**TENDER RESPONSE**

**Ref: CFP/ABUJA/2019/002**

**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, service provider etc.):

**Section 2: Bidder capacity**

1. Resume here you adherence to essential criteria for bidding

|  |  |  |
| --- | --- | --- |
| Criteria | Yes / No | Reference to Relevant Document included in the bidding |
| Copy of Certificate of Registration |  |  |
| Copy of practicing license for principals of the firm |  |  |
| Copy of valid Tax Compliance Certificate |  |  |
| Copies of audited financial statement |  |  |
| Registration with the Financial Reporting Council of Nigeria |  |  |
| 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 |  |  |

1. What standards does your organisation adhere to (If applicable) e.g. ISO?
2. 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 educational qualifications and CV of all the above staff members
2. Please provide details ofat allclient references whichSave the Children may contact (preferably NGOs/INGOs working with major donor ):

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

1. Do you have ability to conduct audit in all SCI locations within Nigeria including the North East Region (Yes or No)
2. How quickly can you guarantee a response time to quotation requests?
3. What are your standard working hours and what after work hours services do you provide in the event of an emergency?
4. Detail any benefits or additional services your organisation can offer Save the Children as part of the contract:

**Section 3: Confirmation of Bidder’s compliance**

We, the Bidder, hereby confirm compliance with:

* The required specification for the service
* 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
* Full completion of the “Tender Response” document in order for the bid to be compliant. Supplementary proposal documents are requested to demonstrate that the bid is meeting the essential and preferred criteria listed below. Those tenders returned uncompleted may be treated as void.
* One hard copy of bids to be submitted on headed paper.
* Bids to be submitted in a sealed envelope, addressed to Save the Children International at the below address. The envelope should indicate the tender reference number only. Missing reference will disqualify the bid.

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

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