**TENDER RESPONSE**

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

**ESSENTIAL CRITERIA**

In order to qualify as a bidder you must be able to answer ‘Yes’ against all of the Essential Criteria. After passing the essential criteria, you will be scored against Capability and Commercial criteria.

1. That they are not any prohibited parties (SCI) or on government blacklisting.
2. Enclosed membership of relevant bodies.
3. Enclosed comprehensive quotation to be subjected to commercial evaluation for assessment of price competitiveness
4. Enclosed Certificate of relevant qualification. Minimum degree from a recognised institution.

**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/company( if applicable)
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 2: Bidder capacity and Capability Criteria**

1. Details of the service you are intending to provide with any variations/notes to the specification if your product differs.
2. Number of successfully completed consultancy assignments of similar scope
3. Does you or anyone in your team have experience evaluating Health and nutrition including collection and analysis of anthropometric measurements, Agriculture and Wash projects or programs?
4. What is the academic qualification of Consultant/Lead?
5. What Technological tools are used digital platforms for data collection such as tablets, smart phones, recorders?
6. Are you able to share atleast 2 samples of passed work with a similar scope:
7. Details of Geographic coverage in Country / outside
8. Please provide details ofat least3client references whichSave the Children may contact (preferably NGOs):

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

**COMMERCIAL CRITERIA**

**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.
2. 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 4: Confirmation of Bidder’s compliance**

We, the Bidder, hereby confirm compliance with:

* The required specification for the service
* 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 [ ]
* Certificate of Registration / Incorporation [ ]
* Bidder Response form [ ]

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  |