**SCHEDULE 2** **– BIDDER RESPONSE DOCUMENT**

This Schedule is to be used by Bidders participating in the pre-qualification tender to submit their responses. It should be read in conjunction with the Invitation to Tender main body. The Schedule is split into four sections, and in each section bidders are requested to complete the required information. The four sections ae:

1. Key information
2. Essential Criteria
3. Capability Criteria
4. Bidders checklist

**Instructions to bidder**

Where a response is required from a bidder, guidance and commentary is included to provide the bidder with guidance on what Save the Children expects and requires. The guidance provided, details the MINIMUM requirements expected by Save the Children. If a bidder wishes to add further information which it deems pertinent, it may do so.

A brief summary of the requirement and specifications are provided in the ‘Goods Specification Document ’ Schedule 1.

For the avoidance of doubt, bidders are required to complete all cells shaded yellow. Responses submitted with any missing information may be declared void (unless it is clearly documented why a section has been left blank - e.g. Bidder unable to supply part of the pre-qualification tender), and the Bidder will be eliminated from the tender process. You are not required to submit pricing at this stage.

1. **Key Information**

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Please provide details of the primary products/services of your organisation** |  |
| **Website address** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Primary Contact** |  | **Position** |  |
| **Phone** |  | **Fax** |  |
| **Mobile** |  | **E-mail** |  |
| **Core working hours** |  | | |
| **Secondary Contact** |  | **Position** |  |
| **Phone** |  | **Fax** |  |
| **Mobile** |  | **E-mail** |  |
| **Core working hours** |  | | |

|  |  |  |
| --- | --- | --- |
| **Principle Address (located)** | **Registered Address (legal)** | **Payment Address (for payments)** |
|  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Company registration number** |  | **Tax Number** |  |
| **Year of registration** |  | **Type of entity e.g. Individual, non-profit, private, public etc** |  |
| **Country of Corporation** |  | **Primary country of operation** |  |
| **Type of business e.g. manufacturer, distributer etc** |  | **Annual turnover ($) for the previous three tax years** |  |
| **If you are an existing bidder or supplier to Save the Children, please confirm the details here** |  | | |
| **Details of geographic coverage in country / outside** |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Job Title** | **Role for Save the Children during the project** | **Direct telephone number** | **E-mail Address** |
| **Please list the employees who would be involved with Save the Children** |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Essential Criteria**

Bidders are required to complete **all** questions detailed within this section. If any of the information or statements made transpire not to be true, or if the bidder is found to breach any of the Save the Children policies, T&C's or any other requirement as detailed below, they risk being eliminated from the tender process. If an award has already been placed and the Bidder is providing goods / services and they are found to be in breach, Save the Children may terminate any Agreements with immediate effect and cease to trade with the Bidder.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Policies and terms and conditions** | | | | | | |
| 1 | | Bidder complies with SCI’s mandatory policies (listed below) and the IAPG Code of Conduct. Bidder is required to ensure that staff and any sub-contractors comply with SCI’s mandatory policies and the IAPG Code of Conduct during the contract term:  1. Child Safeguarding Policy,  2. Anti-Fraud, Bribery & Corruption Policy  3. Slavery and Human Trafficking Policy | | **Yes / No** | | **Comments** |
|  | |  |
| 2 | | Bidder will report any suspected or actual breach of SCI’s compliance provisions to SCI, and update SCI on any investigations or steps taken. | |  | |  |
| 3 | | Do you agree to comply with our standard policies and procedures as stated in RFQ or Invitation to Tender (ITT) document | |  | |  |
| **Right to work and trade** | | | | | | |
| 1 | Bidder is a registered legitimate business or registered for trading and tax as appropriate | | **Yes / No** | | **Comments** | |
|  | |  | |
| 2 | Bidder ensures it is not involved directly or indirectly in terrorism or the financing of terrorism, or have any business relations with armed groups or governments for any war related purpose. | |  | |  | |
| 3 | Bidder is not a prohibited party or on government blacklist | |  | |  | |

1. **Capability Criteria**

**A) General capability**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Bidder Response** | | |
| Bidder shares three (3) examples of their experience of providing similar goods or services to organisation like Save the Children in Nigeria  Bidder should provide three (3) examples and responses should reference work with other INGO's and large multinationals in Nigeria if applicable. Where possible, responses should provide indicative detail of the goods supplied, the duration and volumes | Client organisation & contact | e-mail address | Reference description e.g. what goods were supplied |
|  |  |  |
|  |  | | |
| Bidder can supply items listed as part of the pre-qualification tender  *Please refer to Schedule 1- Goods Specification Document and complete. Please add any comments here* | **Yes / No / Partial (indicate %age)** | | |
|  | | |
| Bidder agrees to supply required samples of each identified critical good as per Schedule 1-Goods specification Document in Column E. | **Yes / No** | | |
|  | | |
| Bidder confirms that samples of critical goods can be supplied free of charge | **Yes / No** | | |
|  | | |
| Bidder states average delivery lead time for items in emergency | **Delivery Lead-time** | | |
|  | | |
| Bidder Confirms ability to hold stock for Save the children | **Yes / No** | | |
|  | | |
| Bidder provides annual statements of turnover - 3/5 years, balance sheets, profit and loss statements, auditors’ reports, etc relevant to the tender |  | | |

For the following statements, please indicate if you can comply or not.

|  |  |  |
| --- | --- | --- |
| Questions | Willingness to comply (yes/No) | If NO, Please provide alternative answer or comments |
| Are you willing to receive the payment through bank transfer after completion of certain percentage of work at site (No upfront payment)? |  |  |
| Are you willing to comply with the retention policies of Save the Children to retain 10 % of the project for defect liability / guarantee period? |  |  |
| Are you willing to wait for processing of your payment after submission of your invoice for a period of 30 working days required by finance team of Save the Children? |  |  |

*Specify proposed sources of financing to meet the cash flow demands of the proposed Project/Contractual Agreement, net of current commitments.*

*If necessary, use separate sheets to provide complete banker information. A copy of the audited balance sheets should be attached*.

|  |  |  |
| --- | --- | --- |
| Banker | Name of banker |  |
|  |  |
| Address of banker  ………………………………………………… |  |
| Telephone | Contact name and title |
| Fax | E mail |

**Summary Sheet:**

**Current Contract Commitments / Works in Progress**

Name of Tenderer or partner of a joint venture

*Tenderers and each partner of a joint venture should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.*

*Note: Any misleading information by the Contractor will result in non-compliance of his tender*.

**Litigation History**

Name of Tenderer or partner of a joint venture

*Tenderers, including each of the partners of a joint venture, should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution. A separate sheet should be used for each partner of a joint venture.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Name of Client, cause of litigation, and matter in dispute** | **Disputed amount** | ***Award FOR or AGAINST Applicant*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

We, the Bidder, hereby confirm compliance with:

* The required specification for the works
* 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
* Bidder’s proof of registration in country (Registration Certificate, Up to date Tax Clearance)

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  ……………………………………………………………………...  Company Official stamp |