**TENDER RESPONSE**

**Please provide information against each requirement.**

Additional rows can be inserted for all questions as necessary.

**Section 1 - Bidder’s general business details**

1. General information

|  |
| --- |
| Organisation Name:  |
| Contact Name:  |
| Phone:  | Fax:  |
| Email:  | Parent company (if applicable): |
| Principle Address: | Registered Address: | Payment Address: |
| Registration number:  | Tax number:  |
| Year of registration:  | Annual Turnover: |

1. Please provide details of the type of your organisation (manufacturer, distributor, etc):
2. Please provide details of the primary products/services of your organisation:
3. Please list your employees who would be involved with Save the Children. One employee should be the key point of contact for Save the Children:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Job title** | **Role for Save the Children account** | **Direct telephone number** | **Email address** |
|  |  |  |  |  |
|  |  |  |  |  |

1. Please detail what your insurance cover provides and what the maximum value is:
2. Please provide details ofat least3client references whichSave the Children may contact (preferably NGOs):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client Organisation**  | **Contact** | **Phone no.** | **E-mail address** | **Details of contract** |
|  |  |  |  |  |
|  |  |  |  |  |

**Section 2: Bidder capacity**

1. Please check yes or no to indicate your adherence to essential criteria for bidding. Not filling these would automatically exclude the bidder from the process.

|  |  |  |
| --- | --- | --- |
| Criteria | Yes / No | Reference to Relevant Document included in the bidding  |
| Bidder can legally operate in the country of residence (Attach Photocopy of Business Registration Certificate) |  |  |
| Bidder’s confirmation of compliance with the attached Conditions of Tendering, Key Contractual Terms, Save the Children’s Child Safeguarding Policy, Save the Children’s Anti‑Bribery and Corruption Policy and the IAPG Code of Conduct (Sign bidder’s Acceptance of Terms and Condition) |  |  |
| Evidence of Tax Payment - (Attach photocopy) |  |  |

1. Provide certified true copy of your license to operate in this industry by the Nigerian regulatory authorities.
2. Provide documents that respond to each of the sub-theme below

|  |  |  |
| --- | --- | --- |
| **Product**  | **Supported document is provided** | **Please list any variations / notes to specification** |
| General Overview of the technical proposal | Yes / No |  |
| Full detail of existing and proposed agent network | Yes / No |  |
| Detailed training plan for agents and beneficiaries | Yes / No |  |
| Financial reporting mechanism |  |  |
| Data protection policy and mechanism | Yes / No |  |
| Beneficiary complaint resolution mechanism |  |  |
| Detailed methodology of how the system with work both online and offline |  |  |
| Detailed process monitoring system explained |  |  |
| End to end IT process outline  |  |  |
| Detailed security infrastructure and risk mitigation measures |  |  |
| Clarity on liability  |  |  |
| Details of reporting format and models possible with the proposed solution |  |  |

1. Please detail the organisational structure of your company that will be dedicated to this project, number of staff in different states and global structure in general.
2. Provide details of your geographical coverage in Nigeria, with details of offices, LGAs, and states of operations with verifiable addresses.
3. Provide a three year audited account statement which must have been ratified by the company’s board at the time of this submission.
4. What quality standards does your organisation adhere to e.g. ISO?
5. What warranties and guarantees can you offer as part of this contract?
6. How quickly can you guarantee a response time to quotation requests?
7. What are your standard working hours and what after hours services do you provide in the event of an emergency?
8. Detail any benefits or additional services your organisation can offer Save the Children as part of the contract:

**Section 3: Pricing proposal**

1. Please indicate here the prices you are offering to Save the Children as part of this contract, including the currency. Please refer to specification for details of what must be included.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product** | **Unit** | **Currency** | **Ex Works Price per piece** | **Location(s) of ex-works price** |
| *Platform Setup cost* |  |  |  |  |
| Card setup and printing (reprinting) |  |  |  |  |
| Training of Participants |  |  |  |  |
| Applicable devices |  |  |  |  |
| Recurrent Service Fee |  |  |  |  |
| Other Costs |  |  |  |  |
|  |  |  |  |  |

1. Can you fix these prices for the duration of the contract?

 Yes [ ]  No [ ]

If not, please provide details of how long they will remain fixed?

1. If prices cannot be fixed for the duration of the contract, please specify factors that would affect the price and indicate how changes in these factors would affect the price of the stated products:

**Section 4: Confirmation of Bidder’s compliance**

We, the Bidder, hereby confirm compliance with:

* The required specification for the products
* The Conditions of Tendering
* Save the Children’s Terms and Conditions of Purchase
* Save the Children’s Child Safeguarding policy
* Save the Children’s Anti-Bribery and Corruption policy
* The IAPG Code of Conduct

The following documents and items are included in our bid:

* Section 1: Bidder’s general business details
* Section 2: Bidder capacity
* Section 3: Pricing proposal
* *Certified True copy of Operating License*
* *Audited account for the last three years*
* *Evidence of company registration in Nigeria*

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

|  |
| --- |
| **Acceptance by the Bidder:** …………………………………………………………………….Signature …………………………………………………………………….Name……………………………………………………………………..Job Title……………………………………………………………………..Company……………………………………………………………………...Date  |