**INVITATION TO TENDER**

**SAVE THE CHILDREN INTERNATIONAL**

**SUDAN**

**23rd of July 2025**

**TENDER FOR PROVISION OF HALL RENTAL AND CATERING SERVICES**

**Invitation to Tender (ITT) No:**

**SCI/SDN/2025/ITT/ADMIN/003**

[**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** | **PROVISION OF HALL RENTAL AND CATERING SERVICES** |
| **Outcome of Tender** | **Fixed Price Framework Agreement** – the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement the terms of supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement. |
| **Duration of Award** | **1 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 (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 | **23/07/2025** |
| Deadline for questions from Bidders | **25/07/2025** |
| Deadline for Bid Submission | **30/07/2025** |
| Bid Clarifications | **03/08/2025** |
| Award Contract/Framework Agreement | **10/08/2025** |

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 must be submitted by:

**Electronic Submission via Email**

* Email should be addressed to [**SudanCO.procurement@savethechildren.org**](mailto:SudanCO.procurement@savethechildren.org)
* 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/ **(SCI/SDN/2025/ITT/ADMIN/003)** /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.

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

Your bid must be received, no later than **30/07/25 (4:00PM).**

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 [SudanCO.procurement@savethechildren.org](mailto:SudanCO.procurement@savethechildren.org)

Please be advised local working hours are **8:00AM to 4:00PM (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**

**Scope of Work:**

**The catering service will provide food and beverage services for [event/client]. The scope of work includes**

1. **Menu Planning: Collaborate with the client to plan and design a customized menu that meets their needs and preferences.**
2. **Food Preparation: Prepare and cook all food items according to the agreed-upon menu, ensuring quality, safety, and presentation standards.**
3. **Service Delivery: Deliver food and beverages to the designated location, setting up and serving as required.**
4. **Equipment and Supplies: Provide all necessary equipment, utensils, and supplies for food preparation, serving, and cleanup.**
5. **Staffing: Provide trained and experienced staff, including chefs, servers, and other support personnel as needed.**
6. **Food Safety and Hygiene: Ensure all food handling, preparation, and serving practices meet or exceed local health and safety standards.**

**The hall rental service will provide a suitable venue for workshops, meetings, or events. The scope of work includes:**

1. **Venue Provision: Rent out the hall for the agreed-upon date and time, ensuring it is clean, safe, and suitable for the event.**
2. **Facilities and Equipment: Provide necessary facilities and equipment, such as:**

**- Seating and tables**

**- Audio-visual equipment (e.g., projectors, microphones)**

**- Lighting and climate control**

**- Restrooms and parking**

1. **Technical Support: Ensure technical equipment is in working order and provide basic technical support during the event.**
2. **Maintenance and Cleaning: Maintain the hall's cleanliness and perform regular maintenance to ensure a safe and comfortable environment.**
3. **Accessibility: Ensure the hall is accessible for attendees with disabilities, if applicable.**
4. **Security: Provide a secure environment for attendees and their belongings.**

# **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** | | | |
| **Company Name** |  | | |
| **Please provide details of the primary products/services supplied by your organisation** |  | | |
| **Please explain your experience of providing the goods or services requested in this tender document.** |  | | |
| **Website address** |  | | |
| **Address** | **Main Address** | **Registered Address**  **(if different)** | **Address for Payments**  **(if different)** |
|  |  |  |
| **Company Registration Number** |  | **Tax Number** |  |
| **Year of Registration** |  | **Country of Registration** |  |
| **Type of Business**  **(e.g. Manufacturer, Distributor, Contractor)** |  | **Primary Country of Operation** |  |
| **Total Annual Revenue**  *(please state the currency)* | **2022** | **2023** | **2024** |
|  |  |  |
| **Annual Revenue**  **(from goods and services requested in this tender)** |  |  |  |
| **Have you supplied goods or services to SCI previously? If so, please provide a brief summary on total amounts and dates.** |  | | |
|  | | | |
| **KEY CONTACT DETAILS** | | | |
|  | **Primary Contact** | **Secondary Contact** | **Emergency Contact** |
| **Name** |  |  |  |
| **Job Title** |  |  |  |
| **Phone / Mobile** |  |  |  |
| **Email** |  |  |  |
| **Address** |  |  |  |
|  | | | |
| **OTHER KEY INFORMATION** | | | |
| **Provide details of what insurance cover you have and what the maximum value is** |  | | |
|  | | | |
| **KEY ROLES & PERSONNEL** | | | |
| **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).** | **Job Title** | **Role** | **E-mail Address** |
|  |  |  |

## **SECTION 2 - ESSENTIAL CRITERIA**

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract.   1. Terms & Conditions of Bidding 2. Child Safeguarding Policy 3. Anti-Bribery & Corruption Policy 4. Human Trafficking & Modern Slavery Policy 5. Protection from Sexual Exploitation & Abuse 6. Anti-Harassment, Intimidation & Bullying Policy 7. IAPG Code of Conduct | **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. | **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. | **Yes / No** | **Comments** |
|  |  |
| ***5*** | The Bidder confirm to provide their **Business Registration certificate either within Sudan or Abroad.** | **Yes / No** | **Comments** |
|  |  |
| ***6*** | Bidder must apply to all services in the attached RFQ to qualify for the next evaluation stage. | **Yes / No** | **Comments** |
|  |  |

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | **REFERENCES**  Bidder to share Three (3) 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 and Large MNC (if applicable).  AND/OR  • Contracts with INGO’s and Large MNC (if applicable). | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***2*** | The Bidder to provide their company profile including full/detailed Images of their Halls and Catering plates. | **Bidder Response** | **Comment(s)** |
|  |  |
| ***3*** | Bidder accepts payment after delivery of the requested items without any advance payment. | **Bidder Response** | **Comments(s)** |
|  |  |
| ***4*** | Bidder can meet the requirements set out in the RFQ  - Lead times **(3 Days)**  - Specifications | **Bidder Response** | |
|  | |
| **5** | Bidder confirms to meet the local health and safety standards while preparing and handling food. | **Bidder Response** | |
|  | |
| **6** | Bidder Accepts payment after 30 Days from date of delivery of items. | **Bidder Response** | |
|  | |

**SUSTAINABILITY CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | The Bidder’s workforce is 100% staffed from Sudanese nationals. | **Bidder Response** | **Comment (s)** |
|  |  |
| ***2*** | The Bidder is registered / has its primary operations in **Portsudan, Red Sea State, Sudan.** | **Bidder Response** | **Comment (s)** |
|  |  |

## **SECTION 4 – COMMERCIAL QUESTIONS**

|  |  |  |
| --- | --- | --- |
| ***#*** | **Question** | **Bidder Response** |
| ***1*** | Bidder is to provide a financial offer with fixed pricing terms for a **minimum duration of One year.** | **Yes / No** |
|  |
| ***2*** | Bidder is to provide a financial offer in the attached excel sheet in the corresponding section of this ITT. | **Bidder Response** |
| **Supplier to fill the attached RFQ in Order to provide their commercial offer** |
|  |

## **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 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** | | Copy of business registration certificate | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| **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 | | |  | |  | |
| 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 | | |  | |  | |

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