**BRD No: SCI-SDN-SKS-Seed-2025-03 (PR597310)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Document sent out:** | | **17/04/2025** | | |
| **Date Bid Closes:** |  | **21/04/2025** | | |
| **Procurement person responsible:** | |  | | |
|  |  |  |  |  |
| **RETURN RESPONSE TO: SAVE THE CHILDREN** | | | | |
| **Contact name** |  | | | |
| **E-mail** | **[SudanCO.procurement@savethechildren.org](mailto:SudanCO.procurement@savethechildren.org)** | | | |
| **Phone** |  | | | |
| **Fax** |  | | | |
| **Mobile** |  | | | |
| **Address** | South Kurdafn - Abu Gebeiha | | | |

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

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

**Terms of Reference (TOR)**

**1. Introduction**

Save the Children International in Sudan is working across Sudan e.g. Red Sea, Khartoum, South & North Kordofan, North, West & Central Darfur States, etc. in Sudan. Our thematic coverage includes child rights governance, child protection, education, health, nutrition, WASH, livelihoods, and humanitarian emergencies. We maintain diversified sources of funding to build communities’ resilience, improve food security and livelihoods of vulnerable families and contribute to the overall well-being of children and their families, SC proposes an integrated package of training, and provision of assorted agricultural inputs for the establishment.

**2. Purpose**

Agriculture is the main source of rural livelihood in many Sudanese communities and plays a crucial role in addressing food insecurity. The timely provision of agricultural inputs will allow the affected families to produce food, enhance their food consumption levels, and contribute to preventing the risk of starvation.

**3. Scope of Work *but not limited to:***

1. Provision of SEED GROWER'S DECLARATION OF QUALITY REQUIREMENT SCI-selected beneficiaries’ towns and rural locations within the South Kordofan Abu Gebiha, Rashad, Alabassiya, and Ellirri localities
2. Responsibility for ensuring seed quality and must document their files to indicate what quality assurance practices were followed in lieu of the certification to the designated point as mentioned in the stipulated Order arrears.

* Testing for germination,
* Visual inspection for cracked or damaged seed,
* Percentage weed seed, and
* Inspection for insect infestation or foreign matter.

1. **Timeframe**

Lead time for services shall be **Two Week** from the date of PO.

1. **Payment Terms and Conditions**

Payment terms shall be after service, payment lead time shall be 7 working days from the date of submission of the supplier’s invoice if payment is to be made in Sudan and 30 days if payment is to be made overseas.

Payment will be made after a reconciliation is done and signed off by SCI’s finance team to confirm the disbursement of the agreed cash amount.

Invoices must have the following:

* Addressed to SCI Sudan Country Office.
* Have a unique number.
* Dated.
* Sufficient description of the service provided.
* Shows the full amount requested.
* Shows the currency of the claim.

# PART 1 – INSTRUCTIONS

## AWARD CRITERA

SCI is committed to running a fair and transparent process, ensuring that all bidders are treated equally during this process. Responses will be evaluated against the same four weighted categories of criteria:

1. **ESSENTIAL CRITERIA –** bidders **must** meet these to progress to the next round of evaluation. If a bidder does not meet any of these criteria, they will be excluded from the process immediately.
2. **SUSTAINABILITY CRITERIA –** used to evaluate the impact a supplier has on the environment, local economy and community.
3. **CAPABILITY CRITERIA –** used to evaluate the bidders’ ability, skill and experience.
4. **COMMERIAL CRITERIA –** Criteria used to evaluate the commercial competitiveness of a bid.

## 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.

## BIDDER INSTRUCTIONS

Bidders are to fill the attached RFQ and BRD forms.

Bids are to be submitted by:

1. **Electronic Submission via Email**

* Email should be addressed to [**Sudan.Bids@savethechildren.org**](mailto:Sudan.Bids@savethechildren.org)
* Note – this is a sealed mailbox 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 “**SCI-SDN-CASH-2024-03**
* 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.

## **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 RFQ process will be completed under the attached ‘Terms and Conditions of Purchase’  يقبل مقدم العطاء "شروط وأحكام الشراء" الخاصة بمنظمة حماية الطفولة المدرجة في الملحق 1 من يتم منحه من عملية العطاء هذه سيتم إكماله بموجب "شروط وأحكام الشراء" المرفقة | **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   يوافق مقدم العطاء وموظفوه (وأي مقاولين فرعيين مستخدمين) على الامتثال لسياسات SCI وسياسات IAPG وقواعد السلوك المدرجة أدناه، طوال عملية المناقصة هذه وخلال مدة أي عقد ممنوح.  1) سياسة حماية الطفل  2) سياسة مكافحة الرشوة والفساد  3) سياسة الإتجار بالبشر والعبودية الحديثة  4) سياسة الحماية من الاستغلال والانتهاك الجنسيين  5) سياسة مكافحة التحرش والترهيب والتنمر  6) قواعد سلوك IAPG | **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.  يؤكد مقدم العرض أنه غير مرتبط بشكل مباشر أو غير مباشر بأي نشاط متعلق بالإرهاب ولا يبيع أي سلع / خدمات ذات غرض مزدوج يمكن استخدامها في نشاط متعلق بالإرهاب. | **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.  يؤكد مقدم العرض أنهم ليسوا طرفًا محظورًا بموجب قوانين العقوبات المعمول بها أو قوانين مكافحة الإرهاب أو يقدمون سلعًا بموجب عقوبات الولايات المتحدة الأمريكية أو الاتحاد الأوروبي ويقبل أن تقوم شركة SCI بإجراء فحوصات مستقلة للتحقق من صحة ذلك. | **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 Two (2) examples of their experience in providing services similar to those included within the scope of the RFQ. Examples should include POs and/or Contracts with INGO’s and Large MNC if applicable.  **مراجع**  يقدم مقدم العطاء بمشاركة مثالين(2) لخبرته في تقديم خدمات مشابهة لتلك المدرجة ضمن نطاق طلب عرض الأسعار. يجب أن تتضمن الأمثلة أوامر الشراء و/أو العقود المبرمة مع المنظمات الدولية غير الحكومية إن أمكن. | **Please Attach Supporting/Relevant Documents** |
|  |
| ***2*** | Bidder accepts payment after delivery of the requested items without any advance payment.  يقبل مقدم العرض الدفع بعد تسليم الأصناف المطلوبة دون أي دفعة مقدمة. | **Bidder Response** |
|  |
| ***3*** | Bidder can meet the requirements set out in the RFQ - Volume - Lead times - Specifications.  يمكن لمقدم العرض تلبية المتطلبات المنصوص عليها في طلب عرض الأسعار  - مقدار  - المهل الزمنية  - الموصفات | **Bidder Response** |
|  |
| ***4*** | Supplier agrees to be responsible for ALL defects/losses before the transfer of ownership is complete.  يتحمل مقدم العرض لمورد كل العيوب و الفقدان قبل انتقال ملكية السلع او الخدمات الى المنظمة | **Bidder Response** |
|  |
| ***5*** | Supplier agrees to provide Germination certificate of Seeds)   * Testing for germination, * Visual inspection for cracked or damaged seed, * Percentage weed seed, and * Inspection for insect infestation or foreign matter. | **Bidder Response** |
|  |
|  | فحص الإنبات  • الفحص البصري للبذور المتشققة أو التالفة،  • نسبة بذور الحشائش،  • فحص الإصابة بالحشرات أو المواد الغريبة |  |

## **SUSTAINABILITY QUESTIONS**

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

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | The Bidder’s workforce is 100% staffed from Sudanese nationals, if not please specify the percentage.  تتكون القوى العاملة لدى مقدم العرض من مواطنين سودانيين بنسبة 100%، وإذا لم يكن الأمر كذلك، فيرجى تحديد النسبة المئوية | **Yes / No** |
|  |
| **Comment (s)** |
|  |
| ***2*** | The bidder has their own Sustainability Policy (or Policies).  لدى مقدم العرض سياسة الاستدامة الخاصة به أو اى سياسات اخرى . | **Yes / No** |
|  |
| **Comment (s)** |
|  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | Bidder is to provide a financial offer in USD with fixed pricing for at least **6 Months.**  يجب على مقدم العرض تقديم عرض مالي بالدولار الس بسعر ثابت لمدة لا تقل عن 6 اشهر | **Yes / No**  ***(if No, please specify how long is the fixed pricing period)*** |
|  |
| ***2*** | Bidder is to provide their financial offer in SDG in the **RFQ** **#** PR597310**.**  يجب على مقدم العرض تقديم العرض المالى بالجنية السودانى حسب المناقصة | **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 |  |  |