**SAVE THE CHILDREN INTERNATIONAL**

**INVITATION TO TENDER**

**22 May 2020**

**PERSONAL PROTECTIVE EQUIPMENT**

|  |  |
| --- | --- |
| **Date:** | 22/5/2020 |
| **Invitation to Tender (ITT) Reference No:** | ITT-PPE-SIN-ARO-002 |

Dear Sir/Madam,

Save the Children International (SCI) invites you to tender for the provision of Personal Protective Equipment.

Outcome of Tender : Selected suppliers awarded preferred status with SCI.

Potential Spend Value : up to USD 4,000,000 per annum

Below is a summary of all the information included in the tender pack (you can use the hyperlinks to navigate the document:

* **Part 1: Invitation to Tender Document**
* Project Overview and Requirements
* Award Criteria
* Instructions & Key Information
* **Part 2 : Core Requirements and Specification**
* Provides a detailed description of SCI specific requirements – for example; volumes, delivery dates / locations, product specifications etc.
* **Part 3 : Bidder Response Document**
* Template to be used to submit your response to this Invitation to Tender.
* **Part 4 : Appendices**
* Appendix 1 – Terms & Conditions of Purchase
* Appendix 2 – Child Safeguarding Policy
* Appendix 3 – Save the Children Anti-Bribery and Corruption Policy
* Appendix 4 – Save the Children’s Human Trafficking and Modern Slavery Policy
* Appendix 5 – The IAPG Code of Conduct
* Appendix 6 – Product List & Bidder Product Response

Responses should be submitted no later than ***1200 GMT +8, 8th June 2020*** using the Bidder Response Document provided in Part 3 of this tender pack. For further guidance on how to submit your response, please follow the instructions detailed [here](#_INSTRUCTIONS).

**Bids should be directed to** [**aro.tender@savethechildren.org**](mailto:aro.tender@savethechildren.org)

Queries/Questions should be directed to [***aro.rpu@savethechildren.org***](mailto:aro.rpu@savethechildren.org)

***Important: DO NOT send bids to*** [***aro.rpu@savethechildren.org***](mailto:aro.rpu@savethechildren.org)

We look forward to receiving your response.

Judson Chhabra

Regional Procurement Manager

## **PROJECT OVERVIEW AND REQUIREMENTS**

### **1.1 PROJECT OVERVIEW**

Below a summary of the requirements Save the Children invites you to bid on. Further detail can be found in Part 2 (Core Requirements & Specifications) of this Tender Pack.

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Location** | Asia Region |
| **Description of goods or services** | Provision of personal protective equipment - specifically:   1. Face Masks (N95, Surgical Type 1, Surgical Type IIr) 2. Protective Gears (Protective Gown, Tyvek Coverall, Scrubs, Apron) 3. Disposable Gloves (Sterile, Non-Sterile, Nitrile) 4. Safety Goggles 5. Face Shields 6. Other PPE and IPC materials as documented in the Appendix 6. |
| **Duration** | Two (2) years Preferred Status |
| **Agreement Type** | SCI wishes to enter into a preferred supplier arrangement with bidder that outlines the key details in which we anticipate purchasing from in the future. **SCI makes no commitment under this agreement until we issue subsequent purchase orders** outlining specific products/service or volumes. |

## **AWARD CRITERIA**

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

### **2.1 ESSENTIAL CRITERIA (Pass/Fail)**

These are criteria which bidders **must** meet in order to be successful. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process.

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

These are criteria will used to evaluate the bidder's capacity, quality control measures, product samples/certifications, skill and experience in relation to the requirements of SCI. This will be assessed by a committee of representatives from SCI.

### **2.3 COMMERCIAL CRITERIA (40%)**

These criteria will be used to evaluate the commercial competitiveness of a bid. This will be assessed by a committee of representatives from SCI based on pricing and payment terms. Pricing comparison is utilized for commercial evaluation for award, actual purchase orders will be based on quotations at point of purchase.

**The Commercial Criteria will carry a weighting of 40% and the Capability Criteria will carry a weighting of 60%. The Essential Criteria will either be Pass / Fail.**

## **VETTING**

Prior to a bidder supplying any goods to Save the Children they must first be vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists. If a bidder returns no adverse findings during the vetting process, they will be cleared to work with Save the Children.

The vetting of bidders will be completed after the award decision has been made. If any information provided by the Bidder during the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may reverse their award decision.

## **BIDDER INSTRUCTIONS**

### **4.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | ***22 May 2020*** |
| Deadline for Return of Bids | ***8 June 2020*** |
| Bid Clarifications  (Including Certification & Sample Checks) | ***12 June 2020*** |
| Announce Decision | ***17 June 2020*** |

Please note - these dates are for **indicative purposes only and are subject to change**.

### **4.2 SUBMISSION OF BIDS**

Bidders wishing to submit a proposal **must use the Bidder Response Document template in Part 3 of this Tender Pack**. Any bids received using different formats will not be accepted.

* Bidders must complete and sign the checklist at the end of the Bidder Response Document (Page 12).
* Instructions are provided in each section of the template to assist the bidder. These instructions provide guidance on the **MINIMUM** requirements expected by Save the Children. Bidders may add further information is relevant.
* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document template unless clear instruction is provided otherwise.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children and request assistance / guidance.

Bids can be submitted electronically:

**Electronic Submission (An email containing a copy of the bid)**

* Email should be sent to ***aro.tender@savethechildren.org***
* Please note – this email box is a sealed tender box so DO NOT SEND QUESTIONS related to this tender to this email address. Questions should be sent to ***aro.rpu@savethechildren.org***
* The subject of the email should be ITT-PPE-SIN-ARO-001Bidder Response – ‘Bidder Name’, ‘Date’’
* All documents should be clearly labelled so it is clear to understand what each file relates to.
* Email size should not exceed 15mb – if this limit is breached, split the submission into multiple emails.
* Do not include other SCI email addresses when you submit it as this may invalidate your bid.
  1. **CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, at the specified email address, by ***1200 GMT +8, 8th June 2020.*** Failure to submit by this time may result in your quote being void.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **SPECIFIC REQUIREMENTS**

Specifications for each product type can be found below. As a minimum, bidders are expected to comply with these specifications.

Where bidders are unable to provide all goods, bidders are permitted to bid for selected goods available.

|  |  |
| --- | --- |
| **Item** | **Specific Requirement** |
| N95 Mask | > Particulate respirator, grade N95 or higher.  > N95 respirator, or higher Good breathability with a design that does not collapse against the mouth (e.g. duckbill, cupshaped).   • Minimum "N95" respirator according to FDA Class II, under 21 CFR 878.4040, and CDC NIOSH |
| Surgical Mask (Type 1) 3 ply Earloop | Procedural face mask that is used for protection of the general public and in limited applications for standard patient care.  3 ply Earloop Face Mask BFE 95%, Non-woven (PP) Material :20g+25g+25g , Nose piece, 17.5 cm x 9.5cm,Blue color, 50 pcs/Box, 40 boxes/carton ,non-sterile, EN14683 Type I  Mask, medical patient compliant with EN14683 Type I |
| Surgical Mask (Type IIR) 3 ply Ties | Surgical face mask that is used for protection of health care practitioners. Fluid resistant.   3 ply Ties Face Mask BFE 99%, Non-woven (PP) Material :20g+25g+25g , Nose piece, 17.5 cm x 9.5cm,Blue color, 50 pcs/Box, 40 boxes/carton ,non-sterile, EN14683 Type IIr  Mask, medical Healthcare worker compliant with EN 14683 Type IIR |
| Protective Gown | Disposable, non-woven  Headworn - Half Covered. |
| Tyvek Coverall/Suit | Disposable, Protective Coverall with Elastic Cuffs, Attached Hood and Boots, white, Sizes- XL/L/M, Material- HDPE (High Density Polyethylene) |
| Safety Goggles | Regular size, transparent Eye protector, With Elastic band  EU standard directive 86/686/EEC, EN 166/2002, ANSI/ISEA Z87.1- 2010, or equivalent |
| Face Shield | • Made of clear plastic and provides good visibility to both the wearer and the patient,  • Adjustable band to attach firmly around the head and fit snuggly against the forehead,  • Fog resistant (preferable),  • Completely cover the sides and length of the face (as per picture) • Re-usable (made of material which can be cleaned and disinfected)Regular size, plastic with clear vision, face protector |
| Surgical Glove (Sterile) | Gloves, surgical, latex, powdered, sterile, size 6.5, 7, 7.5,  EU standard directive 93/42/EEC class1, EN 455,ANSI/ISEA 105-2011, ASTM 6319-10 or equivalent |
| Surgical Glove (Non-Sterile) | Glove, examination, latex, s.u. non sterile, Large, medium, small |
| Nitrile Gloves | Gloves, examination, nitrile, powder-free, non-sterile, single-use Gloves should have long cuffs, reaching well above the wrist, ideally to mid-forearm. Sizes: small, medium, large.  EU standard directive 93/42/EEC classI, EN 455 EU standard directive 89/686/EEC category III,EN 374 ANSI /ISEA 105-2011.ASTM d6319-10 or equivalent |

Other commonly purchased items but not included in the commercial comparison:

Scrubs, Surgical Hood, Heavy Duty Gloves, Disposable Aprons and other PPE and IPC Materials.

1. **VOLUMES**

Save the Children makes no volume commitments on the number of items it will buy. At the point of purchase needs, a quotation request will be raised among preferred suppliers.

1. **SUPPLY LOCATIONS**

For the purpose of this tender, the assumption is that goods provided would be on terms of Ex-Works. However, should bidders have the ability to manage logistics, Save the Children will confirm the delivery address for all requirements at the point of order. For indicative purposes only, the following locations are the primary areas of operation for Save the Children in Asia.

* Afghanistan
* Bangladesh
* Cambodia
* China
* Indonesia
* Laos
* Myanmar
* Nepal and Bhutan
* Pakistan
* Philippines
* Singapore
* Sri Lanka
* Thailand
* Vietnam

1. **DURATION OF SUPPLY**

* 2 year Preferred Supplier status.
* Save the Children are not obliged to award preferred status as a result of this process and any agreements will be non-exclusive with no commitment to predetermined volumes / spend.

# **PART 3 – BIDDER RESPONSE DOCUMENT**

***INSTRUCTION TO BIDDER – PLEASE COMPLETE THIS SECTION (PAGES 11 – 17) AND RETURN AS PART OF YOUR RESPONSE.***

## **SECTION 1 – KEY INFORMATION**

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

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **KEY INFORMATION** | | | | | | | |
| **Organisation Name** |  | | | | | | |
| **Please provide details of the primary products / services supplied by your organisation** |  | | | | | | |
| **Please explain your experience of providing the goods or services requested in this tender document.** |  | | | | | | |
| **Website address** |  | | | | | | |
| **Address** | **Main Address** | | **Registered Address**  **(if different)** | | | | **Address for Payments**  **(if different)** |
|  | |  | | | |  |
| **Company Registration Number** |  | | **Tax Number** | | | |  |
| **Year of Incorporation** |  | | **VAT Number** | | | |  |
| **Type of Business**  **(e.g. Manufacturer, Distributor)** |  | | | | | | |
| **Total Annual Revenue**  *(please state the currency)*  *Please include copies of any published financial reports if available* | **2019** | | **2018** | | | | **2017** |
|  | |  | | | |  |
| **Have you supplied goods or services to SCI previously? If so, please provide a brief summary.** |  | | | | | | |
| **Please include links to your companies’ social media pages (Facebook, WeChat, LinkedIn, Instagram, Online review sites etc).** |  | | | | | | |
|  | | | | | | | |
| **KEY CONTACT DETAILS** | | | | | | | |
|  | **Primary Contact** | | | | **Emergency Contact** | | |
| **Name** |  | | | |  | | |
| **Job Title** |  | | | |  | | |
| **Phone / Mobile** |  | | | |  | | |
| **Email** |  | | | |  | | |
| **Address** |  | | | |  | | |
|  | | | | | | | |
| **REFERENCES** | | | | | | | |
| **Please provide details of two references which may be contacted by Save the Children to evidence your experience and capability of supplying the goods requested in this tender.** | **Client Reference 1** | | | **Client Reference 2** | | | |
| **Client Name** |  | | **Client Name** | |  | |
| **Contact Name** |  | | **Contact Name** | |  | |
| **Address** |  | | **Address** | |  | |
| **Email** |  | | **Email** | |  | |
| **Phone** |  | | **Phone** | |  | |
| **Brief Description of Goods / Services Supplied** | | | **Brief Description of Goods / Services Supplied** | | | |
|  | | |  | | | |

## **SECTION 2 - ESSENTIAL CRITERIA**

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ included within Appendix 1 of the ITT. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with policies and code of conducts listed below at all times.   1. Child Safeguarding Policy 2. Anti-Fraud, Bribery & Corruption Policy 3. Slavery & Human Trafficking Policy 4. IAPG Code of Conduct 5. Conditions of Tendering | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The Bidder confirms it is not a prohibited party under applicable sanctions, laws or anti-terrorism laws, and does not provide goods under sanction by the US or EU (Note SCI will undertake independent checks to verify this). | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The bidder confirms they are not on a Government Blacklist. | **Yes / No** | **Comments** |
|  |  |
| ***5*** | The Bidder confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Tax registration number & certificate * Business registration certificate   *Including Import & Export Registration*   * Trading license * VAT Certificates | **Yes / No** | **Comments** |
|  |  |
| **Document** | **Evidence Attached** |
|  |  |
|  |  |
|  |  |
| ***6*** | The Bidder agrees to be audited by Save the Children’s donors or their authorised auditing agencies if required. | **Yes / No** | **Comments** |
|  |  |
| ***7*** | The Bidder can supply the products requested in the ITT. | **Yes / No** | **Comments** |
|  |  |

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## **SECTION 3 – CAPABILITY QUESTIONS**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | Please list your top 3 clients (by value) PPE’sto.    *An example PO / Contract from each client should be included (each PO / Contract should be dated within the last 12 months)* | **Client** | **Goods Supplied** | **Value** |
| 1) |  |  |
| 2) |  |  |
| 3) |  |  |
| ***2*** | Please provide a description and specification (including photograph) for all products you bid on in the form of an attachment. | *“Insert Completed Appendix 5 here”* | | |
| ***3.*** | Please document the current quality certifications of your organization, (Ie, ISO, Product Quality certification, FDA certification or equivalent), as well as document the quality measurement procedures undertaken to ensure product quality. |  | | |
| ***4.*** | Are the manufacturers of the supplies quoted cleared for export in the registered country? If so, please provide your manufacturers:   1. Export License of the People’s Republic of China 2. Registration form for Foreign Trade Manager |  | | |

## **SECTION 4 – COMMERCIAL QUESTIONS**

1. **Please confirm the payment terms required for purchases from your organization.**
   1. Preference is given to bidders with lowest advanced payment value

|  |
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|  |

1. **Please complete Appendix 5 with your pricing information*.***

* *If you supply multiple products which may meet the requirements, please provide pricing for all product types (e.g. Gloves in pack sizes of 10, 100, 1000, Face Mask Small, Face Mask Large etc.)*
* *Pricing should be inclusive of all charges, rates, VAT etc.*
* *Pricing should be inclusive of packing and packaging costs.*
* *Pricing should be provided on an ex-works basis.*
* *Please provide the estimated lead times for each product (Capability Measurement)\**

**SECTION 5 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | |
| **No** | **Section** | | | **Please Tick** | |
| 1. | Section 1 – Key Information | | |  | |
| 2. | Section 2 – Essential Criteria | | |  | |
| 3. | Section 3 – Capability Questions | | |  | |
| 4. | Section 4 – Commercial Questions | | |  | |
| 5. | Completed Appendix 6 – PPE list & Bidder Response | | |  | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | |
| **Section** | | **Required Document / Evidence** | | | **Please Tick** |
| **Essential Criteria Evidence** | | Trade License and Tax Certificate & Other Documents to prove legal status of your company | | |  |
| Financial Reports from last 3 years (if available) | | |  |
| Completed Section 2 – Essential Criteria | | |  |
| **Capability Criteria Evidence** | | 3 PO’s from 3 different clients dated in the last 12 months | | |  |
| Specification for Item List | | |  |
| Completed Section 3 – Capability Questions | | |  |
| **Commercial Criteria Evidence** | | Completed Section 4 – Commercial Questions | | |  |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | |
| **Policy** | | | **Signature** | | |
| Conditions of Tendering | | |  | | |
| Terms & Conditions of Purchase (Appendix 1) | | |
| Child Safeguarding Policy (Appendix 2) | | |
| Anti-Bribery & Corruption Policy (Appendix 3) | | |
| Human Trafficking & Modern Slavery Policy (Appendix 4) | | |
| IAPG Code of Conduct (Appendix 5) | | |

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

|  |  |
| --- | --- |
| Signature | Date |
| ………………………………………………….. | ………………………………………………….. |
| Name | Organisation |
| ………………………………………………….. | ………………………………………………….. |

**SCHEDULE 1 – TERMS & CONDITIONS OF BIDDING**

**Definitions**

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply:

(a) **Award Criteria** - the award criteria set out in the Invitation to Tender.

(b) **Potential supplier** - a person or organisation who bids for the tender.

(c) **Conditions** - the conditions set out in this 'Conditions of Tendering 'document.

(d) **Cover Letter** - the cover letter attached to the Tender Information Pack.

(e) **Goods and/or Services** - everything purchased by SCI under the contract.

(f) **Invitation to Tender** - the Tender Information, these Conditions, SCI’s Terms and Conditions of Purchase, SCI's Child Safeguarding Policy, SCI's Anti Bribery and Corruption Policy and the IAPG Code of Conduct.

(g) **SCI** - Save the Children International (formerly known as The International Save the Children Alliance Charity), a charitable company limited by guarantee registered in England and Wales (company number 03732267; charity number 1076822) whose registered office is at St Vincent House, 30 Orange Street, London, WC2H 7HH.

(h) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by SCI to the Supplier, or specifically produced by the Supplier for SCI, in connection with the tender.

(i) **Supplier** - the party which provides Goods and/or Services to SCI.

1. **The Contract**

The contract awarded shall be for the supply of goods and/or services, subject to SCI’s Terms and Conditions of Purchase (attached to these Conditions). SCI reserves the right to undertake a formal review of the contract after twelve (12) months.

1. **Late tenders**

Tenders received after the Closing Date will not be considered, unless there are in SCI’s sole discretion exceptional circumstances which have caused the delay.

1. **Correspondence**

All communications from Potential suppliers to SCI relating to the tender must be in writing and addressed to the person identified in this Invitation to Tender. Any request for information should be received at least 5 days before the Closing Date, as defined in the Invitation to Tender. Where appropriate responses to questions submitted by any Potential supplier will be circulated by SCI to all Potential supplier s to ensure fairness in the process.

1. **Acceptance of tenders**

SCI may, unless the Potential supplier expressly stipulates to the contrary in the tender, accept whatever part of a tender that SCI so wishes. SCI is under no obligation to accept the lowest or any tender.

1. **Alternative offer**

If the Potential supplier wishes to propose modifications to the tender (which may provide a better way to achieve SCI’s Specification) these may, at SCI's discretion, be considered as an Alternative Offer. The Potential supplier must make any Alternative Offer in a separate letter to accompany the Tender. SCI is under no obligation to accept Alternative Offers.

1. **Prices**

Tendered prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

1. **No reimbursement of tender expenses**

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

1. **Non-Disclosure and Confidentiality**

Potential suppliers must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to SCI’s employees, servants, officers, partners or its business or affairs (the "**Confidential Information**”) as confidential. All Potential suppliers shall:

* recognise the confidential nature of the Confidential Information;
* respect the confidence placed in the Potential supplier by SCI by maintaining the secrecy of the Confidential Information;
* not employ any part of the Confidential Information without SCI's prior written consent, for any purpose except that of tendering for business from SCI;
* not disclose the Confidential Information to third parties without SCI's prior written consent;
* not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to SCI;
* use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
* notify SCI immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

1. **Award Procedure**

SCI’s Procurement Committee will review the Potential suppliers and their tenders to determine, in accordance with the Award Criteria, whether they will award the contract to any one of them.

1. **Information and Record Keeping**

SCI shall consider any reasonable request from any unsuccessful Potential supplier for feedback on its bid and, where it is appropriate and proportionate to do so, provide the unsuccessful Potential supplier with reasons why the bid was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which SCI receives the request.

1. **Anti-Bribery and Corruption**

All Potential suppliers are required to comply fully with SCI’s Anti-Bribery and Corruption Policy (attached to these Conditions).

1. **Child Protection**

All Potential suppliers are required to comply fully with SCI’s Child Safeguarding Policy (attached to these Conditions).

1. **Human Trafficking and Modern Slavery**

All Potential suppliers are required to comply fully with SCI’s Human Trafficking and Modern Slavery Policy (attached to these Conditions).

1. **Exclusion Criteria**

Any Potential supplier is required to confirm in writing that:

* Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of  proceedings concerning those matters, or are in any analogous  situation arising from a similar procedure provided for in national  legislation or regulations;
* Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
* Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Potential supplier operates.

Any Potential supplier will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

1. **Conflict of Interest / Non Collusion**

Any Potential supplier is required to confirm in writing:

* That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of SCI which may affect the outcome of the selection process. If there are such connections the Potential supplier is required to disclose them.
* Whether or not there are any existing contacts between SCI, and any other Save the Children entity, and it and if there are any arrangements which have been put in place over the last twenty four (24) months.
* That it has not communicated to anyone other than SCI the amount or approximate amount of the tender.
* That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

1. **Assignment and novation**

All Potential suppliers are required to confirm that they will if required be willing to enter into a contract on similar terms with either SCI or any other Save the Children entity if so required.

# **PART 4 - APPENDICES**

|  |  |
| --- | --- |
| **Appendix 1** - Terms & Conditions of Purchase |  |
| **Appendix 2** – Save the Children’s Safeguarding Policy |  |
| **Appendix 3** – Save the Children’s Anti-Bribery and Corruption Policy |  |
| **Appendix 4** – Save the Children’s Human Trafficking and Modern Slavery Policy |  |
| **Appendix 5** – Code of Conduct for IAPG Agencies and Suppliers |  |
| **Appendix 6** – Tender Product List (Excel) |  |