |
| **Duration of Award** | * *3 years (2024-2027) for the FWA* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2 (Core Requirements & Specifications)](#_PART_2_–) of this Tender Pack.

## **AWARD CRITERIA**

SCI is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria that bidders **must** meet to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

|  |  |
| --- | --- |
| **No.** | **Essential Criteria** |
| **1** | The Bidder must have legitimate business/official premises or is registered for trading and tax as appropriate and not be in the list of tax-risky enterprises published in the official website of General Department of Taxation and accept that SCI will undertake independent checks to validate information.  *Evidence: Bidder submitted 01 scan/copy of Business Registration certificate* |
| **2** | Adhere to all mandatory Save the Children policies  *Evidence: Supplier commits in the Appendix 1- RFQ* |
| **3** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.  *Evidence: Supplier commits in the Appendix 1- RFQ* |
| **4** | Technical proposals that score at least 70% of the Capability maximum will be considered as qualified for the review of commercial offer.  *Evidence: CBA of capability criteria* |

### **CAPABILITY CRITERIA (60%)**

Criteria used to evaluate the bidder’s ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **% Weight** |
|  | **Capability Criteria** | **60%** |
| **1** | **Technical capability** | **9%** |
| **1.1** | **Team composition and qualifications**  - Director - Content writer: 1  ***For documentary videos:***  - Cameraman: at least 2  - Editor: at least 1  ***For animation videos:***  - Storyboard Artist/Character Designer: 1  - Animators/Editor: 1  *(\*) Scoring mechanism:*  *- Meet the required personnel for each position: 0.5%*  *- Each position has at least 1 personnel with 3-year experience: 0.5%*  *Evidence: Based on Technical proposal/portfolio submitted by Bidder* | **5%** |
| **1.2** | **Equipment and facilities**  *Evidence: Based on technical proposal submitted by Bidder (equipment & facilities to be listed with brand name, model)* | **4%** |
| 1.2.1 | Bidders can provide at least three different cameras with at least 01 close-up camera and 01 professional camera | 1% |
| 1.2.2 | Bidders can provide wireless microphone, recording tools | 1% |
| 1.2.3 | Bidders can provide at least 01 Flycam to film shot from above | 1% |
| 1.2.4 | Bidders can provide tripods, lighting, etc. | 1% |
| **2** | **Technical proposal** | **8%** |
| **2.1** | **Understanding of scope and requirements in 3 TORs** | **6%** |
| 2.1.1 | Bidders presents correctly aim of video outcome; the topic and scope of work  *(Each proposal that meets this criteria will get 1%)* | 3% |
| 2.1.2 | The proposal clearly presents the script for the video, which includes the logical sequence used to develop the video's context and characters.  *(Each proposal that meets this criteria will get 1%)* | 3% |
| **2.2** | **Proposed broadcasting plan** **on national television VTV** | **2%** |
|  | *Evidence for 2: Based on technical proposal submitted by Bidder* |  |
| **3** | **Experience & Track Record** | **39%** |
| **3.1** | **Number of videos submitted** | **2%** |
| 3.1.1 | Bidders submit at least 2 documentation videos | 1% |
| 3.1.2 | Bidders submit at least 2 animation videos | 1% |
| **3.2** | **The submitted videos are corresponding to 4 topics: children with disabilities/child health & nutrition/child education/environment** (each video submitted gets 0.5%) | **2%** |
| **3.3** | **Bidders submit link to broadcasted videos on national TV**  *Evidence: Link to broadcasted videos + documented evidence (email/contract/clean final video …) proving that bidder is the company who produces the videos and connects for broadcasting* | **2%** |
| **3.4** | **Technical quality** | **33%** |
| 3.4.1 | Technical quality of previous documentation video/product submitted | 18% |
| + | *The video scripts communicate the intended message effectively, ensuring clarity, relevance, and alignment with the project objectives.* | *4%* |
| + | *Videos showcase originality and creativity in character enhancement and content development* | *4%* |
| + | *Consist of both activity, interview shoot, with close-up, medium and overall shoots* | *2%* |
| + | Clear*, bright images quality and stable camera angles/shoot* | *2%* |
| + | *Professional, clear sound with no noise* | *2%* |
| + | *Suitable and aesthetic motion graphic for video objectives* | *2%* |
| + | *Inspirational voice-over, suitable for the content and message the video conveys* | *2%* |
| 3.4.2 | Technical quality of previous animation video/product submitted | 15% |
| + | *Story and Concept: The narrative should be engaging, clear, and well-structured, with a strong concept that aligns with the video’s goals.* | *3%* |
| + | *Innovation: The bid should demonstrate creative use of animation techniques and storytelling, offering a fresh perspective or approach.* | *3%* |
| + | *Character Design: Characters must be original, expressive, and appropriate for the target audience, with a focus on diversity and relatability* | *2%* |
| + | *Animation Quality: The animation should be smooth, with consistent frame rates and attention to detail in movements and expressions.* | *2%* |
| + | *Visual Style: The visual style needs to be appealing and suitable for the story, whether it’s 2D, 3D, or mixed media, with a cohesive color palette and art direction* | *3%* |
| + | *Sound Design: High-quality audio, including voice acting, music, and sound effects, that complements the visual elements and enhances the overall experience* | *2%* |
|  | *Evidence for 3: Based on portfolio submitted by Bidder* |  |
| **4** | **Bidders’ financial capability** | **4%** |
| **4.1** | **Bidders submit 01 latest financial statement submitted to Tax Authority and/or Audited Financial Statement** | **2%** |
| **4.2** | **Bidders submit at least 2 Invoices of video production services worth 100 million or more** | **2%** |

### **COMMERCIAL CRITERIA (30%)**

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **% Weight** |
| **1** | **Price:**  The bidder with the most competitive price will get 25%, other bidders’ points to calculate follow pro-rata.  *Evidence*: *Based on information on RFQ* |  |
| **25%** |
|  |
| **2** | **Payment term:**  *Evidence*: *Based on information on RFQ*   * No deposit required: 5% * ≤ 30% deposit required: 2% * More than 30% deposit required: 0% | **5%** |

### **SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy, and community. Bids will be evaluated against the same pre-agreed Criteria.

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **% Weight** |
| 1 | **Bidders volunteer to participate in support of community development programs and, or projects for non-profit purposes.**  *Evidence: Information of Event/Certificate/Images-videos/website/social network pages* *or other evidence.* | 5% |
| **2** | **Bidder with company status/illustration of implementation of environmental protection, reduction of greenhouse gas emissions, ...**  *Evidence: Internal policies, certificate certificates and/or other evidence.* | 5% |

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **5.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 17/04/2024 |
| Deadline for Bid Submission | 17h00 08/05/2024. |
| Bid Clarifications | 26/05/2024 |
| Award Contract | 06/06/2024 |

The above dates are for indicative purposes only and are subject to change.

### **5.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability, and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Electronic Submission via Email**

* Email should be addressed to <<Save the Children International>> at <<Vietnam.quotation@savethechildren.org >>
* Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
* The subject of the email should be “ITT/<<SCIV-2024-ITT-002>>/Bidder Response – ‘Bidder Name’, ‘Date’’.
* All attached documents should be clearly labelled so it is clear to understand what each file relates to.
* Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
* Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

### **5.3 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **<<05.00 PM & 08/05/2024>>.**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **5.4 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Supply Chain Department | [vnsourcing@savethechildren.org](mailto:vnsourcing@savethechildren.org) |

Please be advised local working hours are Monday to Friday - 08.00 AM to 05.00 PM. Please allow up to 03 days for a response.

Where the inquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

## **SPECIFIC REQUIREMENTS**

We are inviting bidders for a Framework agreement to supply Video production service for SCI in 3 years (2024-2026). The estimated total spend is **around 6.000.000.000 VND.**

## **SPECIFICATIONS**

As per 3 attached ToRs **(attachment**)







# PART 3 – BIDDER RESPONSE DOCUMENT

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable, but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | The bidder confirms that they have legitimate business/official premises or is registered for trading and tax as appropriate and are not in the list of tax-risky enterprises published in the official website of the General Department of Taxation and accept that SCI will undertake independent checks to validate information. | **Yes / No** | **Comments / Attachments** |
|  |  |
| **Requirements** | **Bidder response/Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***2*** | The bidder confirms that they adhere to all mandatory Save the Children policies: Code of Conduct; Safeguarding Policy; Fraud, Bribery and Corruption Policy, Anti-harassment Policy, Modern Slavery Policy, Data Protection Policy, Protection from Sexual Exploitation and Abuse Policy | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

| **Item** | **Question** | **Bidder Response** | |
| --- | --- | --- | --- |
| **1** | **Technical capability** |  |  |
| **1.1** | **Bidder’s Crew team composition and qualifications**  - Director - Content writer: 1  ***For documentary videos:***  - Cameraman: at least 2  - Editor: at least 1  ***For animation videos:***  - Storyboard Artist/Character Designer: 1  - Animators/Editor: 1  *(\*) Scoring mechanism:*   * *Meet the required personnel for each position: 0.5%* * *Each position has at least 1 personnel with 3-year experience: 0.5%*   *Evidence: Based on Technical proposal/portfolio submitted by Bidder* | **Bidder Response** | **Attachment** |
|  |  |
| **1.2** | **Equipment and facilities**  *Evidence: Based on technical proposal submitted by Bidder (equipment & facilities to be listed with brand name, model)* |  |  |
| 1.2.1 | Bidders can provide at least three different cameras with at least 01 close-up camera and 01 professional camera | **Bidder Response** | **Attachment** |
|  |  |
| 1.2.2 | Bidders can provide wireless microphone, recording tools | **Bidder Response** | **Attachment** |
|  |  |
| 1.2.3 | Bidders can provide at least 01 Flycam to film shot from above | **Bidder Response** | **Attachment** |
|  |  |
| 1.2.4 | Bidders can provide tripods, lighting, etc. | **Bidder Response** | **Attachment** |
|  |  |
| **2** | **Technical Proposal**  *Evidence: Based on technical proposal submitted by Bidder* |  |  |
| **2.1** | **Bidders’ understanding of scope and requirements in 2 TORs** |  |  |
| **2.1.1** | Bidders presents correctly aim of video outcome; the topic and scope of work  *(Each proposal that meets this criteria will get 1%)* | **Bidder Response** | **Attachment** |
|  |  |
| **2.1.2** | The proposal clearly presents the script for the video, which includes the logical sequence used to develop the video's context and characters.  *(Each proposal that meets this criteria will get 1%)* | **Bidder Response** | **Attachment(s)** |
|  |  |
| **2.2** | **Bidders provide proposed broadcasting plan on National television VTV** | **Bidder response** | **Attachment (s)** |
|  |  |
| **3** | **Experience & Track Record**  *Evidence: Based on portfolio submitted by Bidder* |  |  |
| **3.1** | **Number of videos submitted** |  |  |
| **3.1.1** | Bidders submit at least 2 documentation videos | **Bidder response** | **Attachment (s)** |
|  |  |
| **3.1.2** | Bidders submit at least 2 animation videos | **Bidder response** | **Attachment (s)** |
|  |  |
| **3.2** | **The submitted videos are corresponding to 4 topics: children with disabilities/child health & nutrition/child education/environment** (each video submitted gets 0.5%) | **Bidder response** | **Attachment (s)** |
|  |  |
| **3.3** | **Bidders submit link to broadcasted videos on national TV**  *Evidence: Link to broadcasted videos on national TV + documented evidence (email/contract/clean final video …) proving that bidder is the company who produces the videos and connects for broadcasting* | **Bidder response** | **Attachment (s)** |
|  |  |
| **3.4** | **Technical quality** |  |  |
| 3.4.1 | Technical quality of previous documentation video/product submitted |  |  |
| + | *The video scripts communicate the intended message effectively, ensuring clarity, relevance, and alignment with the project objectives.* | **Bidder response** | **Attachment (s)** |
|  |  |
| + | *Videos showcase originality and creativity in character enhancement and content development* | **Bidder response** | **Attachment (s)** |
|  |  |
| + | *Consist of both activity, interview shoot, with close-up, medium and overall shoots* | **Bidder response** | **Attachment (s)** |
|  |  |
| + | *Clear, bright images quality and stable camera angles/shoot* | **Bidder response** | **Attachment (s)** |
|  |  |
| + | *Professional, clear sound with no noise* | **Bidder response** | **Attachment (s)** |
|  |  |
| + | *Suitable and aesthetic motion graphic for video objectives* | **Bidder response** | **Attachment (s)** |
|  |  |
| **+** | *Inspirational voice-over, suitable for the content and message the video conveys* | **Bidder response** | **Attachment (s)** |
|  |  |
| 3.4.2 | Technical quality of previous animation video/product submitted |  |  |
| + | *Story and Concept: The narrative should be engaging, clear, and well-structured, with a strong concept that aligns with the video’s goals.* | **Bidder response** | **Attachment (s)** |
|  |  |
| + | *Innovation: The bid should demonstrate creative use of animation techniques and storytelling, offering a fresh perspective or approach.* | **Bidder response** | **Attachment (s)** |
|  |  |
| + | *Character Design: Characters must be original, expressive, and appropriate for the target audience, with a focus on diversity and relatability* | **Bidder response** | **Attachment (s)** |
|  |  |
| + | *Animation Quality: The animation should be smooth, with consistent frame rates and attention to detail in movements and expressions.* | **Bidder response** | **Attachment (s)** |
|  |  |
| + | *Visual Style: The visual style needs to be appealing and suitable for the story, whether it’s 2D, 3D, or mixed media, with a cohesive color palette and art direction* | **Bidder response** | **Attachment (s)** |
|  |  |
| + | *Sound Design: High-quality audio, including voice acting, music, and sound effects, that complements the visual elements and enhances the overall experience* | **Bidder response** | **Attachment (s)** |
|  |  |
| **4** | **Bidders’ financial capability** |  |  |
| **4.1** | **Bidders submit 01 latest financial statement submitted to Tax Authority and/or Audited Financial Statement** | **Bidder response** | **Attachment (s)** |
|  |  |
| **4.2** | **Bidders submit at least 2 Invoices of video production services worth 100 million or more** | **Bidder response** | **Attachment (s)** |
|  |  |
| **5** | **Sustainability Criteria** |  |  |
| **5.1** | **Bidders volunteer to participate in support of community development programs and, or projects for non-profit purposes.**  *Evidence: Information of Event/Certificate/Images-videos/website/social network pages* *or other evidence.* | **Bidder response** | **Attachment (s)** |
|  |  |
| **5.2** | **Bidders with company status/illustration of implementation of environmental protection, reduction of greenhouse gas emissions, ...**  *Evidence: Internal policies, certificate certificates and/or other evidence.* | **Bidder response** | **Attachment (s)** |
|  |  |

**SECTION 3 – COMMERCIAL QUESTIONS**

**Refer to attached RFQ**



**Note:**

**Bidders are encouraged to submit proposals for all 3 TORs or as many as possible.**

**Payment term:** Payment period upon receipt of appropriate monthly supporting documents: 30 days

## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 2 – Essential Criteria | | |  | | |
| 2. | Section 3 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 4 – Commercial Questions | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Proof of legitimate business address | | | |  |
| Copy of tax registration number & certificate | | | |  |
| Copy of business registration certificate | | | |  |
| **Capability Criteria Evidence** | | Copy of 01 latest Financial statement submitted to Tax Authority and/or Audited Financial Statement | | | |  |
| (At least) 02 Invoices of video production services worth 100 million or more. | | | |  |
| Bidder’s portfolio of videos that have been produced and broadcasted. | | | |  |
| CV of Crew members | | | |  |
| Technical proposal for videos in ToRs | | | |  |
| **Sustainability Evidence** | | Information of Event/Certificate/Images-videos/website/social network pages related to bidder’s voluntary participation in support community development program/project for non-profit purpose | | | |  |
| Bidder with company status/illustration of implementation of environmental protection, reduction of greenhouse gas emissions, ... | | | |  |
| **Commercial Criteria Evidence** | | RFQ Document | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Framework Agreement template | | |  | |  | |
| Supplier Sustainability Policy  and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |