**TENDER RESPONSE**

(Please provide information against each requirement, additional rows can be inserted for all questions as necessary)

**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, and that any work awarded from this tender process will be completed under the attached ‘Terms and Conditions of Purchase’. | **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 and code of conducts listed below, throughout this tender process and during the term of any contract awarded.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 or provide goods under sanction by the US or EU. | **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*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***4*** | The Bidder confirms it is registered with the appropriate authorities in South Sudan for the purposes of trade or is willing to register upon award of the Framework Agreement:* Operation Licence from Ministry of Finance
* Tax identification certificate from Ministry of Finance
* Tax clearance certificate from Ministry of Finance.
* Certification of Incorporation from ministry of Justice and Constitutional Affairs
 | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Operation License*** |  |
| ***Tax Identification*** |  |
| ***Tax Clearance Certificate*** |  |
| ***Certification of Incorporation*** |  |
| ***5*** | The Bidder is able to meet the minimum required specifications as set out in the ITT and be able to deliver the fully assembled kits to Juba.**Address: Save the Children International, Logistics Hub, next to Ministry of Communication, Bor Road, Gumbo, Juba (Juba Port)** | **Yes / No** | **Comments** |
|  |  |
| ***6*** | Supplier is able to share three (3) examples of their experience of providing either Education Kits and/or other similar kits to organisations like Save the Children, public institutions or other large multinationals. For each example, please provide:* Name of Organisation
* Volumes supplied
* Project Description (if applicable)
 | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| Example 1 |  |
| Example 2 |  |
| Example 3 |  |

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

1. General information

|  |
| --- |
| 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** |
|  |  |  |  |  |
|  |  |  |  |  |

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

**SECTION 3 – CAPABILITY QUESTIONS**

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

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | Please provide proof of your previous experience in same supplies & services with NGO’s/UN Agencies with in South Sudan**.** As in evidence you are requested to provide a copy of purchase order as a proof of each year of experience | Bidder Response | **Attachment(s)** |
|  |  |
| ***2*** | Please indicate in how many days you will be able to provide a sample physically (if requested) | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***3*** | Please Indicate the delivery lead time after the order is confirmed based on approved sample. (Indicate in Days) | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***4*** | Are you able to provide Warranties & Guaranties on supplies/Services delivered to SCI? Please indicate for each type of supply or Services like Stationary items, printing quality, Product quality that is used for printing  | **Bidder Response** | **Comments** |
|  |  |
| ***5*** | Do you have Stock of supplies that you are bidding for in your warehouse with in South Sudan? If yes, please mention warehouse address. | **Bidder Response (Y/N)** |  **Attachment(s)** |
|  |  |
| ***6*** | Do you have your own production machines for Printing & embroidery with in South Sudan? If yes, please mention here the physical address | **Bidder Response (Y/N)** | **Comments** |
|  |  |
| ***7*** | Are you able to provide Bank Statement for previous 6 months for bank Account registered on your company name with bank in South Sudan? If yes, please provide original copy of the statement stamped by the relevant bank. | **Bidder Response** | **Comments** |
|  |  |
| ***8*** | If your company has been audited for year 2019 or 2018? If yes, please provide copy of the audit report | **Bidder Response** | **Comments** |
|  |  |
| 9 | If your company has bank Account with in South Sudan? If Yes, please mention the Bank name. | **Bidder Response** | **Comments** |
|  |  |
| 10 | If your company is able to deliver supplies Directly to SCI offices with in South Sudan? Please types Yes/No in front of Each Filed office that you are able to deliver supplies directly.  | **Bidder Response (Y/N)** | **Comments** |
| Juba (Central Equatorial) |  |  |
| Nimule (Eastern Equatorial) |  |  |
| Torit (eastern Equatorial) |  |  |
| Kapoeta (Eastern Equatorial) |  |  |
| Bor ( Jonglei) |  |  |
| Rumbek (Lakes State) |  |  |
|  | Maban (Upper Nile) |  |  |
|  | Malualkon (northern Bah a gazal) |  |  |
|  | Lankien (Jonglei) |  |  |
|  | Akobo (Jonglei) |  |  |
|  | Agok (Abeyi Administrative Area) |  |  |

**Section 2: Bidder capacity**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Product**  | **Indicate which products you are bidding for** | **As per the specification?**  | **Please list any variations/notes to specification** |
| ***Printing/Branding of Materials.*** | Yes / No | Yes / No |  |
|  | Yes / No | Yes / No |  |
|   | Yes / No | Yes / No |  |
|  | Yes / No | Yes / No |  |

1. Please detail the location and average volumes of product stocks you currently hold (both at production facilities and at additional warehousing facilities).

|  |  |  |
| --- | --- | --- |
| **Product** | **Stock location(s)** | **Quantity** |
| ***Availability of the printing Materials.(E.g. T-Shirts, Banners, Caps,Stickers,Half Khaki Jackets, Reflective Jackets, Raincoats etc.*** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. For the following order volumes please confirm your capacity to supply and lead times:

|  |  |  |  |
| --- | --- | --- | --- |
| **Product** | **Example order volume / Specific order volume \*\*** | **Capacity to produce (Y/N)** | **Lead time to goods readiness / Delivery date \*\*** |
| ***Printing/Branding of Materials.*** | ***Printing of 500 pcs of T-Shirts for a campaign within 2 days.*** |  |  |
| **Printing of 70 pcs of Banners within 2 days to create an awareness in an emergency situation**. |  |  |
|  |  |  |  |
|  |  |  |
|  |  |  |  |
|  |  |  |
|  |  |  |  |
|  |  |  |

1. Number of years of relevant experience to provide similar goods or services?
2. What warranties and guarantees can you offer as part of this contract?
3. How quickly can you guarantee a response time to quotation requests?
4. What are your standard working hours and what after-hours services do you provide in the event of an emergency?
5. Detail any benefits or additional services your organisation can offer Save the Children as part of the contract:
6. Details of Geographic coverage in Country / outside
7. What quality standards does your organisation adhere to e.g. ISO?
8. Please provide details ofat least2client references whichSave the Children may contact (preferably NGOs):

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

**SECTION 4 – COMMERCIAL QUESTIONS**

1. ***Please confirm you can fix the prices submitted in as part of your bid submission for a period of 24 months (Yes/ No):***

|  |
| --- |
|  |

1. ***If you answered ‘No’ to the above question (Question 1), please indicate how long the prices in the below table can remain fixed for:***

|  |
| --- |
|  |

1. ***Please complete the attached ‘Appendix 1 Quotation’ excel document, ensuring that all fields are complete and those fields that are not applicable are marked with ‘N/A.’***

**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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Goods / Services** | **Unit** | **Currency** | **Quantity** | **Price** |
| Printing of Round Neck T shirts with SCI & Donor Logos Sizes S,M,L,XL,XXL(With different colors, sizes& Messages) | PC | USD | 1 |   |
| Printing of V Neck T shirts with SCI & Donor Logos Sizes S,M,L,XL,XXL(With different colors ,sizes & Messages) | PC | USD | 1 |   |
| Embroidering Round Neck T shirts with SCI & Donor(s) Logos Sizes S,M,L,XL,XXL(With different colors, sizes& Messages) | PC | USD | 1 |   |
| Embroidering V Neck T shirts with SCI & Donor(s) Logos Sizes S,M,L,XL,XXL(With different colors, sizes& Messages) | PC | USD | 1 |   |
| Printing of Base Ball Caps with SCI & Donor(s) Logos Canvas Material with Embroidery | PC | USD | 1 |   |
| Printing of Base Ball Caps with SCI & Donor(s) Logo Canvas Material with Printing | PC | USD | 1 |   |
| Printing of Paper Caps with SCI & Donor(s) Logos Manilla paper | PC | USD | 1 |   |
| Printing of Hat with SCI & Donor(s) Logos Canvas/Khaki Material with Printing (100% Cotton) | PC | USD | 1 |   |
| Printing of Flags 18''X29"material : Red Nylon with white logo printing | PC | USD | 1 |   |
| Printing of Flags 34"X58"material : White Nylon with Red logo printing | PC | USD | 1 |   |
| Printing of Flags 11.8''X5"material : Red Nylon with white logo printing and vice versa | PC | USD | 1 |   |
| Printing and supply of ID holders and lanyards Material : Red Strap | PC | USD | 1 |   |
| Branding and Supply of Pens with SCI and Donor Logo | PC | USD | 1 |   |
| Branding and Supply of Water Bottles Material : Food grade (Clear) different colors 1.5 Liter (1500ML)Plastic | PC | USD | 1 |   |
| Branding and supply of Water Bottles Material : Food grade (Clear) different colors 1Litre (1,000ML)Plastic | PC | USD | 1 |   |
| Branding and Supply of Water Bottles Material : Food grade (Clear) different colors 2 Liter (2000ML)Plastic | PC | USD | 1 |   |
| Branding and supply of Water Bottles Material :water container steel stainless ( 1 liter)  | PC | USD | 1 |   |
| Branding and supply of Water Bottles Material :water container steel stainless ( 1.5 liter)  | PC | USD | 1 |   |
| Branding and Supply of Water Bottles Material :water container steel stainless ( 2 liter)  | PC | USD | 1 |   |
| Branding and supply of tea cups Material : Ceramic With different colors & message | PC | USD | 1 |   |
| Printing and supply of Packing Taps Material : Clear Red/White Plastic | PC | USD | 1 |   |
| Printing and supply Safety Sticker (seat belt)Size: 2"X5" , Material : Vinyl | PC | USD | 1 |   |
| Printing and supply “No Weapons symbol” Stickers Size: 2"X5" , Material : Vinyl | PC | USD | 1 |   |
| Magnetic Logo Decal Size: 16” x 18” | PC | USD | 1 |   |
| Extra Large Logo Sticker Size: 16” x 18” | PC | USD | 1 |   |
| Large Logo Sticker Size: 10.5 x 11.5” | PC | USD | 1 |   |
| Medium Logo Sticker Size: 4.5” x 5.5” | PC | USD | 1 |   |
| Small Logo Sticker Size: 1.5” x 2” | PC | USD | 1 |   |
| Vehicle stickers to be branded with SCI Logo-A3 size (23.6" x11.8") | PC | USD | 1 |   |
| Vehicle stickers to be branded with SCI Logo-A3 size (23.6"x15.7") | PC | USD | 1 |   |
| Printing and supply POLO T shirts with Printing (Different messages colors & Sizes) | PC | USD | 1 |   |
| Printing and supply POLO T shirts with Embroidery(Different messages colors & Sizes) | PC | USD | 1 |   |
| Printing and supply POLO T shirts with pocket with Embroidery(Different messages colors & Sizes) | PC | USD | 1 |   |
| Printing and supply Rain Coats(One size fits all) With different messages colors & Sizes) | PC | USD | 1 |   |
| Printing and supply of hand umbrellas with SCI & Donor Logos with different messages colors & Medium size | PC | USD | 1 |   |
| Printing and supply of hand umbrellas with SCI & Donor Logos with different messages colors & Big size | PC | USD | 1 |   |
| Printing and supply of Table umbrellas big sizer with SCI & Donor Logo With different messages colors & Big size) | PC | USD | 1 |   |
| Printing and supply half Jacket with SCI and Donor(s) Logos With different messages colors & Sizes) Khaki 100% Cotton | PC | USD | 1 |   |
| Printing and supply Reflective jacket with SCI and Donor(s) Logos With different messages colors & Sizes) | PC | USD | 1 |   |
| Branding and supply of School bag for Children with SCI and Donor Logo (different messages colors & Medium sizes) | PC | USD | 1 |   |
| Printing and supply of Back packs(standard size) with SCI and Donor Logo (different messages colors & Big sizes) | PC | USD | 1 |   |
| Branding and supply of Back packs laptop type the best quality with SCI Logo (different messages colors & Medium sizes | PC | USD | 1 |   |
| Printing and supply of Cloth Banner Size 1X1 sq.mtr | PC | USD | 1 |   |
| Printing and supply of Cloth Banner Size 2X1 sq.mtr | PC | USD | 1 |   |
| Printing and supply of Cloth Banner Size 3X1 sq.mtr | PC | USD | 1 |   |
| Printing and supply of Flex (PVC) Banner 1x0.5mtr | PC | USD | 1 |   |
| Printing and supply of Flex (PVC) Banner 1x1mtr | PC | USD | 1 |   |
| Printing and supply of Flex (PVC) Banner 1x2 mtr | PC | USD | 1 |   |
| Printing and supply of Flex (PVC) Banner 1x3 | PC | USD | 1 |   |
| Printing and supply of Flex (PVC) Banner2x3 | PC | USD | 1 |   |
| Branding and supply of Diary with SCI & Donor Logo Size A4 | PC | USD | 1 |   |
| Branding and supply of Diary with SCI & Donor Logos Size A5 | PC | USD | 1 |   |
| Branding and supply of metallic sign post with Standard stand size for each size 1x1Mtr | PC | USD | 1 |   |
| Branding and supply of metallic sign post with Standard stand size for each size 1x2mtr | PC | USD | 1 |   |
| Branding and supply of metallic sign post with Standard stand size for each size 1x3mtr | PC | USD | 1 |   |
| Branding and supply of metallic sign post with Standard stand size for each size 2x2mtr | PC | USD | 1 |   |
| Branding and supply of metallic sign post with Standard stand size for each size 2x3mtr | PC | USD | 1 |   |
| Branding and supply of metallic sign post with Standard stand size for each size 2x4mtr | PC | USD | 1 |   |
| Branding and supply of metallic sign post with Standard stand size for each size 50cmx60cm | PC | USD | 1 |   |
| Branding and supply of metallic sign post with Standard stand size for each size 1.5x1.2mtr | PC | USD | 1 |   |
| Printing and Supply of plastic sheet with SCI and Donor Logos 4X5Meters, 4x6 Mtr Standard (White or blue color) | PC | USD | 1 |   |
| Printing of plastic sheet with SCI and Donor Logos 4X5Meters, 4x6 Mtr Standard (White or blue color) | PC | USD | 1 |   |
| Printing and supply of A4 Certificates on 300 gsm art card, full color Printing | PC | USD | 1 |   |
| Printing and supply of Business Cards on 300 gsm art card, full color Printing | PC | USD | 1 |   |
| Printing of A4 size poster / Flyer/Brochure on 130 gsm art paper in full color Front & Back (with Art work) | PC | USD | 1 |   |
| Printing of A4 size poster / Flyer/Brochure on 130 gsm art paper in full color Front & Back (with Art work) | PC | USD | 1 |   |
| Printing of A4 size poster / Flyer/Brochure on 130 gsm art paper in full color Front & Back (with Art work) | PC | USD | 1 |   |
| Printing of A3 size poster / Flyer/Brochure on 130 gsm art paper in full color one side (with Art work) | PC | USD | 1 |   |
| Printing of A4 size poster / Flyer/Brochure on 130 gsm art paper in full color one side (with Art work) | PC | USD | 1 |   |
| Printing of A5 size poster / Flyer/Brochure on 130 gsm art paper in full color one side (with Art work) | PC | USD | 1 |   |
| Printing of A4 size poster / Flyer/Brochure on 130 gsm art paper in full color Front & Back (with Art work) | PC | USD | 1 |   |
| Printing of A4 size poster / Flyer/Brochure on 130 gsm art paper in full color Front & Back (with Art work) | PC | USD | 1 |   |
| Printing of A5 size (Carbonized) books (SCI Cash Disbursement Vouchers) one color Printing (1+1) W/P 25Pages with three cc each | PC | USD | 1 |   |
| Printing of A5 size (Carbonized) books (SCI Cash Disbursement Vouchers) one color Printing (1+1) W/P 50Pages with three cc each | PC | USD | 1 |   |
| Printing of A4 size (Carbonized) books (SCI Deliver Report, Waybill, Asset Register Books) one color Printing (1+1) W/P 100Pages with three cc each | PC | USD | 1 |   |
| Printing of A4 size (Carbonized)books one color Printing (1+2) W/P/B | PC | USD | 1 |   |
| Printing of A4 size (Carbonized) books one color Printing (1+3) W/P/B | PC | USD | 1 |   |
| Printing of A2 size Poster in full color Printing on 130 gsm art paper | PC | USD | 1 |   |
| Printing of A3 size Poster in full color Printing on 130 gsm art paper | PC | USD | 1 |   |
| Printing of A5 size Poster in full color Printing on 130 gsm art paper | PC | USD | 1 |   |
| Printing of A2 size Poster with sticker in full color Printing on 130 gsm | PC | USD | 1 |   |
| Printing of A3 size Poster with sticker in full color Printing on 130 gsm | PC | USD | 1 |   |
| Printing of A5 size Poster with sticker in full color Printing on 130 gsm | PC | USD | 1 |   |
| Printing of A4 size Letter heads | PC | USD | 1 |   |
| Printing of A4 size letter Heads on Bond paper in full color | PC | USD | 1 |   |
| Printing of Envelops A3 (SCI logo) | PC | USD | 1 |   |
| Printing of Envelops A 4 paper (SCI logo) | PC | USD | 1 |   |
| Printing of Envelops A 5 paper (SCI logo) | PC | USD | 1 |   |
| Branding and Supply of Sports uniforms(For Boys) with SCI & Donor Logos | PC | USD | 1 |   |
| Branding and Supply of Sports uniforms( For girls) with SCI & Donor Logos | PC | USD | 1 |   |
| Branding and Supply on 15-20litre basin with SCI & Donor Logos | PC | USD | 1 |   |
| Branding and Supply on 20litre Jerry cans with SCI & Donor Logos | PC | USD | 1 |   |
| Printing Hospital: Postnatal Care (PNC) Register- 200 pages | PC | USD | 1 |   |
| Printing Hospital: Internal Care (ANC) Daily Register- 200 Pages | PC | USD | 1 |   |
| Printing Hospital Delivery Register- 200 Pages | PC | USD | 1 |   |
| Printing Hospital Out Patient Department (OPD) Under 5 yrs register | PC | USD | 1 |   |
| Printing Hospital Out Patient Department (OPD) above 5 yrs register | PC | USD | 1 |   |
| Kanga with SCI and Donor logos & message | PC | USD | 1 |   |
|  Lau (lawaah) with logos & message | PC | USD | 1 |   |
| Head scarf/Bandana 1.5M for women with message and SCI and Donor Logo | PC | USD | 1 |   |
| Head scarf/Bandana 0.5M for women with message and SCI and Donor Logo | PC | USD | 1 |   |
| Branding and Supply of Approns with Head capes | PC | USD | 1 |   |
| Printing of Table calendar spiral bound A4 size with messages | PC | USD | 1 |   |
| Printing of Table calendar spiral bound A5 size with SCI and Donor logo messages | PC | USD | 1 |   |
| Printing of wall calendar spiral bound A2 size with SCI and Donor logo and messages | PC | USD | 1 |   |
| Branding and supply of Water container 50 litter food grade material with SCI & donor logo with Metallic Stand  | PC | USD | 1 |   |
| Branding and supply of Water container 50 litter food grade material with SCI & donor logo without Metallic Stand  | PC | USD | 1 |   |
| Branding and supply of Water container 100 litter food grade material with SCI & donor logo with Metallic Stand  | PC | USD | 1 |   |
| Branding and supply of Water container 100 litter food grade material with SCI & donor logo without Metallic Stand  | PC | USD | 1 |   |
| Branding and supply of Water container 200 litter food grade material with SCI & donor logo.  | PC | USD | 1 |   |
| Branding and supply of Water container 500 litter food grade material with SCI & donor logo. | PC | USD | 1 |   |
| Branding and supply of Water container 1000 litter food grade material with SCI & donor logo. | PC | USD | 1 |   |
| Printing of SCI Stamp with different shapes( round, rectangular and Oval shape) | PC | USD | 1 |   |
| Branding and Supply of Silicon Bags with SCI and Donor Logos-Standard size that can fit A3 size register. | PC | USD | 1 |   |
| Printing of Bin Cards on a hard paper-A4 size in full colour. | PC | USD | 1 |   |
| Printing of A3 size Registers(120-pages with 3 Carbon papers, 1 original &2 copies) | PC | USD | 1 |   |
| Printing of laminated posters (water proof)with messages SCI and Donor Logo size:1mx1m | PC | USD | 1 |   |
| Printing of laminated posters (water proof) with messages SCI and Donor Logo size: A1 | PC | USD | 1 |   |
| Printing of laminated posters with messages SCI and Donor Logo size:A3 | PC | USD | 1 |   |
| Printing of laminated posters with messages SCI and Donor Logo size:A4 | PC | USD | 1 |   |
| Pull up Banner standard size | PC | USD | 1 |   |
| Class registers A3 size to be branded with SCI and Donor Logo in full colour with perfect binding | PC | USD | 1 |   |
| Lesson preparation books A3 size to be branded with SCI and Donor Logo in full colour with perfect binding | PC | USD | 1 |   |
| Branding of Note Book with SCI and Donor Logo with 200 pages size:21.2 cm x 15cm which is close to A5 size with Logos in all the pages-Full colour. | PC | USD | 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 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. | Appendix 1 Quotation |  |
|  |
| **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 |  |
| Operation Licence from Ministry of Finance |  |
| Tax identification certificate from Ministry of Finance |  |
| Tax clearance certificate from Ministry of Finance |  |
| Certification of Incorporation from ministry of Justice and Constitutional Affairs |  |
| **Capability Criteria Evidence** | Completed Bidder Response Document |  |
| Supporting Financial Documents |  |
| Supporting Quality procedures |  |
|  |  |
|  |  |
|  |  |
| **Commercial Criteria Evidence** | Completed Bidder Response Document |  |
| Completed ‘Appendix 1 Quotation’ |  |
|  |  |
|  |  |
|  |
| **We, the Bidder, hereby confirm we comply with the following policies and requirements:** |
| **Policy** | **Signature** |
| Conditions of Tendering |  |
| Terms & Conditions of Purchase |  |
| Child Safeguarding Policy |  |
| Anti-Bribery & Corruption Policy |  |
| Human Trafficking & Modern Slavery Policy |  |
| IAPG Code of Conduct |  |

**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
* *[insert samples if required]*
* *[insert requirement for any registration certificates if required]*

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

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