## **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 5 below of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff agree to comply with SCI and the IAPG’s policies listed in Section 5 below of this pack throughout this tender process, and during any future works should the bidder be awarded a contract.  **Bidders to submit a confirmation letter.** | **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.  **Bidders to submit a confirmation letter.** | **Yes / No** | **Comments** |
|  |  |
| ***4*** | Truck Legally registered for transportation purpose, Mechanic fees paid, a truck driver has a valid public driving license for individuals,  **Or for companies:**  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):   1. Legitimate business address 2. Tax registration number & certificate 3. Business registration certificate 4. Trading license 5. Valid public driver license for the truck drivers | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***5*** | Bidder’s willingness to accept 100% payment to be paid until the maximum of 15 days from submission of invoice with all valid supporting documents, payment method will be by international wire transfer.  **Bidders to submit a confirmation letter.** | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***6*** | Minimum Truck loading capacity is three tons.  **Bidders to submit a confirmation letter** | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | Bidder able to provide loading/offloading, eg: hiring labour, handling equipment, etc.  **Bidders to submit a confirmation letter** | **Yes / No** | **Comments / Attachments** |
|  |  |

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS (60%)**

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder Capacity to respond to the Save the children order (sending or providing the trucks), **(weightage 15%)**  Bidder to choose one of the below options:   * 1day * 2 days * 5 days * 7 days * More than 7 days | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***2*** | Ability to the bidder to provide additional truck/s when needed **(weightage 10%)**  Suppliers to choose one of the below:   * >03 Truck * 03 Trucks * 02 Truck * 01 Truck * 00 Truck | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***3*** | Bidder provides two satisfactory client references from past 12 months related to Transportation (names, email, phone, (preferably recommendation letter) (preferably NGO but not required). These references should be available for a reference check by SCI.  **Bidders to submit reference letters/proof (e.g. Letters, contract, purchase order) (weightage 10%)** | **Bidder Response** | **Attachment(s)** |
|  |  |
| 4 | Bidder’s ability to cover carrying materials with full insurance warranty against any loss – In transit Insurance **(weightage 15%)**  Bidders to provide a copy of the insurance policy for transporting the goods. | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***5*** | Sustainability (10%)  **Bidders willing to hire labour from the local community,**  **Bidder to submit the confirmation letter.** | **Bidder Response** | **Attachment(s)** |
|  |  |

## **SECTION 3 – COMMERCIAL QUESTIONS (40%)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **SERVICE** | **QUANTITY** | **UNIT PRICE**  **USD** | | **VAT** | **TOTAL PRICE** |
| Please referee to the RFQ |  |  | |  |  |
|  |  |  | |  |  |
| **OTHER COMMERCIAL CONSIDERATIONS** | | | | | |
| **Duration for which pricing can be fixed** | | |  | | |

## **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 2 – Essential Criteria | | |  | | |
| 2. | Section 3 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 4 – 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 | | | |  |
| **Section 5 – List of SCI Documents** | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of FWA | | |  | |  | |
| Child Safeguarding Policy | | |  | |  | |
| Anti-Bribery & Corruption Policy | | |  | |  | |
| Human Trafficking & Modern Slavery Policy | | |  | |  | |
| Protection from Sexual Exploitation & Abuse | | |  | |  | |
| Anti-Harassment, Intimidation & Bullying Policy | | |  | |  | |
| IAPG Code of Conduct | | |  | |  | |

|  |  |
| --- | --- |
| 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: | ………………………………………………….. |