*Version 1.0 /110621*

**INVITATION TO TENDER**

**Myanmar**

**22-March-2024**

**FWA-INT-MMR-YGN-2024-002**

**“IT and Office Automation Equipment”**

**SUBMISSION DEADLINE: 30-April-2024**

**PRE-SUBMISSION CLARIFICATION MEETING (Meeting link will separate Email): 2-April-2024**

**QUESTIONS / CLARIFICATIONS:**  procurement3.myanmar@savethechildren.org

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

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

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** | **IT and Office Automation Equipment** |
| **Outcome of Tender** | ***Framework Agreement*** *(Fixed Price or 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** | *2 Years* |

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

## **AWARD CRITERA**

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 which bidders **must** meet in order 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’.

**3.2 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.

### **3.3 CAPABILITY CRITERIA (50%)**

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.

### **3.4 COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **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**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | << 22 Mar 2024 >> |
| Pre-Submission Clarification Meeting | << 02 Apr 2024 >> |
| Deadline for questions from Bidders | << 25 Apr 2024 >> |
| Deadline for Bid Submission | << 30 Apr 2024 >> |
| Bid Clarifications | << 15 May 2024 >> |
| Award Contact | << 31 May 2024 >> |

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

### **6.2 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 myanmar.procurement01@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 / FWA-INT-MMR-YGN-2024-002 /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.

(or)

**Paper Submission**

* Two paper copies submitted on headed paper to No.126 (A), Dhammazedi Road, Bahan Township, Myanmar.
* Bids should be submitted in a single sealed envelope addressed to Save the Children International / Myanmar.
* The envelope should clearly indicate the Invitation to tender reference number (ITT / FWA-INT-MMR-YGN-2024-002) but contain no other details relating to the bid or the bidder’s name.
* All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **30 April 2024 (05:00 PM).**

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

### **6.5 KEY CONTACTS**

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

|  |  |
| --- | --- |
| Name | Email Address |
| Naing Kaung Myat | procurement3.myanmar@savethechildren.org |

Please be advised local working hours are 09:00AM to 05:00PM on weekdays except MMR public holiday.

Where the enquiry 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**

1. **INTRODUCTION & SAVE THE CHILDREN REQUIREMENTS**

**Introduction**

Save the Children Myanmar purchases a range of programme items which include IT and Office Automation Equipment are delivered to beneficiaries and are typically Laptop, Desktop, Monitor, Copier, Printer, Projector, Camera, Mobile Phone, IT Accessories, etc...

An ideal supplier to Save the Children will be able to source a wide range of these IT and Office Automation Equipment (which we define in this schedule) and be able to meet our demand supporting development programmes as well as in the event of significant humanitarian emergencies. This will involve ramping up production quickly and efficiently.

Depending on funding available, Save the Children may request funding based on various terms ranging from short term projects supporting humanitarian response through to longer term development projects e.g., regular supply over a period of time, replenishment of stocks.

Save the Children typically buys programme supply products units as IT and Office Automation Equipment for all programme of Save the Children International Myanmar and delivered to Save the Children.

Save the Children has an ambition to reduce the amount of plastic and to accelerate of low carbon emission within its Supply Chains. Potential suppliers should look to supply goods that support this ambition as well as looking to use re-cycled plastics and materials.

1. **SPECIFIC REQUIREMENTS**
   1. **Compliance**
      1. Save the Children expects all items delivered under this sourcing event to meet high quality standards and be ‘new’ in condition.
      2. The selected supplier of the goods under this sourcing event will be vetted to ensure they are experienced, qualified and that the bid submission is accurate. This includes.

- Passing Save the Children mandatory checks (policies)

- Meet minimum technical and quality requirements

- Capable of delivering into defined locations in Invitation to sourcing event

* + 1. All providers are able to pack single items as part of a pack given to beneficiaries e.g., a hygiene or household kit i.e., 5 single items could make up a single pack. The items can be packed in different formats e.g., boxes or bags.
  1. **Condition of goods**
     1. Due to the critical nature of the work completed by Save the Children, reliability of goods is extremely important. Therefore, all goods must be fit for purpose and ‘new’ in condition, be no more than 1 (one) year old.
     2. All goods should be free from defects and damage at the time of delivery. Save the children will report any damage upon receipt and the supplier will offer a free of charge replacement or repair.
  2. **Defects, repairs & warranties**
     1. All providers will maintain ownership of goods until delivery to an SCI warehouse (location) as defined in Section 3 of this document. Save the children will notify the provider of any observed defects within 48 hours of delivery and the provider will resolve as soon as feasibly possible by either repair or replacement in a timely manner at no extra charge to Save the Children or the Beneficiary.
     2. Save the Children expects providers to offer applicable warranties for the life of the product which will be defined in the framework agreement.
  3. **Commercials & Pricing**
     1. Save the Children may require pricing to be submitted in multiple formats for internal evaluation on which commercial model best suits our needs.
     2. Potential suppliers are required to ensure that there are no hidden costs, and all costs are included in the bid e.g., labour, packing or delivery when commercial bids are submitted.
     3. Save the Children expects pricing to be fixed for the duration of the project or for a minimum of two (2) years.
     4. The format in which pricing is required will be detailed within the Bidder Response document. Pricing **must** be submitted in this format, otherwise it may be considered void.

* 1. **SPECIFIC SOURCING REQUIREMENTS**

This tender is for general programme supplies specifically IT and Office Automation Equipment. For a full list of the requirements that potential suppliers will be evaluated against refer Annex. A (Product List) and Section 3 Commercial criteria.

1. **SPECIFICATIONS**

Items of specifications that may be procured under shown in detail in **Annex. A** (Product List). Bidders may bid for some or all these items. Award process based on four criteria cover different types of IT and Office Automation Equipment under multiple categories.

|  |  |  |
| --- | --- | --- |
| CATEGORY | MINIMUM INFORMATION TO BE PROVIDED | OPTIONAL INFORMATION TO BE PROVIDED |
|  |  |  |
|  |  |  |
| GENERAL PROGRAMME SUPPLIES | IT and Office Automation Equipment | Laptop, Desktop, Monitor, Copier, Printer, Projector, Camera, Mobile Phone, IT Accessories, etc... |
|  |  |  |

1. **ADDITIONAL INFORMATION**

All suppliers and vendors are responsible to comply in line with Government’s existing Tax Law, Regulation and Policy which means Save the Children will take the supplier’s submitted quotation value as NET price and will not be responsible for any Tax related payments (i.e., Commercial Tax, Withholding Tax, VAT, etc.), except stamp duty fees which will be paid by SCI.

Late Delivery & Penalty: 1% of total value of Purchase Order per day for late delivery items.

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 4 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*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 4 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in Section 4 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. | **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** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licenses 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 * Trading license | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address***  ***(Supplier registration form)*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CAPABILITY QUESTIONS** | | | | |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **REFERENCES**  Please shares minimum two (2) references of your experience in providing services similar to those included within the scope of this tender. References provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years. Please provide previous experience documents such as POs / Contracts for Non-Food Items kit and general program supply items.  (Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children) | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |
| ***2*** | **Previous Experience in IT and Office Automation Equipment**  Please provide previous experience in IT and office automation equipment with the evidence of company profile or company registration or any other. We will check supplier registration documents.  over 10 years - 5 score  within 5 to 10 years - 3 score  within 1 to 5 years - 2 score  under 1 year - 1 score | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***3*** | **Quality Protocols and International Certificate**  Please provide your company’s quality protocols and international certificate for your submitted items, brand. (e.g., certificate of partnership, authorized certificate, ISO, etc…)  If supplier provide certificate - 5 score  If not provide - 0 score | **Bidder Response** | | **Comments** |
|  | |  |
| ***4*** | **Product Catalogue**  Please provide product catalogues of your submitted items. (e.g., product catalogue with detail specifications, etc…)  If supplier provide catalogue - 3 score  If not provide - 0 score | **Bidder Response** | | **Comments** |
|  | |  |
| ***5*** | **Warranty for Laptop and Desktop**  Please mention warranty period for your submitted Laptops and Desktops in Annex A (product list).  If provide 3 years warranty - 5 score  If not provide - 0 score | **Bidder Response** | | **Comments** |
|  | |  |
| ***6*** | **Warranty for copier, printer, projector, camera, and mobile phone**  Please mention warranty period for your submitted Laptops and Desktops in Annex A (product list).  If provide 1 year warranty - 5 score  If not provide - 0 score | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| **7** | **Responsiveness of damage and unqualified quality**  Could supplier provide the responsiveness of damage and unqualified quality? If yes, please mention lead time for replacement.  (e.g. Lead time to exchange for damage, poor quality, etc...)  within 1 week - 5 score  within 2 weeks - 3 score  over 2 weeks - 1 score. | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***8*** | **Additional Services**  Could supplier keep extra stock for submitted items and onsite support to SCI office? (e.g. spare parts for laptop, desktop, copier, printer, etc…)  If supplier keep spare parts and onsite service support to SCI office - 5 score  If supplier keep spare parts but not to provide onsite service support - 3 score.  If supplier does not keep spare parts and onsite service support - 0 score | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***9*** | **Geographic coverage**  Please mention number and locations of outlet for sales & service in Myanmar. If supplier have difference service centre locations in difference area. (e.g. Yangon, Mandalay, Nay Pyi Taw, etc…)  1 location - 1 score.  2 location - 3 score.  over 2 location - 5 score. | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***10*** | **Delivery Leadtime for Laptop and Desktop**  Please mention delivery lead time for your submitted items.  under 3 months - 6 score  between 3 and 6 months - 3 score  over 6 months - 0 score | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***11*** | **Delivery Leadtime for Printer, Copier, Camera, Mobile Phone, etc...**  Please mention delivery lead time for your submitted items.  under 1 months - 6 score  between 1 and 2 months - 3 score  over 2 months - 0 score | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| **SUSTAINABILITY QUESTIONS** | | | | |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***12*** | Bidder must demonstrate that multifunction devices, copiers and printers shall be compatible with the use of recycled content paper and remanufactured toner cartridges.  Bidder supplies fully compatible devices - 5 score.  Bidder supplies non-compatible devices - 0 score. | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***13*** | How to reduce the impact of climate change and to accelerate of low carbon emission in your Company /Operation?  If supplier provide policy for climate change and low carbon emission or related policy - 5 score  If supplier answer their activity for climate change and low carbon emission (not provide policy) - 3 score  If not provide or answer is not matching our question - 0 score | **Bidder Response** | | **Attachment(s)** |
|  | |  |

**SECTION 3 – COMMERCIAL QUESTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **GOOD / SERVICE** | **CURRENCY** | **UNIT PRICE** | **Remark** |
| Price List (Detail in Attached. Annex -A) |  |  |  |
| **OTHER COMMERCIAL CONSIDERATIONS** | | | |
| Duration for which pricing can be fixed.  (One year, two years, etc.) | |  | |
| **Payment Term**  credit payment (45 days and above) - 10 score  credit payment (within 30 to 45 days) - 7 score  credit payment (under 30 days) - 3 score  cash on delivery (or) advance payment - 0 score  *Note- SCI prefer payment terms is 45 days credit.* | |  | |

## **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 1 – Essential Criteria | | |  | | |
| 2. | Section 2 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 3 – 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** | | Completed Bidder Response Document | | | |  |
| Supporting Financial Documents | | | |  |
| Photos / evidence documents of Office Building | | | |  |
| Photos / evidence documents of Own Vehicle | | | |  |
|  | | | |  |
|  | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response 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 | | |  | |  | |
| 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: | ………………………………………………….. |