*Version 1.0 /110621*

**INVITATION TO TENDER**

**UKRAINE**

**JULY 2022**

**TENDER REF: ITT-FUE-UKR-KYV-001**

**SUPPLY OF SOLID FUELS FOR WINTERIZATION**

**SUBMISSION DEADLINE: 17:00 Ukraine Local Time – 11th AUGUST 2022**

**SUBMISSION LOCATION:** **procurement@savethechildren.org**

**QUESTIONS / CLARIFICATIONS:** **sam.hollies@savethechildren.org****.**

**FORMAT FOR SUBMISSION: BIDDER SUBMISSION DOCUMENT (See excel file below)**

****

[**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 1 – INVITATION TO TENDER**

## **INTRODUCTION TO SAVE THE CHILDREN**

**Who we are** - Save the Children International (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.

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

**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.
* 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.

## **PROJECT OVERVIEW**

SCI wishes to identify one or more suppliers who can provide fuel products for use in individual households – such as coal, wood and any other relevant food source. The attached tender will help us to assess your capability and the typical pricing that is on offer.

We will attempt to fix pricing for food commodities wherever it is possible, but if this is not possible, we will partner with qualified partners and agree pricing on a quote by quote basis.

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | Supply of Winter fuel items (See [Part 2](#_PART_2_–) for further information). |
| **Outcome of Tender** | Framework Agreement (Fixed Price or Non-Fixed Price). The Framework Agreement does not commit SCI to any purchases or specific volumes. It outlines the conditions of potential future supply, which will be confirmed and completed under a Purchase Order. |
| **Duration of Award** | 12 months |

## **AWARD CRITERA**

SCI is committed to running a fair and transparent process, and ensuring that all bidders are treated and assessed equally. Bidder responses will be evaluated against identical criteria, categorised as:

**3.1 ESSENTIAL CRITERIA (Pass / Fail)** - 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.

**3.2 SUSTAINABILITY CRITERIA (10%)** - Criteria used to evaluate the impact a supplier has on the environment, local economy and community.

**3.3 CAPABILITY CRITERIA (50%)** - Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements.

**3.4 COMMERIAL CRITERIA (40%)** - Criteria used to evaluate the commercial competitiveness of a bid.

## **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** | 01st August 2022 |
| **Deadline for Bid Submission** | 11th August 2022 |
| **Bid Clarifications** | 15th August |
| **Award Contact** | To be determined |

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

### **5.2 SUBMISSION FORMAT**

Bidders wishing to submit a bid **must use the Excel document titled Bidder Submission Document (attached on the front cover of this document). Bids received using different formats, or incomplete bids, may not be accepted.**

The Bidder is required to download the Bidder Submission Document, complete it, and sign a copy of the Check list in Section 4 as part of their submission. (This signature may be done electronically)

Bids must remain valid and open for consideration for a period of no less than 30 days.

**INSTRUCTIONS**

* Completed document should be emailed to procurement@savethechildren.org.
* Note – this is a controlled mailbox and responses 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-FUE-UKR-KYV-001-<<BIDDER NAME>>.
* All attached documents should be clearly labelled so it is clear to understand what each file relates to.
* Emails should not exceed 10mb – 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.

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

1. **SPECIFIC REQUIREMENTS**
* Suppliers are invited to quote on:
	+ Provision of coal (as per the specifications below)
	+ Provision of wood (as per the specifications below)
	+ Provision of charcoal (as per the specifications below)
	+ Provision of any other solid fuel
* The fuel products will be used by households, and must be suitable for such application.
* Save the Children is interested in suppliers who have the capability to supply in bulk volumes AND / OR in small sacks. Suppliers with both types of capabilities are invited to bid.
* Preference will be given to suppliers who have the capability to carry out deliveries – either to SCI warehouses (in Lviv, Dnipro, Chernivtsi or Kyiv), or direct to beneficiaries in multiple oblasts.
* SCI may award multiple Framework Agreements to multiple suppliers.