**Bidder Response Document (SCI/SDN/RN/2025#PR578592)**

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| --- | --- | --- | --- | --- | --- |
| **Date Document sent out:** | | **07/04/2025** | | | |
| **Date Bid Closes:** |  | **12/04/2025** | | | |
| **Procurement person responsible:** | | **Maiada Abdelkareem** | | | |
|  |  |  |  |  |
| **RETURN RESPONSE TO: SAVE THE CHILDREN** | | | | | |
| **Contact name** | **Maiada Abdelkareem** | | | | |
| **E-mail** | **Maida.Abdelkreem@savethechildren.org** | | | | |
| **Phone** |  | | | | |
| **Mobile** | 0100995740 | | | | |
| **Address** | Atbara – River Nile State - Sudan | | | | |

|  |  |
| --- | --- |
| **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’  يقبل مقدم العطاء "شروط وأحكام الشراء" الخاصة بمنظمة حماية الطفولة المدرجة في الملحق 1 من يتم منحه من عملية العطاء هذه سيتم إكماله بموجب "شروط وأحكام الشراء" المرفقة | **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 **Appendices** 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.  يوافق مقدم العطاء وموظفوه (وأي مقاولين فرعيين مستخدمين) على الامتثال لسياسات SCI وسياسات IAPG وقواعد السلوك المدرجة أدناه، طوال عملية المناقصة هذه وخلال مدة أي عقد ممنوح.  1) سياسة حماية الطفل  2) سياسة مكافحة الإحتيال والرشوة والفساد  3) سياسة العبودية والاتجار بالبشر  4) مدونة قواعد السلوك IAPG  5) شروط المناقصة | **Yes / No** | **Comments** |
|  |  |

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| --- | --- | --- | --- |
| ***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.  يؤكد مقدم العرض أنه غير مرتبط بشكل مباشر أو غير مباشر بأي نشاط متعلق بالإرهاب ولا يبيع أي سلع / خدمات ذات غرض مزدوج يمكن استخدامها في نشاط متعلق بالإرهاب | **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.  يؤكد مقدم العرض أنهم ليسوا طرفًا محظورًا بموجب قوانين العقوبات المعمول بها أو قوانين مكافحة الإرهاب أو يقدمون سلعًا بموجب عقوبات الولايات المتحدة الأمريكية أو الاتحاد الأوروبي ويقبل أن تقوم شركة SCI بإجراء فحوصات مستقلة للتحقق من صحة ذلك | **Yes / No** | **Comments** |
|  |  |
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## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **Experience**  Bidder to provide detail on their 2 experiences of providing services/goods Similar to those included in RFQ.  على مقدم العرض توفير تفاصيل الخبرات السابقة فى توفير خدمات/ سلع مشابه للمطلوبة | **Client Name**  **اسم العميل** | **Contact Details (Name & Email)**  **تفاصيل التواصل (اسم, ايميل , رقم الهاتف)** | **Project Description**  **وصف الخدمة او السلعة** |
| 1) |  |  |
| 2) |  |  |
| ***2*** | Bidder accepts payment after delivery of the requested items without any advance payment.  يقبل مقدم العرض الدفع بعد تسليم الأصناف المطلوبة دون أي دفعة مقدمة. |  | | |
| ***3*** | Bidder can meet the requirements set out in the RFQ - Volume - Lead times - Specifications.  يمكن لمقدم العرض تلبية المتطلبات المنصوص عليها في طلب عرض الأسعار  - مقدار  - المهل الزمنية  - الموصفات |  | | |
| ***4*** | Bidder agrees to be responsible for **ALL** defects/losses before the transfer of ownership is complete.  يتحمل ا مقدم العرض لمورد كل العيوب و الفقدان قبل انتقال ملكية السلع او الخدمات الى المنظمة |  | | |

## **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.  تتكون القوى العاملة لدى مقدم العرض من مواطنين سودانيين بنسبة 100%، وإذا لم يكن الأمر كذلك، فيرجى تحديد النسبة المئوية | **Yes / No** |
|  |
| **Comment (s)** |
|  |
| ***2*** | The Bidder is registered / has its primary operations in close proximity to the service location river Nile state    لدى مقدم العرض سياسة أن يكون مسجلاً / لديه عملياته الأساسية من موقع الخدمة بولاية نهر النيل  . | **Yes / No** |
|  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | Bidder is to provide a financial offer in SDG with fixed pricing for a **minimum duration of 2 Months.**  يجب على مقدم العرض تقديم عرض مالي بالسوداني بسعر ثابت لمدة لا تقل عن 2 أشهر. | **Yes / No**  ***(if No, please specify how long is the fixed pricing period)*** |
|  |
| ***2*** | Bidder is to provide their financial offer in SDG in the **RFQ** **#** **578592.**  يجب على مقدم العرض تقديم العرض المالى بالجنية السودانى حسب المناقصة | **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 |  |  |