

SECTION 1 - ESSENTIAL CRITERIA

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

Item	Question	Bidder Response	
		Yes / No	Comments / Attachments
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: i) SCI's Supplier Sustainability Policy [set out under Section 4 of this document] throughout this process and during the term of any future contract awarded.	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	<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>Note: individual consultants are welcomed to apply</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> - Legitimate business address - Tax registration number & certificate - Business registration certificate - Trading license <p>Bidders to submit copies.</p>	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Legitimate Business Address	
		Tax Registration Number & Certificate	
		Business Registration Certificate	
		Trading License	
5	<p>Bidder willingness to accept the below payment method:</p> <ul style="list-style-type: none"> ▪ Upon approval of inception report and tools: 20% ▪ Upon submission of First Draft study Report: 30% ▪ Upon approval of final study report: 50% 	Yes / No	Comments
6	Bidder to provide Sample performance		

SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

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

Item	Question	Bidder Response	
		Bidder Response	Attachment(s)
1	Bidders experience in similar tasks, as evidenced by at least 3 references (to be contacted at final stage of the review process) and the submission of a sample report of a relevant assessment within the last 24 months. (Weightage 10%)	Bidder Response	Attachment(s)
2	Quality of proposal (level of effort/details put into proposal and alignment with TOR). (Weightage 15%)	Bidder Response	Attachment(s)
3	Methodology (approach (mixed, qualitative, and quantitative) and the extent to which the proposed sample covers all concerned stakeholders). (Weightage 10%)	Bidder Response	Comments
4	Candidate profile (the strength and relevancy of the candidates' academic background, CP technical expertise, and CP assessment expertise). (Weightage 10%)	Bidder Response	Comments
5	Delivery of Report within assigned timeframe (Four months from September-December 2023) (Weightage 5%)	Bidder Response	Attachment(s)
6	<p><u>Sustainability (weightage 10%)</u></p> <p>The bidder ensures appropriate localization components (e.g., engagement of key stakeholders, hiring local enumerators for data collection and assessment implementation, language considerations).</p>	Bidder Response	Attachment(s)

SECTION 3 – COMMERCIAL QUESTIONS

(Weightage 40% on Pricing)

GOOD / SERVICE	QUANTITY	UNIT PRICE USD	VAT	TOTAL PRICE
Scope of Work	1			
OTHER COMMERCIAL CONSIDERATIONS				

*Supplier who do not have VAT, shall provide MOF profession number, or else Save the Children will pay on behalf of the supplier in LBP (based on MoF official exchange rates) and deduct from the invoice the 7.5% for services.

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	Please refer to the above required doc in the above essential table	
Capability Criteria Evidence	Please refer to the above required doc in the above capability table	
Commercial Criteria Evidence	Please refer to the above commercial criteria	

We, the Bidder, hereby confirm we compliance with the following policies and requirements:

Policy	Policy / Document	Signature
Terms & Conditions of Bidding	 1. Terms & Conditions of Biddi	
Terms & Conditions of Contract	 SC-C-02B Services Contract (EN).docx	
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	

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: