**Bidder Response Document (BRD# SCI- SDN-WAREHOUSE-2024-001)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date Document sent out:** | | **02/12/2024** | | |
| **Date Bid Closes:** |  | **05/12/2024** | | |
|  |  |  |  |  |
| **RETURN RESPONSE TO: SAVE THE CHILDREN** | | | | |
| **Contact name** | SudanCO.procurement@savethechildren.org | | | |
| **E-mail** |  | | | |
| **Phone** |  | | | |
| **Fax** |  | | | |
| **Mobile** |  | | | |
| **Address** |  | | | |

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

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

## **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 tender process will be completed under the attached ‘Terms and Conditions of Purchase’ | **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 | **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. | **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. | **Yes / No** | **Comments** |
|  |  |
| ***5*** | Bidder to provide their **business registration certificate** | **Yes / No** | **Attachment** |
|  |  |

## **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 Reference examples of their experience in providing services similar to those included within the scope of the RFQ and with UN Agencies, INGO or Large MNC (if applicable). Examples must include:   * **POs** with INGO’s or Companies and Large MNC (if applicable).   AND/OR   * **Contracts or Contacts** with INGO’s and Large MNC | **Please Attach Supporting/Relevant Documents** |
|  |
| ***2*** | Bidder accepts payment after completion of each Purchase Order without any advance payment. | **Bidder Response** |
|  |
| ***3*** | Bidder can meet the requirements and lead times set out in the **RFQ** and in **Appendix 11**. | **Bidder Response** |
|  |
| ***4*** | Bidder shall be legally liable for any loss, damage, looting, theft whatsoever caused or arising to the stored SCI goods. | **Bidder Response** |
|  |
| ***5*** | Bidder shall be responsible for ensuring that the goods are stored in well condition as per the required standards. | **Bidder Response** |
|  |

## **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. | **Yes / No** |
|  |
| **Comment (s)** |
|  |
| ***2*** | The Bidder is registered / has its primary operations in close proximity to the delivery location to **Red Sea State, Sudan.** | **Yes / No** |
|  |
| **Comment (s)** |
|  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | Bidder is to provide a financial with fixed pricing for **One-Year** | **Yes / No**  ***(if No, please specify how long is the fixed pricing period)*** |
|  |
| ***2*** | Bidder is to provide their financial offer in **USD** in the **RFQ.** | **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 |  |  |

**Appendix II**

**Storage Service Provider for Goods**

**Introduction**

Save the Children International is seeking a qualified service provider to offer storage services for our goods. The service provider will be responsible for providing safe, secure, and efficient storage solutions based on the metrics and volume of the goods, as well as the duration of storage.

**Objectives**

**The purpose of this bid is to identify a reliable storage service provider who can:**

**1.**Safely store goods in accordance with the required conditions (e.g., temperature, humidity, or any special handling needs).  
    2.    Ensure proper record-keeping and accessibility of stored goods.  
    3.    Charge service fees based on the volume of goods, the metric system, and the number of storage days.  
    4.    Provide appropriate insurance coverage for goods during storage to protect against damage, loss, or theft.

**Scope of Work**

**1.    Storage Facility Requirements  
    •**The facility must be secure and accessible Save The Children International.  
    •    Must include options for standard storage and, if needed, climate-controlled storage.  
    •    The location should be in proximity to Port Sudan.  
    •    Adequate space to accommodate varying volumes of goods. **2.    Service Requirements  
    •**Provide storage services based on the specified metric, volume, and duration.  
    •    Ensure proper handling and labeling ( if applicable) of goods to avoid damage or misplacement.  
    •    Maintain detailed inventory records and provide weekly/monthly reports to when necessarily  
    •    Allow access to stored goods as needed, with prior coordination.  
**3.    Insurance Requirements  
    •    The service provider must offer comprehensive insurance coverage for goods stored in their facility, including but not limited to:  
    •**Loss or theft of goods.  
    •    Damage caused by fire, flooding, or other unforeseen incidents.  
    •    Liability for mishandling or negligence.  
    •    Insurance terms must specify coverage limits and conditions.  
    •    A copy of the insurance policy must be provided upon agreement.  
**4.    Fee Structure  
    •    The pricing model should be clearly based on:**•    Volume of goods (in cubic meters or other applicable units).  
    •    Number of days goods are stored.  
    •    Any additional charges, such as handling fees, special requirements, or insurance premiums, must be detailed**.  
    5.    Reporting & Communication  
    •**Provide a point of contact for ongoing coordination.  
    •    Submit regular inventory and billing reports.  
    •    Notify Save The Children International immediately in case of any issues affecting the goods (e.g., damage, theft, or facility problems).  
**6.    Compliance  
    •**Adhere to all local laws and regulations regarding storage and handling of goods.  
    •    Provide insurance coverage as outlined above.

**Submission Requirements**

**Interested service providers must submit the following:**

**1.**A proposal detailing their capacity to meet the requirements outlined in this SOW.  
    2.    Pricing structure based on the volume of goods, metrics, and duration.  
    3.    Information about their storage facility (location, security measures, and capabilities).  
    4.    Insurance policy details, including coverage limits and terms.  
    5.    References from previous clients if applicable.

**Submission Deadline**

**All proposals/ RFQs must be submitted by 5/12/2024**

**Late submissions will not be considered.**