**INVITATION TO TENDER**

**SAVE THE CHILDREN INTERNATIONAL**

**SUDAN**

**ITT REF NO. 423081**

**15TH February 2024**

**Construction of VIP latrines (4 & 6) drops in Sennar School.**

Dear Sir/Madam,

Save the Children International (SCI) invites you to tender for the provision Construction of VIP latrines (4 & 6) drops in Sennar School (Sennar State) . This tender pack has been specifically created to provide you with all the information required to understand SCI’s requirements, and complete a response to the tender, should you wish.

Below is a summary of all the information included in the tender pack (you can use the hyperlinks to navigate the document:

[**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** | **Construction of VIP latrines (4 & 6) drops in Sennar school in Sennar State.** |
| **Outcome of Tender** | ***Contract*** *– the successful supplier(s) will be awarded a ‘Contract’ which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.* |
| **Duration of Award** | **75 Days** |

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 three weighted categories of criteria: Essential 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 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 | **15/02/24** |
| Deadline for questions from Bidders | **22/02/24** |
| Deadline for Bid Submission | **07/03/24** |
| First Procurement Committee Bids Evaluation Meeting | **10/03/24** |
| Bid Clarifications | **17/03/24** |
| Award Contract | **24/03/24** |

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:

**Paper Submission**

* The offer/proposal to be submitted at **Hai Alganobi, Square#82, House No.12, Singa, Sennar State, Sudan.**
* Bids should be submitted in a single sealed envelope addressed to **Yassir Hajaltoom.**
* The envelope should clearly indicate the Invitation to tender reference number (**SCI/SDN/2023/ITT/NFI/002**) 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 **07/03/24 (3:30PM).**

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** | **Azzam Ibrahiem** |
| **Email** | [Azzam.Ibrahiem@savethechildren.org](mailto:Azzam.Ibrahiem@savethechildren.org) |
| **Position** | **Construction Supervisor** |
| **Contact No.** | **0930058463 - 0121491490** |

|  |  |
| --- | --- |
| **Name** | **Waddah Essamuldeen** |
| **Email** | [Waddah.Essamuldeen@savethechildren.org](mailto:Waddah.Essamuldeen@savethechildren.org) |
| **Position** | **Procurement Coordinator** |
| **Contact No.** | **0900105134** |

Please be advised local working hours are **8:00AM to 3:30PM (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. **INTRODUCTION TO CONSTRUCTION & REHABILITATION CATEGORY AT SAVE THE CHILDREN AND PROJECT.**

We work in some of the most complex environments around the world with the most vulnerable populations. To do this work effectively inevitably requires the construction of buildings that facilitate and house our vital programming for the communities we work with. In doing so, we have an opportunity to create exceptional spaces that significantly enhance the value of our programming and are delivered on time and on budget. Conversely, poor building design, implementation and maintenance can increase the vulnerability of the population not just for the lifetime of the grant but critically for the subsequent lifetime of the building.

Save the Children has primary responsibility for building quality, irrespective of whether the design is developed by others or implementation is accomplished with community involvement or the involvement of a building contractor.

Our Vision

To ensure all of our programmes for children are enabled by high quality buildings that are fit for purpose, delivered on time and on budget while ensuring safety to children and their communities, resistance to hazards and avoidance of fraud.

EUD project aims to improve equitable access to quality primary education in a conducive learning environment in formal and non-formal settings, for the most marginalized groups living in vulnerable situations, including migrants, IDPs, and refugees, especially girls as well as children with disabilities.

To encourage children to stay in schools, it is essential to ensure that classrooms are safe and convenient. Therefore, the construction of new classes, offices and latrines will be done to avail of learning spaces for those who do not have the opportunity to be enrolled, as well as contribute to a safe and appropriate learning environment, at the same time supporting children's attendance and reducing the risk of a disease outbreak that are linked to lack of water and proper hygiene.

1. **SPECIFIC REQUIREMENTS**

The construction of the latrines will be done according to the approved attached BOQs and Drawings:

Summarized description of the scope of the construction works:

|  |  |
| --- | --- |
| **Description of project** | **Construction of VIP latrines (4 & 6) drops in Sennar School.** |
| **Location of construction** | **Sennar State** |
| **Timescales** | **75 Days** |

1. **SPECIFICATIONS**

As per Attached Approved BOQs and Drawings.

اجمالي الكميات المطلوبة. تفاصيل الكميات و الاعمال و الرسومات في الاوراق المرفقة

1. **ADDITIONAL INFORMATION**

The period of the construction will be 75 days.

1. **WAYS OF WORKING**
   1. **Site safety protocol & Security** 
      1. Save the Children expects all suppliers to ensure protection of site, staff and visitors (including community and children) during the time of construction
      2. Suppliers should ensure that premises are made secure with security personnel in place to monitor access and keep a record of visitors accessing the premises
      3. Suppliers should provide appropriate Protective Personnel Equipment for all labourers
      4. Controlled access should be implemented at the site of construction
      5. Save the Children expects the successful supplier to provide latrine facilities for labourers which should be segregated by gender, but this is not mandated.
      6. Save the Children expects the successful supplier to provide all appropriate signage required for the project including but not limited to warning of danger, no unauthorised access etc.
   2. **Staff** 
      1. Depending on the nature of construction project, Save the Children consider the following core roles for the delivery of a successful project.   
          1. Site Agent  
          2. Site Foreman  
          3. Any other skilled personnel as required for the project e.g. Carpenter, stabilised soil block expert, safety agent.All proposed staff for core roles should be fully qualified as per the Country requirements e.g. Bachelor degree in Civil Engineering, Foremanship certificate etc.
      2. Suppliers should provide a full and signed Curriculum Vitae (CV) for the above core roles. The personnel performing core roles must be able to read and interpret all technical documents written in the national speaking language
      3. *For minor construction projects:* Save the Children accept that the Supplier may propose resources that combine the site agent / foremen roles as well as any additional skilled personnel as long as long as training, skills and experience required to complete the work can be demonstrated
   3. **Site Visits**Constructor should provide evidence as part of supplier response to confirm that they have visited the proposed site and appropriately budgeted and planned for all additional requirements (including time)
   4. **Workplan**
      1. Supplier is expected to provide a detailed workplan which includes mobilization and temporary works, e.g., site hoarding, scaffold and signage, inspection dates, milestones for payment and quality processes.
      2. Suppliers are encouraged to indicate timelines for quality procedures e.g. curing of concrete
      3. Workplans should also include milestones for inspection e.g. steel re-enforcing and form work before casting concrete
      4. The work plan should be included in the Bidder Response Document.
   5. **Method Statement**
      1. It is expected that suppliers should provide a Method Statement as part of the their response and should as minimum include the following content:   
         - Brief description of the works, task or process  
         - Start and completion dates  
         - Site contact details including an in an emergency contact  
         - Summary of known hazards and control measures to mitigate  
         - Personal protective equipment (PPE) that is mandated for labourers to wear for the duration of the project  
         - Applicable environmental or quality procedures  
         - Statement of actions that must be taken to ensure the tasks can be performed safely  
         - Total lead time  
         - Mobilization and procurement / sourcing or materials. In particular provide information about supplier selection, transportation requirements and recognition of site specific constraints to be overcome e.g. rocky ground).
      2. Method statement for site safety protocol should include as minimum:
         1. Protection of site, staff and visitors
         2. Health and safety on site
         3. Signage
         4. Traffic calming
         5. Incident reporting.
   6. **Drawings, Bill of Quantities and Specifications**
      1. Suppliers should familiarise themselves with all the documentation (drawings and bill of quantities (BOQ) for the works) provided to ensure their priced bid is in accordance with the designs, BOQ and specifications

# **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**  **اسم المؤسسة** |  | | |
| **Please provide details of the primary products/services supplied by your organisation**  **يرجى تقديم تفاصيل عن المنتجات / الخدمات الأساسية التي توفرها مؤسستك** |  | | |
| **Please explain your experience of providing the goods or services requested in this tender document.**  **يرجى شرح تجربتك في تقديم السلع أو الخدمات المطلوبة في وثيقة العطاء هذه** |  | | |
| **Website address** |  | | |
| **Address**  **العنوان** | **Main Address**  **العنوان الرئيسي** | **Registered Address**  **(if different)**  **العنوان المسجل**  **(إذا كان مختلفًا)** | **Address for Payments**  **(if different)**  **عنوان من أجل المدفوعات**  **(إذا كان مختلفًا)** |
|  |  |  |
| **Company Registration Number**  **رقم تسجيل الشركة** |  | **Tax Number**  **الرقم الضريبي** |  |
| **Year of Registration**  **سنة التسجيل** |  | **Country of Registration**  **بلد التسجيل** |  |
| **Type of Business**  **(e.g. Manufacturer, Distributor, Contractor)**  **نوع النشاط التجاري**  **(على سبيل المثال، الشركة المصنعة، الموزع، المقاول)** |  | **Primary Country of Operation**  **البلد الرئيسي للعملية** |  |
| **Total Annual Revenue**  *(please state the currency)*  *إجمالي الإيرادات السنوية*  *(يرجى ذكر العملة)* | **2021** | **2022** | **2023** |
|  |  |  |
| **Annual Revenue**  **(from goods and services requested in this tender)**  **الإيرادات السنوية**  **(من السلع والخدمات المطلوبة في هذا العطاء)** |  |  |  |
| **Have you supplied goods or services to SCI previously? If so, please provide a brief summary.**  **هل قدمت سلعًا أو خدمات إلى SCI سابقًا؟ إذا كان الأمر كذلك، يرجى تقديم ملخص موجز.** |  | | |
|  | | | |
| **KEY CONTACT DETAILS معلومات الاتصال الرئيسية** | | | |
|  | **Primary Contact**  **جهة**  **الاتصال الرئيسية** | **Secondary Contact**  **جهة الاتصال الثانوية** | **Emergency Contact**  **جهة الاتصال في حالات الطوارئ** |
| **Name الاسم** |  |  |  |
| **Job Title**  **المسمى الوظيفي** |  |  |  |
| **Phone / Mobile**  **الهاتف المحمول** |  |  |  |
| **Email**  **البريد الإلكتروني** |  |  |  |
| **Address**  **العنوان** |  |  |  |
|  | | | |
| **OTHER KEY INFORMATION**  **معلومات رئيسية أخرى** | | | |
| **Provide details of what insurance cover you have and what the maximum value is**  **قدم تفاصيل التغطية التأمينية التي لديك وما هو الحد الأقصى للقيمة** |  | | |
|  | | | |
| **KEY ROLES & PERSONNEL الأدوار الرئيسية والأفراد** | | | |
| **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).**  **من هم الموظفون الذين سيكونون مسؤولين عن توفير السلع والخدمات لـ SCI؟ يرجى ذكر الأسماء والمسميات الوظيفية وتفاصيل الاتصال (مثل مديري الحسابات).** | **Job Title**  **المسمى الوظيفي** | **Role**  **الدور** | **E-mail Address**  **عنوان البريد الإلكتروني** |
|  |  |  |
|  |  |  |

## **SECTION 2 - 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 ‘Construction Contract’ included within Section 5 of this pack and that any work awarded from this tender process will be completed under the ‘Construction Contract also found in Section 5 of this pack’.  يقبل المورد "عقد البناء" الخاص بمنظمة رعاية الطفولة والمدرج في القسم 5 من هذه العطاء وأن أي عمل يتم منحه من عملية المناقصة هذه سيتم إكماله بموجب "عقد البناء الموجود أيضًا في القسم 5 من هذه العطاء". | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with 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.  يوافق مقدم العطاء وموظفوه (وأي مقاولين من الباطن يستخدمونه) على الالتزام بسياسة استدامة الموردين الخاصة بشركة SCI المنصوص عليها في القسم 5 من هذه الوثيقة، طوال هذه العملية وخلال مدة أي عقد مستقبلي يتم منحه. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The Supplier 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.  ؤكد المورد أنه غير مرتبط بشكل مباشر أو غير مباشر بأي نشاط متعلق بالإرهاب، ولا يبيع أي سلع / خدمات مزدوجة الغرض يمكن استخدامها في نشاط متعلق بالإرهاب. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Supplier 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 المورد أنه ليس طرفًا محظورًا بموجب قوانين العقوبات المعمول بها أو قوانين مكافحة الإرهاب أو يقدم سلعًا بموجب عقوبات الولايات المتحدة الأمريكية أو الاتحاد الأوروبي ويوافق على أن تقوم شركة SCI بإجراء فحوصات مستقلة للتحقق من صحة ذلك. | **Yes / No** | **Comments** |
|  |  |
| ***5*** | The Supplier 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 Supplier submitting the following requirements (where applicable):   * Legitimate business address * Certification of Valid Tax Compliance * VAT certificate * Zakka Certificate * Registration Certificates   يؤكد مقدم العطاء أنه مؤهل تمامًا، وأن لديه تراخيص ومسجلة للتجارة مع منظمة حماية الطفولة (بما في ذلك الإمتثال لجميع تشريعات الدولة المحلية ذات الصلة).  يتضمن ذلك مقدم العطاء الذي يقدم المتطلبات التالية (حيثما ينطبق ذلك):   * عنوان العمل القانوني * شهادة امتثال ضريبي ساري المفعول * شهادة ضريبة القيمة المضافة * شهادة الزكاة * شهادات التسجيل | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate business address*** |  |
| ***Certification of Valid Tax Compliance*** |  |
| ***VAT certificate*** |  |
| ***Zakka Certificate*** |  |
| ***Registration Certificates*** |  |
| ***6*** | The Supplier confirms that they have provided at least **three** references for projects of a similar nature to that which is included in this tender.  References must be from projects within the last two years.  (Note details of the references and referees are requested in the following section of this response document)  يؤكد المورد أنه قدم ما لا يقل عن ثلاثة مراجع لمشاريع ذات طبيعة مماثلة لتلك المدرجة في هذه المناقصة.  يجب أن تكون المراجع من المشاريع خلال العامين الماضيين.  (ملاحظة تفاصيل المراجع والحكام مطلوبة في القسم التالي من وثيقة الرد هذه) | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | The Supplier has provided a certificate or other relevant national registration bodies – e.g. class registration, ministry of works, housing and infrastructure relevant to the project  قدم المورد شهادة أو هيئات التسجيل الوطنية الأخرى ذات الصلة - على سبيل المثال. تسجيل الطبقة، وزارة الأشغال والإسكان والبنية التحتية ذات الصلة بالمشروع | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***8*** | All of the above requirements also apply to any sub-contractors used by the Supplier, and any Joint Ventures.  تنطبق جميع المتطلبات المذكورة أعلاه أيضًا على أي مقاولين من الباطن يستخدمهم المورد وأي مشاريع مشتركة. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***9*** | The Supplier to provide bid security a bank **certified check** equivalent **2%** of the Supplier’s financial/commercial offer.  يجب على المورد تقديم ضمان للعطاء من خلال **شيك lمصرفى** من البنك يعادل **2%** من العرض المالي/التجاري المقدم من المورد. | **Yes / No** | **Comments / Attachments** |
|  |  |
| **10** | The Supplier accept to provide their financial/commercial offer in **USD** and **accepts overseas payment.** The Supplier can also be paid locally in **USD** through Bank Transfer if they have a local **USD** bank account in **Bank of Khartoum** or **Blue Nile Mashreq Bank**. Please Note SCI is not liable for any failure from the Supplier’s correspondent bank in bank transfer.  يوافق المورد على تقديم عرضه المالي/التجاري بالدولار الأمريكي ويقبل الدفع في الخارج. يمكن أيضًا للمورد أن يتم الدفع محليًا بالدولار الأمريكي من خلال التحويل البنكي إذا كان لديه حساب بنكي محلي بالدولار الأمريكي في بنك الخرطوم أو بنك النيل الازرق المشرق. يرجى ملاحظة أن منظمة رعاية الطفولة العالمية غير مسؤولة عن أي إخفاق من البنك المراسل للمورد في التحويل المصرفي | **Yes / No** | **Comments / Attachments** |
|  |  |
| **11** | The Supplier to provide their Bank statement for the **2022** and **2023**.  يجب على المورد تقديم كشف حسابه البنكي لعامي **2022** و**2023**. | **Yes / No** | **Comments / Attachments** |
|  |  |

## 

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

**القسم 3 - أسئلة القدرات و الاستمرارية**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | | |
| ***1*** | **REFERENCES**  Bidder shares three (3) examples of their experience in providing services similar to those included within the scope of this tender. Examples should include works with INGO’s, UN Agencies, Large MNC or Sudan’s government within the last two (2) years.  The Supplier in their reference must provide the client’s name, contact details (Name & Email), project description, certificate of achievement and all other relevant supporting documents.  *(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)*  **مراجع**  يشارك مقدم العرض ثلاثة (3) أمثلة لخبرته في تقديم خدمات مماثلة لتلك المدرجة ضمن نطاق هذه المناقصة. يجب أن تشمل الأمثلة الأعمال مع المنظمات الدولية غير الحكومية أو وكالات الأمم المتحدة أو الشركات متعددة الجنسيات الكبرى أو حكومة السودان خلال العامين (2) الأخيرين.  يجب على المورد في مرجعه تقديم اسم العميل وتفاصيل الاتصال (الاسم والبريد الإلكتروني) ووصف المشروع وشهادة الإنجاز وجميع المستندات الداعمة الأخرى ذات الصلة.  (ملاحظة - يجب على مقدم العطاء التأكد من أنه بالنسبة لأي مراجع مشتركة للعميل، سيكون العميل المرشح سعيدًا بالاتصال به / الزيارة من قبل منظمة رعاية الطفولة) | **Client Name** | **Contact Details (Name & Email)** | **Project Description** | **Certificate of Achievement**  **Attachment** |
| 1) |  |  |  |
| 2) |  |  |  |
| 3) |  |  |  |
| ***2*** | The Supplier to provide Equipment list for the project and to specify if the equipment is owned or will be rented.  يجب على المورد تقديم قائمة المعدات الخاصة بالمشروع وتحديد ما إذا كانت المعدات مملوكة أم سيتم استئجارها. | **Bidder Response** | | **Attachment(s)** | |
|  | |  | |
| ***3*** | Supplier to provide copy of company organogram and company profile.  يجب على المورد تقديم نسخة من الهيكل التنظيمي للشركة وملف تعريف الشركة. | **Bidder Response** | | **Attachment(s)** | |
|  | |  | |
| ***4*** | The Supplier to provide their Bank statement for the **2022** and **2023**.  يجب على المورد تقديم كشف حسابه البنكي لعامي 2022 و2023. | **Bidder Response** | | **Attachment(s)** | |
|  | |  | |
| ***5*** | The Supplier to provide detailed Work-plan includes:   * Lead Time * Work schedule * Mobilisation * Milestone   يجب على المورد تقديم خطة عمل مفصلة تتضمن ما يلي::   * الاطار الزمنى * الجدول الزمنى * التعبئة * جدول الدفعيات | **Bidder Response** | | **Comments** | |
|  | |  | |
| ***6*** | CVs and certificates of main project roles:   * Site Engineer   **AND**   * Site Foreman   السيرة الزاتية و شهادات فريق العمل:   * مهندس الموقع.   **بالاضافة الا**   * مشرف العمال | **Bidder Response** | | **Comments** | |
|  | |  | |

**SUSTAINABILITY CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | The Supplier will use 100 % locally sourced construction materials. If not, please specify the percentage.  سيستخدم المورد مواد بناء من مصادر محلية بنسبة 100%. إذا لم يكن الأمر كذلك، يرجى تحديد النسبة المئوية. | **Bidder Response** | **Comment (s)** |
|  |  |
| ***2*** | The Supplier will employ 100% of the workers from the local community. If not, please specify the percentage.  يست سيقوم المورد بتوظيف 100% من العمال من المجتمع المحلي. إذا لم يكن الأمر كذلك، يرجى تحديد النسبة المئوية. | **Bidder Response** | **Comment (s)** |
|  |  |

## **SECTION 4 – COMMERCIAL QUESTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | **The Supplier to submit their Payment Milestones Proposal in USD including achievement rate and timescales.**  ***Note:******Costs should be distributed across the build phases as would be reasonably expected (i.e. not front loaded)***  **يجب على المورد تقديم مقترح مراحل الدفع الخاصة به بالدولار الأمريكي بما في ذلك معدل الإنجاز والجداول الزمنية.**  ***ملحوظة: يجب توزيع التكاليف عبر مراحل البناء كما هو متوقع بشكل معقول (أي لم يتم تحميلها مسبقًا)***  . | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***2*** | **The Supplier to financial/commercial offer in USD as per the attached BOQ and Drawings.**  يقدم المورد العرض المالي/التجاري بالدولار الأمريكي وفقًا لجدول الكميات والرسومات المرفقة. | **Bidder Response** | **Attachment(s)** |
|  |  |

## **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 – Key Information | |  | |
| 2. | Section 2 – Essential Criteria | |  | |
| 3. | Section 3 – Capability Questions | |  | |
| 4. | 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 | |  |
| Certification of Valid Tax Compliance | |  |
| VAT certificate | |  |
| Registration Certificates | |  |
| Zakka Certificate | |  |
|  | |  |
|  | |  |
| **Capability Criteria Evidence** | | **Completed Bidder Response Document** | |  |
| Supporting Financial Statement | |  |
| Equipment list | |  |
| Detailed Work-plan | |  |
| CVs and certificates of main project roles | |  |
| Company Organogram and Company Profile | |  |
| Certificate of Achievement of the three references provided | |  |
| **Commercial Criteria Evidence** | | **Completed Bidder Response Document** | |  |
| Payment Milestones Proposal | |  |
| Commercial/financial Offer as per BOQ and Drawings attached | |  |
|  | |  |
|  | | | | |

|  |  |  |
| --- | --- | --- |
| **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 |  |  |

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