**INVITATION TO TENDER**

**SAVE THE CHILDREN INTERNATIONAL**

**SUDAN**

**27TH OF March 2025**

**TENDER FOR PROVISION OF Seating Unit for Student's**

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

**PART 1 – INVITATION TO TENDER**

## **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](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | **Seating Unit for Student's - 2880 seating includes child protection specification, edges should be Smooth. (bench and desk) legs are made of iron, and the roofing is made of wood.  -Attached BOQ Includes the technical specification,** |
| **Outcome of Tender** | **Fixed Price Framework Agreement** – 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. |
| **Duration of Award** | **2 Years** |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **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.

## **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.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | **03/27/25** |
| Deadline for questions from Bidders | **03/31/25** |
| Deadline for Bid Submission | **04/03/25** |
| Bid Clarifications | **04/08/25** |
| Award Contract/Framework Agreement | **04/13/25** |

The above dates are for indicative purposes only and are subject to change.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender 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 either:

**Electronic Submission via Email**

* Email should be addressed to [**SudanCO.procurement@savethechildren.org**](mailto:SudanCO.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 “ITT/ (**SCI/SDN/2025/ITT/SEAT/001)** /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.

**Paper Submission Through Sudan Bid Website:**

* Bids should be submitted through single Email addressed to **SudanCO.procurement@savethechildren.org**
* The Subject Email should clearly indicate the Invitation to tender reference number (**SCI/SDN/2025/ITT/SEAT/001**)
* All supporting documentation should be labelled and grouped together, and then included in a single Email as per the above.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **3rd of April 2025 (4:00PM).**

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: (**But not Bid Submissions**)

|  |  |
| --- | --- |
| **Name** | **Zahran Mahmoud** |
| **Email** | [zahran.mahmoud@savethechildren.org](mailto:zahran.mahmoud@savethechildren.org) |
| **Position** | **Procurement Officer** |
| **Contact No.** | **+249115877979** |

|  |  |
| --- | --- |
| **Name** | **Khalid Alsafi** |
| **Email** | Khalid.Elsafi@savethechildren.org |
| **Position** | **Construction Coordinator** |
| **Contact No.** | **+249912832800** |

Please be advised local working hours are **8:00AM to 4:00PM (Sunday to Thursday).** Please allow up to **2 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: Under this tender, Save the Children is currently looking to engage the service of Vendors to Supply Seating Unit for Student's - Khartoum and Red Sea as per the following requirements:**

* **Goods Required under this tender: Seating Units as listed in Schedule 5 of ITT.**
* **Delivery Location & Incoterms: Save the Children - Omdurman Satellite Office in Khartoum, State, Sudan (2000 seating Pair ) / Port Sudan, Red Sea State, Sudan ( 880 seating Pair ) under DDP (Delivered Duty Paid) Incoterms.**
* **Financial/Commercial Offer Requirements:**
* **Bidders are to submit their financial offer in UNIT PRICE form for the Goods listed in Section 4 of the ITT.**
* **Bidders are to submit their Financial/Commercial Offer in USD and the submitted offers are expected to be under at least a 24-Month fixed pricing terms.**
* **Bidders are to submit their Financial/Commercials including all custom clearance cost, if applicable.**
* **Bidders are to submit samples for the below products for review:**
* **Seating Sample: Includes a child protection specification, edges should be Smooth. (bench and desk) legs are made of iron, and the roofing is made of wood.**

# **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 – Key Information](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 3 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 4 – Commercial Questions](#_SECTION_4_–)
* [Section 5 – Bidder Submission Checklist](#_SECTION_5_–)

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

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 – KEY INFORMATION**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **KEY INFORMATION** | | | |
| **Organisation Name** |  | | |
| **Please provide details of the primary products/services supplied by your organisation** |  | | |
| **Please explain your experience of providing the goods or services requested in this tender document.** |  | | |
| **Website address** |  | | |
| **Address** | **Main Address** | **Registered Address**  **(if different)** | **Address for Payments**  **(if different)** |
|  |  |  |
| **Company Registration Number** |  | **Tax Number** |  |
| **Year of Registration** |  | **Country of Registration** |  |
| **Type of Business**  **(e.g. Manufacturer, Distributor, Contractor)** |  | **Primary Country of Operation** |  |
| **Total Annual Revenue**  *(please state the currency)* | **2024** | **2023** | **2022** |
|  |  |  |
| **Annual Revenue**  **(from goods and services requested in this tender)** |  |  |  |
| **Have you supplied goods or services to SCI previously? If so, please provide a brief summary.** |  | | |
|  | | | |
| **KEY CONTACT DETAILS** | | | |
|  | **Primary Contact** | **Secondary Contact** | **Emergency Contact** |
| **Name** |  |  |  |
| **Job Title** |  |  |  |
| **Phone / Mobile** |  |  |  |
| **Email** |  |  |  |
| **Address** |  |  |  |
|  | | | |
| **OTHER KEY INFORMATION** | | | |
| **Provide details of what insurance cover you have and what the maximum value is** |  | | |
|  | | | |
| **KEY ROLES & PERSONNEL** | | | |
| **Which employees will be responsible for providing goods and services to SCI? Please list names, and job titles and contact details (e.g. account managers).** | **Job Title** | **Role** | **E-mail Address** |
|  |  |  |

## **SECTION 2 - 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 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract.   1. Terms & Conditions of Bidding 2. Child Safeguarding Policy 3. Anti-Bribery & Corruption Policy 4. Human Trafficking & Modern Slavery Policy 5. Protection from Sexual Exploitation & Abuse 6. Anti-Harassment, Intimidation & Bullying Policy 7. IAPG Code of Conduct | **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*** | 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** |
|  |  |
| ***5*** | 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):   * Business registration certificate | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Business Registration Certificate*** |  |
| ***6*** | Bidder is available and can deliver **ALL** the items listed in Section 4 of the ITT. | **Yes / No** | **Comments** |
|  |  |

## **SECTION 3 – CAPABILITY & SUSTAINABILITY QUESTIONS**

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

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | **REFERENCES**  Bidder to share 2-3 Reference 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 or Companies and Large MNC (if applicable).   AND/OR   * **Contracts or Contacts** with INGO’s and Large MNC | **Please Attach Supporting/Relevant Documents** |
|  |
| ***2*** | Bidder accepts payment after completion of service/GRN without any advance payment. | **Bidder Response** |
|  |
| ***3*** | Bidder can meet the  requirements set out in the RFQ  - Volume  - Lead times  - Specifications |  |
|  |
| ***4*** | Bidders is responsible for ALL defects/losses before the transfer of ownership are complete | **Bidder Response** |
|  |

**SUSTAINABILITY CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | The Bidder’s workforce is 100% staffed from Sudanese nationals. | **Bidder Response** | **Comment (s)** |
|  |  |
| ***2*** | The Bidder is registered / has its primary operations in close proximity to the delivery location to Khartoum State, Omdurman, Karari, Sudan & Port Sudan, Red Sea State., Sudan. | **Bidder Response** | **Comment (s)** |
|  |  |

## **SECTION 4 – COMMERCIAL QUESTIONS**

|  |  |  |
| --- | --- | --- |
| ***#*** | **Question** | **Bidder Response** |
| ***1*** | Bidder is to provide a financial offer with fixed pricing terms for a **minimum duration of 24 Months.** | **Yes / No**  ***(if No, please SPECIFIY how long is the fixed pricing period)*** |
|  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Bidders is expected to fill out the table below** | | | | | | | |
| **Line #** | **Description of Goods / Services** | **Unit** | **Currency** | **Quantity** | **Unit Price** | **Total Price** | **Lead Time** |
| **1** | **Seating unit for Students** | **PCS** | **USD** | **2,880** |  |  |  |
| **2** | **Transportation Fess of only 2000 Seating unit to Omdurman Karrari.** | **Service** | **USD** | **1** |  |  |  |
| **3** | **Transportation Fess of only 880 Seating unit to Red Sea State, Port Sudan.** | **Service** | **USD** | **1** |  |  |  |
|  | **Total** | | | | |  |  |

## **SECTION 5 – 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** | |  | | | |  |
|  | | | |  |
| Copy of business registration certificate | | | |  |
|  | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Supporting Financial Documents | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| 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 | | |  | |  | |

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