

INVITATION TO TENDER

Pakistan

August 2, 2026

ITT-PAK-KHI-2026-001

Wheat Milling & Fortification for Sindh Sustainable School Meals (SSSM) Project – Pakistan

SUBMISSION DEADLINE: Not Later Than 16:30 hrs, August 27, 2026

BID DOCUMENTS REQUEST/ QUESTIONS / CLARIFICATIONS:
Pakistan.tender@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	Wheat Milling & Fortification for Sindh Sustainable School Meals (SSSM) Project, Sindh Province – Pakistan
Outcome of Tender	Framework Agreement (Fixed Price) – The successful supplier(s) will be awarded a Fixed Price Framework Agreement. Under this agreement, the terms of supply (e.g., indemnities, liabilities, warranties, prices etc.) will be established, along with the conditions of supply (e.g., specifications, lead times, quality etc.). The Framework Agreement does not commit Save the Children International (SCI) to any purchases or specific volumes. All future purchases will be executed through separate Purchase Orders, which will be governed by and linked to the original Framework Agreement. Save the Children reserves the right to enter into framework agreements with multiple suppliers.

Duration of Award	03 Years with possibility to extend another 2 Years
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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 (not considered at this stage).

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 bidder's technical capability, ability, skills, innovation capacity, and demonstrated expertise in relation to the requirements, including past performance, references, and reputation on comparable assignments. 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.

Overall, Supplier selection will be based on the principle of "Value for Money," with consideration given to achieving the best combination of competitive pricing, proven capability, and sustainable practices.

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.

For supplier vetting purposes, suppliers may be required to provide personal information and supporting documents of their owner(s) and/or director(s), such as date of birth, place of birth, and a copy of their CNIC.

5. BIDDER INSTRUCTIONS

5.1 TIMESCALES

Activity	Date
Advertisement Invitation to Tender	02-08-2026
Tender Package issuance	03-08-2026 to 26-08-2026 not later than 4:30 PM
Pre- Bid Meeting (Online MS-Teams)	16-08-2026
Deadline for Bid Submission	27-08-2026, not later than 4:30 PM
Award Contract	15-10-2026

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

5.2 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 references and 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 Manager Supply Chain SSM Project, Save the Children at **Pakistan.procurement@savethechildren.org**

(Caution: this e-mail is different than, the one used for tender request)

- 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-PAK-KHI-2026-001 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

- One paper copy submitted to:
Save the Children, Pakistan
Bid Box
HANDS Welfare Foundation Head Office
Plot # 276, Karachi - Hyderabad Motor way, off M-9,
Gadap Town, Karachi, Pakistan
- Bids should be submitted in a single sealed envelope addressed to Manager Supply Chain, SSM Project, Save the Children
- The envelope should clearly indicate the Invitation to tender reference number ITT-PAK-KHI-2026-001, but contain no other details relating to the bid or the bidder's name, except if the bids sent by Courier Service (required by courier service to mention the return address).

- Bid may be sent through courier service.
- 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.

5.3 CLOSING DATE FOR BID SUBMISSION

Your bid must be received no later than **16:30 hrs 27-08-2026**

Bids must remain valid and open for consideration for a period of no less than 60 days.

5.4 KEY CONTACTS

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

Name	Email Address
Manager Supply Chain	Pakistan.tender@savethechildren.org

Please be advised local working hours are **08:30 to 16:30 hours**. 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.

PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

As per Terms of Reference / Scope
of Work



ITTPAKKHI2026001_
SoW_Final.pdf

Double Click on Icon to Open the File

[eCFR 7 1599 MaGovern – Dole](#)

(CTRL+ Click to Read)

[TOPS Commodity Management](#)

[Handbook](#) (CTRL+ Click to Read)

PART 3 – BIDDER RESPONSE DOCUMENT

1. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 4 sections detailed below:

- Section 1 – Essential Criteria
- Section 2 – Capability & Innovation Questions
- Section 3: Sustainability
- Section 4 – Commercial Questions
- Section 5 – Bidder Submission Checklist

The Bidder is required to sign a copy of the Check list in Section 5 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.

For your bid response please complete all the sections in this Part 3 below.

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	
		Yes / No	Comments / Attachments
1	Bidder accepts Save the Children's 'Terms and Conditions of Purchase' & "Terms & Condition for Bidding" and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.		
2	The Bidder and its staff (and any sub-contractors used) agree to comply with: i) SCI's Supplier Sustainability Policy [set out under Section 5 of this document] throughout this process and during the term of any future contract awarded.	Yes / No	Comments
3	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	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
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): - Legitimate business address - Tax registration number & certificate - Business registration certificate - Trading license	Requirement	Bidder Response / Attachments
		Legitimate Business Address (same as registration documents)	
		Tax Registration Number & Certificate (FBR / SRB (NTN/ STN))	Yes / No - attach copy
		Business Registration Certificate (SECP or Sindh Government and Sindh Food Authority)	Yes / No - attach copy
		Pakistan Flour Mills Association Membership or	Yes / No - attach copy

		Atta Chakki Association	
6	Do you have functional facility to produce Whole Wheat Flour?		
7	Do you have functional facility for Fortification of Wheat Flour?		

SECTION 2 – CAPABILITY & INNOVATION QUESTIONS

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

Item	Question	Bidder Response		
1	REFERENCES 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 three (3) 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> <i>Please share Minimum 2 contracts, from last 5 years</i>	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
2	USDA / USG Compliance • Experience working on USDA, USAID, WFP, UN, MNCs or other donor-funded food projects • Compliance with: - USDA Food Assistance regulations - Record retention and audit requirements - Willingness to support USDA monitoring, audits, and inspections • 7 CFR 1599.6–9 and USDA McGovern-Dole regulations Please share most recent 02 contracts of similar nature with	Bidder Response		Attachment(s)

	minimum value of each contract USD (\$) 50K.		
3	Capacity, Capability & Efficiency	How many years of experience do you have in Milling (Whole Wheat Flour)?	
		How many years of Experience do you have in fortification of flour?	
		Technology (Stone Mill / Roller Flour Mill)	
		Milling Capacity (KG or Metric Ton / Hour)	
		Minimum Batch Quantity (Metric Ton) - accepted to process	
		Average Waste / Metric Ton during Milling Process (kg / Metric Ton)	
		Automation e.g. Programmable Logic Controller (PLC) or Supervisory Control and Data Acquisition (SCADA) or any other system	Yes / No
		Can you dedicate a production line for suggested contract?	Yes / No
		Fortification Dosing System (mention type and/or accuracy)	
		Quality testing: Laboratory / Equipment / built-in features in machinery List the tests can be performed in the flour mill.	
		Type of Storage & Capacity (e.g. Silos, Shed Building)	
		Packing & weighing Facility (Automated, Safe & Hygienic)	Yes / No
		Marking / Labelling Facility	Yes / No
4	Food Safety & Quality Assurance	Bidder Response	Yes / No
	Standards / Quality Certification (attached the copies)	Pak Standards – Pakistan Standards and Quality Control Authority (PS-380, PS:4872)	Yes / No
		ISO 22000 – Food Safety	Yes / No
		HACCP (Codex Alimentarius)	Yes / No
		Environmental Protection Agency Certification (Sindh)	Yes / No

	How you source fortification premix (Manufacturer, Brand, ensuring compliance with standards)?		
	Availability of Procedures (Written, Implemented)	Food Safety & Quality Control Procedures - attach copy	Yes / No
		Record Maintaining Procedure (Milling Process, Batch, Event Log) - attach copy	Yes / No
		Pest Control Procedure (Fumigation) - attach copy	Yes / No
		Machines Maintenance Procedures (Cleaning, Maintenance etc.) - attach copy	Yes / No
		Batch Tracking / Tracing / Recall Procedures - attach copy	Yes / No
4	Infrastructure & Capacity Warehousing List all of your flour mills, offices, warehouses (food garde) in following districts: - Karachi - Hyderabad - Thatta - Sujawal - Tando Muammad Khan	Bidder Response	
5	Technology & Reporting List any technology or reporting system help to increase the efficiency in delivery of fortified whole wheat flour to schools e.g. QR / Bar code to trace / track the bags (batch wise), real time system enhances the visibility of supply chain (wheat ready to go, wheat waiting for milling etc.), Latest weighing technology	Bidder Response	
6	Risk Management & Business Continuity • Insurance coverage: - Warehouse insurance -Third-party liability • Loss, damage, and claims management process • contingency plan (flood, road closure or security incidents) Please share insurance coverage policy and claim management process or share your response in case of SC's material damaged in your premises (where the liability lies).	Bidder Response	

SECTION 3 – SUSTAINABILITY QUESTIONS

- Sustainability is an increasingly important topic within the Humanitarian Sector, and it is critical that bidders understand its importance. SCI expects bidders to act in a Sustainable way and make continuous progress. [The SCI Supplier Sustainability Policy](#) sets the expectation with bidders on what is important to us and our donors. All bidders must comply to it.
- Answering the Sustainability Questions in this section is part of the bidders' Sustainability commitment.
- To help you succeed, we provide [Guidance Notes](#) and on demand e-learning on [Environment](#), [Ethical Conduct](#) and [Safeguarding](#), designed specifically for bidders who operate in the Humanitarian sector, so you understand what is expected and how to improve.

INSTRUCTIONS – Select up to 5 Sustainability Sub-Standards from the provided list in the second column of the table below and rank in order of priority in the third column. For each selected Sub-Standard, detail both the 'Current Actions' and 'Future Actions Planned' in the table. We expect evidence to be attached where applicable.

We will then score/evaluate your current Sustainability credentials and ambition for future improvements. As part of our due diligence processes we may request clarification or supporting information and, if awarded, review progress of planned actions.

SUSTAINABILITY STANDARDS	SUSTAINABILITY SUB-STANDARDS	TOP IMPACT SUB-STANDARDS	CURRENT ACTIONS	FUTURE ACTIONS PLANNED	TARGET DUE DATE FOR FUTURE ACTIONS
		Select maximum 5 sustainability sub-standards from the list in column 2 that have most impact on your organisation (e.g. areas of most risk for your organisation) and rank them in order of importance (1=highest priority, and so on)	Only complete for sub-standards identified as a priority in column 3. Detail existing activities which you have or are currently implementing in this area. Please attach evidence where applicable	Only complete for sub-standards identified as a priority in column 3. Detail new activities you plan to implement in the future (see Sustainability Standards Guidance Notes for suggested actions). Please attach evidence where applicable	
Human Rights & Labour	Discrimination, Harassment, Intimidation & Bullying	Example: 1	Example: Our company enforces a strict Code of Conduct that addresses all forms of discrimination, harassment, intimidation and bullying. Every new joiner is required to read and sign this Code as it forms an integral of the employment contract.	Example: The Human Resources department is planning to conduct an awareness training session next year covering this topic. All employees will be required to join. This initiative aims to reinforce our commitment to a respectful and inclusive work environment.	Example: October 2026
	Discrimination, Harassment, Intimidation & Bullying				
	Child Labour & Minimum Working Age				



	Modern Slavery, Human Trafficking & Forced Labour				
	Fair Wages & Working Hours				
	Health & Safety				
Environment	Emissions Production				
	Waste Generation				
	Resource Consumption				
Ethical Conduct	Corruption				
	Conflicts of Interest				
	Gifts & Hospitality				
Safeguarding	Child Safeguarding				
	Adult Safeguarding				
Community Impact	Community Strengthening / Cultural Heritage / Indigenous People				
Other	General				

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

- SCI is committed to cutting CO₂e emissions by over 50% by 2030. Most of these emissions come from purchased goods and services, therefore reducing our Supply Chain footprint is our top priority.
- GHG (greenhouse gas) emissions performance reporting will be part of the bid evaluation.
- Bidders will not be disqualified if they do not track yet but must commit to start tracking and implementing reduction measures over time.

<u>Item</u>	<u>Question</u>	<u>Bidder Response</u>
<u>1</u>	<u>Please indicate whether your organisation measures or reports on greenhouse gas (GHG) emissions? Note: GHGs are levels of carbon dioxide, carbon monoxide, sulphur dioxide and other gaseous byproducts of the industrial processes a company emits in its business operations.</u> ➤ <u>please share your decarbonisation plan if you are reporting or tracking GHG emissions</u> ➤ <u>If you are not reporting or tracking GHG emissions, please indicate whether you plan to in future and the approximate timeline to report if it is planned</u>	<u>Bidder Response / Attachments</u>

SECTION 4 – COMMERCIAL QUESTIONS

GOOD / SERVICE	SPECIFICATION (For technical requirements, drawings may need to be attached)	QUANTITY (Metric Ton)	UNIT PRICE	TOTAL PRICE
Milling & Fortification	Fortified Whole Wheat Flour – as per attached Scope of Work (reception (offloading), inspection/ testing, cleaning, grinding, fortification, re-bagging, inspection /testing, storage at different stages, handover) including all taxes (GST, provincial & federal taxes):	7860		
consider that: 1. SC strictly follow the local legislation to process the payments 2. SC will deduct / withheld the taxes as per FBR / SRB rules 3. Payments only made in local currency (PKR) 4. Payments only made to company account through banks 5. No advance payments released to suppliers. 6. SC will pay based on final product – Fortified Whole Wheat Flour / Metric Ton				
OTHER COMMERCIAL CONSIDERATIONS				
Duration for which pricing can be fixed				

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 1 – Essential Criteria	
2.	Section 2 – Capability, & Innovation Questions	
3.	Section 3 – Sustainability Question	
4.	Section 3 – 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	Answer “Yes” to item 1, 2, 3	
	Proof of legitimate business address (mention on registration documents or attach affidavit)	
	Copy of business registration and food safety certificate from Sindh Food Authority.	
	Copy of Business Registration Certificate (SECP or Sindh Government)	
	Copy of Membership certificate from Pakistan Flour Mills Association Membership or Atta Chakki Association	
	Answer “Yes” to item 5, 7, 8	
Capability Criteria Evidence	Two Contracts of similar nature carried out by supplier in last 5 years (Milling, Fortification for community projects)	
	Copies of certificates from Pak Standard, ISO 22000, HACCP, Halal, EPA	
	Copies of Procedures - Food Safety & Quality, Record Maintaining (Milling Process, Batch, Event Log), Pest Control (Fumigation), Machine Maintenance (Cleaning, Maintenance etc.), Batch Tracking / Tracing / Recall, Sustainability, Environment	
Sustainability Criteria	The supplier provided an overview of relevant current sustainability initiatives and a roadmap of future actions, including implementation timelines, to further improve its contribution to sustainability goals and commitments. Provide the information if you are measuring CO ₂ e (carbon emission), if not now is there any plan to do so in future.	

Commercial Criteria Evidence	Section 3: Commercial Question completed, price quoted, Duration for which price can be fixed mentioned	
We, the Bidder, hereby confirm we compliance with the following policies and requirements:		
Policy	Policy / Document	Signature
Terms & Conditions of Bidding	 Terms and Conditions of bidding Double Click on Icon to Open	
Terms & Conditions of Purchase	CTRL + Click Here	
Supplier Sustainability Policy and the included mandatory policies	CTRL + Click Here	
Save the Children Safeguarding Policy	CTRL + Click Here	
Privacy Policy for Supplier	CTRL + Click Here	

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:

Contact No:

Date