

## Request for Quotation

### 1. 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](#).

### 2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	Hiring Tax Advisor
Outcome of Tender	<i>Framework Agreement (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.</i>
Duration of Award	2 years from the date of signing the framework agreement

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

### 3. AWARD CRITERIA

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.

#### 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. 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 bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

#### 3.4 COMMERCIAL CRITERIA (40%)

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

### 4. 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.

### 5. BIDDER INSTRUCTIONS

#### SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3](#) of this 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 one of the following options:

#### 1. Electronic Submission via ProSave

- Submit your response in accordance with the guidance provided in the below document:



Bidding on a  
Sourcing Event.pptx

Or;

## 2. Electronic Submission via Email

- Email should be addressed to SCI procurement committee at [leb.procurement@savethechildren.org](mailto:leb.procurement@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 “PR254663/ 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;

## 3. Paper Submission

- One paper copy submitted on headed paper to Save the Children Int. Lebanon, Beirut, Furn El Chebbak, Tohwita, PIKASSO Building,
- Bids should be submitted in a single sealed envelope addressed to SCI Lebanon
- The envelope should clearly indicate the Invitation to tender reference number PR254663 but contain no other details relating to the bid or the bidder 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 **15:00 (Beirut Local Time) 17<sup>th</sup> of March, 2023**

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
Procurement Committee	<a href="mailto:Lebanon.tenders@savethechildren.org">Lebanon.tenders@savethechildren.org</a>

Please be advised local working hours are Monday to Friday from 08:30 AM till 04:30 PM. Please allow up to 2 working days for a response.

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. SPECIFIC REQUIREMENTS

Save the Children – Lebanon is looking to work with a tax advisor for the year of 2023 that will be representing SCI in the Lebanese National Social Security Fund and the Ministry of Finance and finalizing all the legal documents and payments.

### 2. SPECIFICATIONS

CATEGORY	MINIMUM INFORMATION TO BE PROVIDED	OPTIONAL INFORMATION TO BE PROVIDED
Consultant	Please refer to the attached TOR	

## PART 3 – BIDDER RESPONSE DOCUMENT

### 1. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission.**

### 2. 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 (Pass/Fail)

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

Item	Question	Bidder Response	
<b>1</b>	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
<b>2</b>	The Bidder and its staff 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
<b>3</b>	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
<b>4</b>	<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-Lebanon).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> <li>- Legitimate business address</li> <li>- Tax registration number &amp; certificate</li> <li>- Business registration certificate</li> <li>- Trading license for the same requested items.</li> </ul>	Yes / No	Comments
		<b>Requirement</b>	<b>Bidder Response / Attachments</b>
		<i>Legitimate Business Address</i>	
		<i>Tax Registration Number &amp; Certificate</i>	
		<i>Business Registration Certificate</i>	
		<i>Trading License</i>	
<b>5</b>	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 transfer.	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		
		Client Name	Contact Details (Name & Email)	Project Description
1	Bidder shares three (3) examples of their experience in providing services similar to those included within the scope of this tender. Examples 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. Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children  <b>Bidders to submit reference letters/proof (e.g. Letters, contract, purchase order)</b>  (Weightage 15%)	1)		Please provide us with a proof
		2)		Please provide us with a proof
		3)		Please provide us with a proof
2	Bidder is willing to accept all the TOR aspects or partial. Weightage (20%)	<b>Bidder Response</b>		<b>Attachment(s)</b>
3	Ability to provide support or responding to our requests & inquires within a short period of time:  Weightage (15%)	<b>Bidder Response</b>		<b>Comments</b>
		<b>Timeframe</b>	<b>Bidder response selection</b>	
		24 hours		
		48 hours		
		72 hours		

4	<b>Sustainability 10%</b>  Bidder has incorporated sustainability into their project methodology.  <b>Weightage (15%)</b>		<b>Comments</b>

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

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





Description of Goods	Unit Price USD/ excluding VAT	VAT Amount in LBP
Tax Advisor	..... USD/Month	..... LBP/Month
<b>OTHER COMMERCIAL CONSIDERATIONS</b>		

*Note: SCI will pay service fees in USD Fresh, VAT in LBP based on MoF official rates*





## SECTION 4 – BIDDER SUBMISSION CHECKLIST

<b>We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:</b>		
No	Section	Please Tick
1.	Section 2 – Essential Criteria	
2.	Section 3 – Capability & Sustainability Questions	
3.	Section 4 – Commercial Questions	

<b>We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:</b>		
Section	Required Document / Evidence	Please Tick
<b>Essential Criteria Evidence</b>	Please refer to the above required doc in the above essential table	
<b>Capability Criteria Evidence</b>	Please refer to the above required doc in the above capability table	
<b>Commercial Criteria Evidence</b>	Please refer to the above commercial criteria	

<b>We, the Bidder, hereby confirm we compliance with the following policies and requirements:</b>		
Policy	Policy / Document	Signature
Terms & Conditions of Bidding	 1. Terms & Conditions of Biddi	
Terms & Conditions of Purchase - Fixed framework agreement	 SC-C-03A FWA (Non-GDPR) Goods (E Fixed FWA	
Child Safeguarding Policy	 Child Safeguarding Policy.pdf	
Anti-Bribery & Corruption Policy	 Anti-Bribery & Corruption Policy.pc	



Human Trafficking & Modern Slavery Policy	 Human Trafficking & Modern Slavery Policy	
Protection from Sexual Exploitation & Abuse	 Protection from Sexual Exploitation & Abuse	
Anti-Harassment, Intimidation & Bullying Policy	 Anti-Harassment, Intimidation & Bullying Policy	
IAPG Code of Conduct	 IAPG Code of Conduct for Agencies	

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: .....