

INVITATION TO TENDER
SAVE THE CHILDREN
INTERNATIONAL

SUDAN

16th of August 2026

SCI/SDN/2026/ITT/Assida plus/737277/732908

TENDER FOR PROVISION OF
Assida plus Food bags

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	provision of Assida plus Food bags. -Attached ITT includes the technical specification,
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 Years

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.

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 (60%)

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 COMMERCIAL CRITERIA (30%)

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

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.

5. BIDDER INSTRUCTIONS

6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	16/08/26
Deadline for questions from Bidders	20/08/26
Deadline for Bid Submission	24/08/26
Bid Clarifications	27/08/26
Award Contract/Framework Agreement	03/09/26

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](#) 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 r:

Paper Submission (Hard Copy)

- Bids must be submitted as a hard copy (paper submission) directly to the **SCI Elobied Office**, located on **Aldawha - WFP Street, Elobied**.

Submission Address: SCI Elobied Office

Valley Street, **Aldawha - WFP Street, Elobied**
El Obeid , Sudan

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received no later than **24rd of Aug 2026 (4:00 PM)**.

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	Maiada Abdelkareem
Email	Maida.Abdelkreem@savethechildren.org
Position	Supply Chain Officer
Contact No.	+249915212619

Name	Sahar Adam
Email	Sahar.Adam@savethechildren.org
Position	Nutrition Officer
Contact No.	+2499100998491

Please be advised that local working hours are **8:00 AM to 4:00 PM (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. SPECIFIC REQUIREMENTS:** Under this tender, Save the Children is currently looking to engage the service of Vendors to supply **provision of Assida plus Food bags** and per the following requirements:

- Goods Required under this tender:** **provision of Assida plus Food bags in Schedule 5 of ITT.**
- Delivery Location & Incoterms:** **North Kordofan state, Sudan**

IDPs unified camp 30 bags per day	1800
Tagat IDPs Camp 30 bags per day	1200
Almatar health facility 30 bags per day	2050
Arfat health facility 30 bags per day	2050
Total	7100 bags

- Financial/Commercial Offer Requirements:**
 - Bidders are to submit their financial offer in **UNIT PRICE** form for the Goods listed in Section 4 of the ITT.
 - Bidders are to submit their Financial/Commercial Offer in **USD**, and the submitted offers are expected to be under at least a **12-Month** fixed pricing term.
 - Bidders are to submit their Financial/Commercials, including all customs clearance costs, if applicable.

. Sample Submission Requirements

Bidders are required to submit a sample when selected

PART 3 – BIDDER RESPONSE DOCUMENT

I. 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 Criteria](#)
- [Section 3 – Capability & Sustainability Questions](#)
- [Section 4 – Commercial Questions](#)
- [Section 5 – Bidder Submission Checklist](#)

The Bidder is required to sign a copy of the Check list in Section 4 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. 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			
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)	2025	2024	2023
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.			
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	
		Yes / No	Comments / Attachments
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.		
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 confirms it is fully qualified, licensed, 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): - Business registration certificate	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Business Registration Certificate	
6	Bidder is available and can deliver ALL the items listed in Section 4 of the ITT.	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 3 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 INGOs or Companies and Large MNCs (if applicable). AND/OR • Contracts or Contacts with INGOs and Large MNCs	Please Attach Supporting/Relevant Documents
2	The bidder accepts payment after completion of the service/GRN, without any advance payment.	Bidder Response
3	Bidder can meet the requirements set out in the RFQ - Volume - Lead times (15 Days) - Specifications (expired date one Year)	
4	Bidders are responsible for ALL defects/losses before the transfer of ownership is complete	Bidder Response



SUSTAINABILITY CRITERIA

Item	Question	Bidder Response	
		Bidder Response	Comment (s)
1	The Bidder's workforce is 100% staffed from Sudanese nationals.		
2	The Bidder is registered / has its primary operations in close proximity to the delivery location to North Kordofan State, El Obeid,		

SECTION 4 – COMMERCIAL QUESTIONS

#	Question	Bidder Response
1	Bidder is to provide a financial offer with fixed pricing terms for a minimum duration of 12 Months.	Yes / No (If no, please SPECIFY how long the fixed pricing period is)

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	 1. Terms & Conditions of Biddir	
Terms & Conditions of Purchase	 Terms And Conditions of Purch	
Child Safeguarding Policy	 Child Safeguarding Policy.pdf	
Anti-Bribery & Corruption Policy	 Anti-Bribery & Corruption Policy.pc	
Human Trafficking & Modern Slavery Policy	 Human Trafficking & Modern Slavery Pc	
Protection from Sexual Exploitation & Abuse	 Protection from Sexual Exploitation i	
Anti-Harassment, Intimidation & Bullying Policy	 Anti-Harassment, Intimidation & Bully	

IAPG Code of Conduct	 IAPG Code of Conduct for Agencies	
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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: