

INVITATION TO TENDER
SAVE THE CHILDREN
INTERNACIONAL
MOZAMBIQUE
04/11/2022

ITT/FWA/MPT/2022/014
CONSULTANCY SERVICES

SUBMISSION DEADLINE: 16.00hrs of 24/11/2022

QUESTIONS / CLARIFICATIONS: teresa.norman@savethechildren.org

FORMAT FOR SUBMISSION : [BIDDER RESPONSE DOCUMENT](#)

[PART 1 : INVITATION TO TENDER](#)

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

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

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

[PART 3 : BIDDER RESPONSE DOCUMENT](#)

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

PART 1 – INVITATION TO TENDER

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	<i>2 YEAR FWA FOR CONSULTANCY SERVICES</i>
Outcome of Tender	<i>Framework Agreement (Non-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	

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

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

6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	04/11/22
Deadline for questions from Bidders	11/11/22
Deadline for Bid Submission	24/11/22
Bid Clarifications and interviews with suppliers	30/11/22
Award Contact	20/12/22

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](#) 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 ProSave

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



Bidding on a
Sourcing Event v2_fr

Electronic Submission via Email

- Email should be addressed to Save the Children International at procurementmoz@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/FWA/MPT/2022/014 - CONSULTANCY SERVICES /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.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than 16.00hrs of 24/11/2022.

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
Teresa Norman	Teresa.norman@savethechildren.org

Please be advised local working hours are from Monday to Thursday 8.00am to 16.30pm, and Fridays 8.00am to 14.00pm. 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

Please see all requirements in the attached document.



ToR for Framework
Agreement with Cons

PART 3 – BIDDER RESPONSE DOCUMENT

I. 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

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.	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	<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).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> - Legitimate business address - Tax registration number & certificate - Business registration certificate - Trading license 	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		<i>Legitimate Business Address</i>	
		<i>Tax Registration Number & Certificate</i>	
		<i>Business Registration Certificate</i>	
		<i>Trading License</i>	

SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

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

Item	Question	Bidder Response		
1	REFERENCES	Client Name	Contact Details (Name & Email)	Project Description

	Bidder shares two (2) 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. <i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)</i>	1)		
		2)		
2	Sustainability: for Example <ul style="list-style-type: none"> • Optimize water and Electricity • Make employees aware of the company's efforts on environmental issues. 	Bidder Response		Attachment(s)
3		Bidder Response		Attachment(s)
4				
	Note: You can fill in this table with other sustainability options that reflect your product/services			

SECTION 4 – 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	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	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	 1. Terms & Conditions of Biddir	
Terms & Conditions of Purchase	 SC-C-04A FWA (Non-GDPR) Services	
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 Pc	
Protection from Sexual Exploitation & Abuse	 Protection from Sexual Exploitation i	
Anti-Harassment, Intimidation & Bullying Policy	 Anti-Harassment, Intimidation & Bully	
IAPG Code of Conduct	 IAPG Code of Conduct for Agencik	

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: