**Bidder Response Document BRD No.SCI-SDN-2025-ADMIN-001 Catering Services Gadarif**

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| --- | --- | --- | --- | --- |
| **Date Document sent out:** | | **5/01/2025** | | |
| **Date Bid Closes:** |  | **8/01/2025** | | |
|  |  |  |  |  |
| **RETURN RESPONSE TO: SAVE THE CHILDREN** | | | | |
| **Contact name** | SudanCO.procurement@savethechildren.org | | | |
| **E-mail** |  | | | |
| **Phone** |  | | | |
| **Fax** |  | | | |
| **Mobile** |  | | | |
| **Address** |  | | | |

|  |  |
| --- | --- |
| **SUPPLIER NAME:** | |
| **Contact name** |  |
| **E-mail** |  |
| **Phone** |  |
| **Fax** |  |
| **Mobile** |  |
| **Address** |  |

|  |  |  |
| --- | --- | --- |
| **Supplier confirmation of offer** | | **Supplier stamp** |
| **Name** |  |  |
| **Title** |  |
| **Signature** |  |

## **AWARD CRITERA**

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.

### **ESSENTIAL CRITERIA**

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 COMMERIAL CRITERIA (40%)**

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

## **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:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)

1. **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**

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | **MANDATORY CRITERIA:** Supplier accepts Save the Children’s ‘Terms and Conditions of Purchase’ included in **Appendix 1** of this document, and that any work awarded from this tender process will be completed under the attached ‘Terms and Conditions of Purchase’ | **Yes / No** | **Comments** |
|  |  |
| ***2*** | **MANDATORY CRITERIA:** The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies and code of conducts mentioned in **Appendix 1** of this document, throughout the sourcing process and during the term of any Purchase Order or Contract awarded. The polices listed below:  1) Child Safeguarding Policy 2) Anti-Bribery & Corruption Policy 3) Human Trafficking & Modern Slavery Policy 4) Protection from Sexual Exploitation and Abuse Policy 5) Anti-Harassment, Intimidation & Bullying Policy 6) IAPG Code of Conduct | **Yes / No** | **Comments** |
|  |  |
| ***3*** | **MANDATORY CRITERIA**: The Bidder confirms it is not linked directly or indirectly to any terrorism related activity and does not sell any Dual-Purpose goods / services that may be used in a terror related activity. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | **MANDATORY CRITERIA**: 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** |
|  |  |

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

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

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | **REFERENCES**  Bidder to share **Three (3)** examples of their experience in providing services similar to those included within the scope of the RFQ and with UN Agencies, INGO or Large MNC (if applicable). Examples must include:   * **POs** with INGO’s and Large MNC (if applicable).   AND/OR   * **Contracts** with INGO’s and Large MNC (if applicable). | **Please Attach Supporting/Relevant Documents** |
|  |
| ***2*** | Bidder accepts payment after delivery of the requested items without any advance payment. | **Bidder Response** |
|  |
| ***3*** | Bidder can meet the requirements set out in the RFQ - Volume - Lead times - Specifications | **Bidder Response** |
|  |
| ***4*** | Does the Bidder apply hygiene and sanitation standards when preparing food items, if so, please elaborate on the corresponding Bidder response section. | **Bidder Response** |
|  |

## **SUSTAINABILITY QUESTIONS**

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

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | Bidder’s workforce is 100% staffed from Sudanese Nationals | **Yes / No** |
|  |
| **Comment (s)** |
|  |
| ***2*** | The Bidder is registered / has its primary operations in close proximity to the delivery location to **Gadarif State, Sudan** | **Yes / No** |
|  |
| **Comment (s)** |
|  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | Bidder is to provide a financial with fixed pricing for a minimum duration of **One-Year.** | **Yes / No**  ***(if No, please specify how long is the fixed pricing period)*** |
|  |
| ***2*** | Bidder is to provide their financial offer in **USD** in the attached **RFQ** | **Please Indicate If the Financial Offer Has Been Provided.**  **(Yes / No)** |
|  |

**Appendix 1**

|  |  |  |
| --- | --- | --- |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | |
| **Policy** | **Policy / Document** | **Signature** |
| Terms & Conditions of Purchase |  |  |
| 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 |  |  |