*Version 1.0 /110621*

**INVITATION TO TENDER**

**AFGHANISTAN**

**24 February 2026**

**ITT-AFG- KBL-2026-PR687746**

**Establishment of New FWAs for Multi‑Purpose Tents (8m x 5m)**

**SUBMISSION DEADLINE:** **08:00 AM to 2:30 PM ON 03 March / 2026**

**PRE-SUBMISSION CLARIFICATION MEETING: Not Applicable**

**QUESTIONS / CLARIFICATIONS : AFG.Tenders@savethechildren.org**

**FORMAT FOR SUBMISSION :** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**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** | 500 Multi‑Purpose Tents (8m x 5m) |
| **Outcome of Tender** | **Framework Agreement** |
| **Duration of Award** | For Two Year |

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 (40%)**

Criteria used to evaluate the bidder’s ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERIAL CRITERIA (50%)**

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 | 24 February 2026 |
| Pre-Submission Clarification Meeting | Not Applicable |
| Deadline for questions from Bidders | 26 February 2026 |
| Deadline for Bid Submission | 03 March 2026 |
| Bid Clarifications | 15 March 2026 |
| Award Contact | N/A |

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 ProSave**

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



**Electronic Submission via Email: Not Applicable.**

**Paper Submission**

* Paper copies submitted on headed paper to Afghanistan Country Office, Qalai- e-Fatullah, Strret 5, House 586, Kabul, Afghanistan
* Bids should be submitted in a single sealed envelope addressed, Street # 05, Qalai Fatullah , Kabul Afghanistan
* The envelope should clearly indicate the Invitation to tender reference number (ITT-AFG- KBL-2026- PR687746) but contain no other details relating to the bid or the bidder’s name.
* All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc) and then included in a single sealed envelope as per the above.

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

Your bid must be received, no later than **08:00 AM to 2:30 PM 03 March 2026**

Bids must remain valid and open for consideration for a period of no less than Two Years.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| SCI Afghan Tender | [AFG.Tenders@savethechildren.org](mailto:AFG.Tenders@savethechildren.org) |

Please be advised local working hours are 08:00am – 02:30, Sunday - Thursday. Please allow up to two 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. All queries received from prospective bidders will be compiled, and detailed responses with adequate clarity will be issued through **Clarification No. 1**. Clarification No. 1 will be published on the ACBAR website, where the original announcement was initially posted, after the closing date for the receipt of quotations.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **SPECIFIC REQUIREMENTS**

Save the Children International is committed to provide goods & services with quality standard to their end beneficiaries. Therefore, SCI expect from the bidders to consider below points while preparing their bids:



|  |  |  |
| --- | --- | --- |
| **Student, Teacher, Class, Hygiene, playing, and CFS kit list** | | |
| Line-item no. | Item | **SPECIFICATION of Goods / Services** |
| 1 | FWA for multi-Purpose Tent 8m × 5m | Request for FWA for Multi-Purpose Tent 8m × 5m  1. General  Type: Large multi-purpose shelter tent  Dimensions: 8.0 m × 5.0 m (40 m² covered area)  Ridge height: 2.6–3.2 m  Side wall height: 2.0 m  Packaged weight: ~230–280 kg (complete set)  Please see attached specification sheet for more details |
| Note: Requested Tent will be delivered to all provinces of Afghanistan which is the sole responsibility of the supplier. | | |

# **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 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – 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 - ESSENTIAL CRITERIA**

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| **1** | Supplier accepts Save the Children’s ‘Terms and Conditions of Purchase’ included within Appendix 1 of the Formal Quotation, and that any work awarded from this tender process will be completed under the attached ‘Terms and Conditions of Purchase’.  **Note: The bidder should confirm in a letter or in bidder response column “Yes/No”.** | **Yes / No** | **Comments / Attachments** |
|  |  |
| **2** | The Supplier and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies and code of conducts 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  7) Conditions of Tendering  **Note: The bidder should confirm in a letter or in bidder response column “Yes/No”.**. | **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.  **Note: The bidder should confirm in a letter or in bidder response column “Yes/No”.** | **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.  **Note: The bidder should confirm in a letter or in bidder response column “Yes/No”.** | **Yes / No** | **Comments** |
|  |  |
| **5** | The Supplier confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant Afghanistan Country legislation).  This includes the Supplier submitting the following requirements (where applicable):  **- Updated Business registration certificate only as Legall Logistics Company including Tax Identification Number**.  - Bank Account Details by the name of the company. (This should include the account number, Bank Name and currency (either Afghani or USD).  **Note: The supplier needs to confirm if the contract is awarded, the supplier to provide a second bank account (either Afghani or USD) upon request.** | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| Legitimate Business Address |  |
| Tax Registration Number |  |
| **Business Registration Certificate (logistics)** |  |
| Bank account details |  |

**SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

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

**40% of marks allocated to Capability Criteria.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item** | **Score** | **Question** | **Bidder Response** | | |
| ***1*** | **10%** | **Experience**  Ensure 2 contracts copies along with experience letter/certificate provided which shows experience in Delivering of Relevant Services with UN, NGO/INGOs/ Government authorities. 2 contracts will get 10 marks, 1 contract will get 5 marks, Contracts Must be from Last 5 years, If the contract is more than 5 years then it will get zero marks.  The total value of one contract must be above from 300,000 USD, then it will get 5 marks.  The contract documents shall be verified with the Bidder’s respective clients to confirm their authenticity.  required to complete and provide the information  requested in the corresponding columns on the below of this criterion. | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |
|  | |  |
| ***2*** | **10%** | **Lead Times (10 Marks)**  Short Lead time will get maximum marks as below, please choose one. The lead time will be part of the FWA, and if not met will be subject to penalty as stipulated in the FWA.   1. The supplier who confirms delivery of Tents within 15 Days will get 10 marks. 2. The supplier who confirms delivery of Tents in 25 Days will get 5 marks. 3. The supplier who confirms delivery of Tents more than 25 Days will get zero mark.   **The supplier can confirm either through confirmation letter or confirm in the response column.** | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***3*** | **15%** | **Sampling (15 Marks)**  Provide samples for one Item as per the specifications provided in the ITT documents (with the company stamp) for physical verification by committee members.    1-         15 marks for high quality samples  2-         7 marks for medium quality samples  3-         zero marks for low quality or lack of samples  **Only qualified shortlisted bidders will be requested to provide samples.** | **Bidder Response** | | **Comments** |
|  | |  |
| **4** | **5%** | **Financial Check: (5 Marks)**  Provide the bank statement for financial turn over review of the supplier for last two years 2024 and 2025.  Turnover of 400,000 USD within the abovementioned period of bank statement will get 5 marks.  **Note**: If the Turnover is less than 400,000 USD will get zero marks. | **Bidder Response** | | **Attachment(s)** |
|  | |  |

**SUSTAINABILITY**

**10% of marks allocated to sustainability.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | **10%** | The bidder sources and supplies the goods from the local / domestic market or suppliers.  10/10 - Bidder uses 100% locally sourced materials.  5/10 - Bidder uses some (partially) locally sourced materials.  0/10 - Bidder does not use any locally sourced materials.  **Note: The bidder should confirm in a letter or in bidder response column.** | **Bidder Response** | **Attachment(s)** |
|  |  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

**Commercial criteria 50%**

**Bidders shall quote prices for each item strictly consistent with the corresponding warehouse samples inspected, ensuring that prices are balanced, reasonable, and proportionate across all items. Pricing shall reflect the actual characteristics, quality, and quantities of the items, and shall not be structured in a manner that artificially shifts value between items or distorts the overall bid price. Bidders remain fully responsible for the accuracy and integrity of their pricing.**

**Note: Requested Tent will be delivered to all provinces of Afghanistan which is the sole responsibility of the supplier**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Student, Teacher, Class, Hygiene, playing, and CFS kit list** | | | | | |
| Line-item no. | Item | **SPECIFICATION of Goods / Services** | **Unit** | **Quantity** | **Unit Cost USD** |
| 1 | FWA for multi-Purpose Tent 8m × 5m | Request for FWA for Multi-Purpose Tent 8m × 5m 1. General Type: Large multi-purpose shelter tent Dimensions: 8.0 m × 5.0 m (40 m² covered area) Ridge height: 2.6–3.2 m Side wall height: 2.0 m Packaged weight: ~230–280 kg (complete set) Full specification is attached with this PR | Each | 1 |  |
| **Total in USD** | | | | |  |

**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 | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Supplier Sustainability Policy  and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  | |
| mandatory policies | | |  | |  | |

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