Date: 01 December 2019

 ITT Ref: PR-AFG-KBL-2019-1757, 2059 and FYB-879

**Bidder Response**

1. **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.

|  |
| --- |
| **Policies and terms and conditions** |
| 1 | Supplier complies with SCI’s mandatory policies (listed below) and the IAPG Code of Conduct. Supplier is required to ensure that staff and any sub-contractors comply with SCI’s mandatory policies and the IAPG Code of Conduct during the contract term: 1. Child Safeguarding Policy, 2. Anti-Fraud, Bribery & Corruption Policy 3. Slavery and Human Trafficking Policy | Yes / No | Comments |
|  |  |
| **Right to work and trade** |
| 1 | Supplier is a registered legitimate business or registered for trading and tax as appropriate and provides copies of relevant certificates  | Yes / No | Comments |
|  |  |
| 2 | Supplier accepts Save the Children’s Terms and Conditions detailed in Part 2 of the ITT, and accepts that all work will be completed under pre-agreed FWA template that is attached to the tender pack. | Yes / No | Comments |
|  |  |
| 3 | Supplier ensures it is not involved directly or indirectly in terrorism or the financing of terrorism, or have any business relations with armed groups or governments for any war related purpose. | Yes / No | Comments |
|  |  |
| 4 | Supplier is not a prohibited party or on government blacklist | Yes / No | Comments |
|  |  |
| **Essential Category Requirements**  |
| 5 | Supplier can deliver the required goods to the required specific location (which is announced in the bid documents) and provide the price per location including delivery cost.  | Yes / No | Comments |
|  |  |
| 6 | Supplier accepts that all custom-related clearances and issues are their responsibility | Yes / No | Comments |
|  |  |
| 7 | Supplier provides a confirmation letter to confirm that each kit will come fully packed with an item breakdown (packing list) printed on the exterior of the box. (If items are requested individually, this will not be required.) | Yes / No | Comments |
|  |  |

**Section 1 - Bidder’s general business details**

1. General information

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| 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** |
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1. Please detail what your insurance cover provides and what the maximum value is ( if any) :

**Capability Criteria**

***All questions listed should be adapted, as appropriate in line with the Capability Criteria stated in the Invitation to Tender or RFQ***

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| **Criteria** | **Bidder Response** |
| **Quality** |
| Supplier confirms that it can meet the tender requirements set out in the invitation.  | Yes or No | Comments |
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| Supplier confirms standard and emergency lead time for the following volume of order:From 1 to 500 kitsFrom 501 to 1500 kitsFrom 1501 to 3000 kits | Standard Lead Time | Emergency Lead Time | Comments |
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| Supplier to confirm that to Provide three client references with contact details not older than one year  | Yes or No | Comments |
|  |  |
| Supplier to confirm that to Provide Tax clearance certificates for the last 2 years and bank statement turn over for the last 2 years.  | Yes or No | Comments |
|  |  |
| Ensure 3 contract copies are provided which can indicate working in a similar/relevant area with NGO/INGOs/UN within the last 3 years. | Yes or No | Comments |
|  |  |
| In case of urgency, SCI office may require urgent delivery with reduced lead times. Is the supplier able to give written confirmation that they are ready to give priority to SC and that they are willing to deliver in such conditions?  | Yes or No | Comments |
|  |  |
| Provide sample for each kit as per the shown samples (with the company stamp and detailed specification including price) for physical verification by committee members  | Yes or No | Comments |
|  |  |
| The vendor should provide a price per individual item (not per kits) and provide written confirmation that they will accept purchase orders on the basis of kits. | Yes or No | Comments |
|  |  |
| The vendor is able to provide written confirmation that s/he can arrange direct delivery to SCI warehouses in Kabul City, Balkh City, Faryab City, Kunduz City, Kandahar City and Nangarhar City | Yes or No | Comments |
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**Section 2- Bidder Capacity**

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

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| --- | --- | --- | --- |
| **Product**  | **Indicate which products you are bidding for** | **As per the specification?**  | **Please list any variations/notes to specification** |
| *[insert name of product]* | Yes / No | Yes / No |  |
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1. Please detail the location and average volumes of product stocks you currently hold (both at production facilities and at additional warehousing facilities). *[useful for framework contracts]*

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| **Product** | **Stock location(s)** | **Quantity** |
| *[insert name of product]* |  |  |
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1. Number of years of relevant experience to provide similar goods or services?
2. How quickly can you guarantee a response time to quotation requests?
3. What are your standard working hours and what after-hours services do you provide in the event of an emergency?
4. Detail any benefits or additional services your organisation can offer Save the Children as part of the contract:
5. Details of Geographic coverage in Country / outside
6. Please provide details ofat least3client references whichSave the Children may contact (preferably NGOs):

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

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| --- | --- | --- | --- | --- | --- | --- |
| **Kitchen kit**  | **Kabul City** | **Balkh City** | **Faryab City** | **Kandahar City** | **Kunduz City** | **Nangrahar City** |
| **No** | **Items** | **Specifications** | **Unit** | **QTY** | **Price per Unit****USD** | **Price per Unit****USD**  | **Price per Unit USD**  | **Price per Unit** **USD** | **Price per Unit** **USD**  | **Price per Unit****USD** |
| 1 | Paper carton for packing of kitchen kit | Must be and strong enough to contain all the items in the kit), 40 x 32x 32 cm).  | Each | 1 |  |  |  |  |  |  |
| 2 | Cup stainless steel | Height: 9 cm. Diameter: 8 cm. Volume. 330 ml. With a handle 65-75 gr  | Piece | 1 |  |  |  |  |  |  |
| 3 | Kettle/Tea Pot | Volume: 3.5 litres, 700- 770 gram Aluminium with lid and handle.  | Piece | 1 |  |  |  |  |  |  |
| 4 | Knife for kitchen | Plastic handle. Blade out of from durable stainless steel. Blade length: 20 cm | Piece | 1 |  |  |  |  |  |  |
| 5 | Ladle/cooking spoon | Cooking spoon / Made out of durable stainless steel. Total length: 40 cm. 135-145 gram. High Quality. Rigid not folding. | Piece | 1 |  |  |  |  |  |  |
| 6 | Metal bowl | For food. Made out of durable stainless steel. Volume: 1L, 160 -170 gram | Piece | 1 |  |  |  |  |  |  |
| 7 | Pot 5 Litters | Aluminium 5 litters > 900-1100 gram, with lid. | Piece | 1 |  |  |  |  |  |  |
| 8 | Pressure cooker | Made from durable stainless steel. Volume: 10 litters. With handle and lid.net weight 3.2 kg handle and rubber, thickness 1cm  | Piece | 1 |  |  |  |  |  |  |
| 9 | Spoon  | Size Table spoon, Made from durable stainless steel. Length: 19 cm, Timmy (high quality table ware) 50-60 gr  | Piece | 1 |  |  |  |  |  |  |
| **Household kit**  | **Kabul City** | **Balkh City** | **Faryab City** | **Kandahar City** | **Kunduz City** | **Nangrahar City** |
| **No** | **Items** | **Specifications** | **Unit** | **QTY** | **Price per Unit USD** | **Price per Unit USD** | **Price per Unit USD**  | **Price per Unit** **USD** | **Price per Unit** **USD**  | **Price per Unit****USD** |
| 1 | Jerry can | Collapsible plastic, 10 litter (LDPE), with handle and cap, around 32 cm \* 18 Cm, 10 cm size, white color | Each | 1 |  |  |  |  |  |  |
| 2 | Gas Bottle | Portable strove for cooking (liquid propane gas). High quality, equal to “Hatam Gaz” with top for cooking. Gas cylinder 2kg capacity. Empty weight > 2.55 -2.85 kg | Each | 1 |  |  |  |  |  |  |
| 3 | Mechanically Powered Torch | Light/Torch / Mechanically powered flashlight, power by dynamo, 3 led’s light bulb, led life: 100,000hrs, with high quality rechargeable 120mA lithium button cell, portable design. As per sample  | Each | 1 |  |  |  |  |  |  |
| 4 | Paper carton for packing of household kit |  (Must be and strong enough to contain all the items in the kit), size 50 x 40 x 30 cm  | Each | 1 |  |  |  |  |  |  |

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| **Shelter repairing tools kit**  | **Kabul City** | **Balkh City** | **Faryab City** | **Kandahar City** | **Kunduz City** | **Nangrahar City** |
| **No** | **Items** | **Specifications** | **Unit** | **QTY** | **Price per Unit****USD** | **Price per Unit****USD**  | **Price per Unit USD**  | **Price per Unit** **USD** | **Price per Unit** **USD**  | **Price per Unit****USD** |
| 1 | Axe |  (1.5- 2 kg head) with strong handled 82 - 85 cm,  | Each | 1 |  |  |  |  |  |  |
| 2 | Bag for packing | canvas 1mm minimum thick and strong cloth, 95cm x 65cm x 40cm | Each | 1 |  |  |  |  |  |  |
| 3 | Hammer | claw type (Metal with Nail removing part, large size, with plastic handle) | Each | 1 |  |  |  |  |  |  |
| 4 | Nail 12cm | Nails, 12 cm  | Kg | 1 |  |  |  |  |  |  |
| 5 | Nail 4cm | Nail, 4 cm  | Kg | 1 |  |  |  |  |  |  |
| 6 | Pliers | with wire cutting ability, length 20 cm | Each | 1 |  |  |  |  |  |  |
| 7 | Shovel |  (1.4-1.5 kg) with long wooden handle (135 - 140 cm) made of heavy Iron | Each | 1 |  |  |  |  |  |  |
| 8 | Work gloves | Thick ,large size, pair (power tool En 308, EM 407  | Pair | 1 |  |  |  |  |  |  |
| 9 | Wire | Wire, Zinc, 1mm diameter (0.5 Kg Per kit) | Kg | 1 |  |  |  |  |  |  |
| 10 | Wood Saw | Wood saw, hand, GOLDEN EAGLE 777, only the length of saw is around 42 cm wooden handle (Hand held Saw, blade of 1 mm thickness | Each | 1 |  |  |  |  |  |  |
| 11 | Plastic sheet | Plastic Light/Transparent, middle thick plastic PVC Foil 4 x 6 m , 250 Microns **(Each Piece 4x6m)** | Piece | 1 |  |  |  |  |  |  |
| 12 | Trowels | Trowels, with plastic handle, length 24- 27 cm, width 10 cm, non-collapsible iron  | Piece | 1 |  |  |  |  |  |  |
| 13 | Water Level | Water Level Tool, as per sample | Piece | 1 |  |  |  |  |  |  |
| 14 | Levelling Instrument | Levelling Instrument, Aluminium length 200 cm, width 5 cm and height 3,2 cm, total weight 830 - 900gr  | Piece | 1 |  |  |  |  |  |  |
| 15 | Wheel Barrow | Wheel borrow, as per sample, | Piece | 1 |  |  |  |  |  |  |

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| **Individual Items**  | **Kabul City** | **Balkh City** | **Faryab City** | **Kandahar City** | **Kunduz City** | **Nangrahar City** |
| **No** | **Items** | **Specifications** | **Unit** | **QTY** | **Price per Unit****USD** | **Price per Unit****USD**  | **Price per Unit USD**  | **Price per Unit** **USD** | **Price per Unit** **USD**  | **Price per Unit****USD** |
| 1 | Blanket | Blanket, min 50% wool, 150 x 200cm x 5mm, TOG 2-2.5, Weight: In range 550-700 g/m2 for woven, Thickness: Minimum 3 mm (measured under compression of 100kg/m2). Thermal resistance: Minimum TOG 2.5 (or 0.25m².K/W) under ISO 5085Must be flame retardant i.e. no ignition when exposed to cigarette or flameAssorted dark neutral colors – e.g. grey, brown, blue. Blanket must not feature any logo or branding – it must be plain. as per sample 1.5 Kg  | Each | 1 |  |  |  |  |  |  |
| 2 | Baby blanket | Baby blanket, 300 GSM,75 x 50 Cm. 390- 450 gr | Each | 1 |  |  |  |  |  |  |
| 3 | Winter Patoos for men, | Warm for winter season (Light Blankets, around 270 cm \* 130 cm) made of wool, total weight 700-800 gr | Piece  | 1 |  |  |  |  |  |  |
| 4 | Winter Patoos for women, | Warm for winter season (Shall for women) made from wool ,total weight 360 gr, or similar of the sample 200\*100 cm  | Piece  | 1 |  |  |  |  |  |  |
| 5 | Socks | Children’s Socks,  For winter use, under 12 Years old (4 sizes)  | Pair | 1 |  |  |  |  |  |  |
| 6 | Shoes | Children’s Shoes,  For winter use, under 12 Years old (4 sizes for Boys and girls), wool inside  | Pair | 1 |  |  |  |  |  |  |
| 7 | Pants and Jacket | Children’s Clothing,  For winter use, under 12 Years old (5 sizes for Boys and girls) and without any photos | Set | 1 |  |  |  |  |  |  |
| 8 | Romper | Romper under 2 years (khersak), For winter use, simple colors without any photos  | Set | 1 |  |  |  |  |  |  |
| 9 | Tarpaulin | Heavy Duty tarp (Tarpaulin), Plastic sheet (4x6 M (24 sqm, minimum 180 GSM, UV treated. +- 2%Plastic Sheet/Tarpaulin 4mx6m, 250 microns. For more details spec refer to (Detail Specs Annex Available) Dimensions 4 \* 5 m made of woven high‐densityblack polyethylene (HDPE) fibres, warp x weft, laminated on both sides with low density polyethylene (LDPE) coating, with reinforced rimsby heat sealing on all sides, (or 2 sides heat sealing and 2 sides double stitching), and a 5 millimetres diameter PE or PP rope on the edge, inside the hem. 1000 denier minimum. Minimum 150 gr/m2, +/‐20g/m2. 3.5-3.6 Kg | Piece  | 1 |  |  |  |  |  |  |
| 10 | Rope | Rope, Cotton, 7-8 mm 20 m Woven Materials | Piece  | 1 |  |  |  |  |  |  |
| 11 | Hat | Baby Hat | Piece  | 1 |  |  |  |  |  |  |
| **Hygiene kit**  | **Kabul City** | **Balkh City** | **Faryab City** | **Kandahar City** | **Kunduz City** | **Nangrahar City** |
| **No** | **Items** | **Specifications** | **Unit** | **QTY** | **Price per Unit****USD** | **Price per Unit****USD**  | **Price per Unit USD**  | **Price per Unit** **USD** | **Price per Unit** **USD**  | **Price per Unit****USD** |
| 1 | Bath towel | cotton, min 250 gr GSM, 50x80cm | Piece | 1 |  |  |  |  |  |  |
| 2 | Bucket with cover | Portable water container with cap and handle. Robust fuel container made of PVC or other durable plastic (rigid and not collapsible). It is used to haul and store drinking water. Unit capacity: 20 litres. Empty. Weight 580 gr \SCI | Piece | 1 |  |  |  |  |  |  |
| 3 | Comb | plastic fine tooth (24cm length x 4 cm width) with around 90 tine , two per kit | Piece | 1 |  |  |  |  |  |  |
| 4 | Cloth Soft Cotton | Cloth Soft Cotton, BIG /For personal (Menstrual) hygiene. 100% cotton ‐ no synthetic fibers, does not contain any dangerous substances and it is fit for human being and accepted by an international sanitary inspection. Unit size: 1.4-meter x 1.4 meter (2 m2). Dark Color. In sealed bag. Washable. Packed in separate plastic bag, two per kit | Piece | 1 |  |  |  |  |  |  |
| 5 | Soap box | Soap box, plastic, boilable,  (12 cm x 8 cm x 5 cm with weight of 0.0 58 gr) | Box | 1 |  |  |  |  |  |  |
| 6 | Bath Soap | Soap Bath / similar to Classic Dettol (original) Antibacterial Original Bar. Dermatologically tested for personal hygiene.  Antiseptic-disinfectant cleaning soap. 100 grams per bar - no liquid coming with packaging ‐ At least 12 months from purchase to expiration date. In sealed bag. High quality, 10 per kit | Bar | 1 |  |  |  |  |  |  |
| 7 | Soap (Laundry) | Classic soap for washing /laundry purposes. Unit weight: 175 gr per bar - no liquid coming with packaging ‐ At least 12 months from purchase to expiration date.  In sealed bag.  High quality, 4 per kit | Bar | 1 |  |  |  |  |  |  |
| 8 | Ewer/Aftaba | For ablution ‐ (plastic jug with spout)  (1.5 to 2 litters), good quality—not deformable | Piece | 1 |  |  |  |  |  |  |
| 9 | Thermos | Plastic Thermos with Cover + tap (push button) 10 litres capacity – with handler, weight 981 gr | Piece | 1 |  |  |  |  |  |  |
| 10 | Dental Stick Maswak |  Maswak ,Natural, plastic packed | Piece | 1 |  |  |  |  |  |  |
| 11 | Nail Cutter | Used to trim fingernails, toenails and hangnails.  Made of stainless steel (no plastic and/or aluminum). Compound level type, no plier type. Big/Medium Size | Piece | 1 |  |  |  |  |  |  |
| 12 | Paper carton | For packing of Hygiene kit, (Must be and strong enough to contain all the items in the kit). | Box | 1 |  |  |  |  |  |  |

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| **Other NFI and Baby kit**  | **Kabul City** | **Balkh City** | **Faryab City** | **Kandahar City** | **Kunduz City** | **Nangrahar City** |
| **No** | **Items** | **Specifications** | **Unit** | **QTY** | **Price per Unit****USD** | **Price per Unit****USD**  | **Price per Unit USD**  | **Price per Unit** **USD** | **Price per Unit** **USD**  | **Price per Unit****USD** |
| 1 | Bag for packing | canvas 1mm minimum thick and strong cloth, 100cm x 50cm x 40cm (terylene or nylone material with handles strongly stitched and one zip that are strongly stitched at both ends , size that) | Each | 1 |  |  |  |  |  |  |
| 2 | Plates | stainless steel, medium size, round, 22-24 cm, 160-170 gr. | Each | 1 |  |  |  |  |  |  |
| 3 | Plastic box for keeping food | Plastic box with two handles and two side opening lid  | Piece | 1 |  |  |  |  |  |  |
| 4 | Solar Flood Lamp | Solar Flood Lamp: Bright light and mobile charging in one device, Four brightness setting (Low, Medium, High, Bed), High efficiency, weather resistant solar panel, Rain resistant housing, Charge indicator showing the level of battery charge, Robust circuitry for long-life performance, Deep discharge & overcharge protection to preserve battery life | Piece | 1 |  |  |  |  |  |  |
| 5 | Plastic Table Lamp | Plastic Table Lamp: High efficiency integrated polycrystalline solar panel, Easily replaceable, high performance Ni-MH battery, two brightness settings, (standard, High), weather resistant for sun and rain, Solar or AC charging options | Piece | 1 |  |  |  |  |  |  |
| 6 | Bucket | Metallic/Stainless Bucket Metallic/Stainless steel bucket, Durable handle, Thickness 0.4mm, Weight 536(g) Diameter 28 (cm) Height 24.5 (cm), Approx. 10 +- Litter | Piece | 1 |  |  |  |  |  |  |
| 7 | Blanket 4kg |  Blanket Double Size: 200cm x 240cm, Weight 4 kg, Double layer, 100% polyester, with plastic bag  | Piece | 1 |  |  |  |  |  |  |
| 8 | Shoes for men | Winter Shoes for adults (Adult winter shoes, water proof, made of rubber, synthetic materials, leather, or a combination of materials one for male (Size-39 to 45. 2) | Pair | 1 |  |  |  |  |  |  |
| 9 | Shoes for women | Winter Shoes for adults (Adult winter shoes, water proof, made of rubber, synthetic materials, leather, or a combination of materials one for female (Size-36 to 47) | Pair | 1 |  |  |  |  |  |  |
| 10 | Gloves | Children Woollen winter Gloves (4 Different sizes woollen winter/warm gloves (two for girls and two for boys) | Pair | 1 |  |  |  |  |  |  |
| 11 | Sweater for men | Adult Sweater ((Woollen, Adult size, for male crew neck (Large Size)) | Piece | 1 |  |  |  |  |  |  |
| 12 | Sweater for women | Adult Sweater ((Woollen, Adult size, for female crew neck, cardigan with buttons up the front (Large Size) | Piece | 1 |  |  |  |  |  |  |
| 13 | Plastic Sheet | PVC foil/ Plastic Sheet (16sq 4mx6m, 250 microns) | Piece | 1 |  |  |  |  |  |  |
| 14 | Usual Broom | Broom Mazari, hand made | Piece | 1 |  |  |  |  |  |  |
| 15 | Hand washing Soap | Hand Soap Bar Multipurpose regular Soap Bars, 150 gr (+-) with minimum 2 years expiry date | Bar | 1 |  |  |  |  |  |  |
| 16 | Nail cutter | Nail cutter as per sample | Piece | 1 |  |  |  |  |  |  |
| 17 | Baby Basinet | Babies Basinet as per sample | Piece | 1 |  |  |  |  |  |  |
| 18 | Baby Diapers | Baby Diapers x 4 size (1, 2,3,4), box of 100 (new borne to 3 years) | Box | 1 |  |  |  |  |  |  |
| 19 | Baby Soap | Baby Soap 150 gr, two years expiry as per sample | Bar | 1 |  |  |  |  |  |  |
| 20 | baby Shampoo | baby Shampoo 150 ML, as per sample | Bottle | 1 |  |  |  |  |  |  |

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

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

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| **Acceptance by the Bidder:** …………………………………………………………………….Signature …………………………………………………………………….Name……………………………………………………………………..Job Title……………………………………………………………………..Company……………………………………………………………………...Date  |