**TENDER RESPONSE**

**ITT/MAID/2019/001/CONSTRUCTION**

**Please provide information against each requirement.**

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

1. General information

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| --- |
| Organisation Name: |
| Registered name of company (if different): |
| Any other trading names of company: |
| Contact Name: | Job title :  |
| Phone: | Fax: |
| Email: | Website:  |
| Principle Address: | Registered Address: | Payment Address: |
| Registration number: | Country of registration: |
| Date of registration: | VAT/Tax registration number: |
| Legal status of company (i.e. sole trader, partnership, private limited company, other): |
| Annual Turnover:  | Total net assets: |
| Profit:  | Total current assets:  |
| Expenditure:  | Total current liabilities:  |
| Names of Directors: |
| Location of bank account for depositing payments relating to this contract:  |

1. Please provide details of the primary products/services of your organisation:
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** |
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1. For the last 5 years, list all the projects you have completed including ongoing projects. Please provide copy of Signed contract or Appreciation Certificate where available (**8 points**)

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| --- | --- | --- | --- |
| **Project Details** | **Location of Project** | **Project Status***(Completed / Ongoing)*  | **Client name**  |
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5b. Please provide details ofat least2client references whichSave the Children may contact.

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| --- | --- | --- | --- | --- |
| **Client Organisation**  | **Contact** | **Phone no.** | **E-mail address** | **Details of contract** |
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1. Please demonstrate your understanding of the project by attaching a **Work Plan/Program of works. (30 points)**
2. **Please state the earliest time the project can be completed. (10 points).**
3. Please detail what your insurance cover provides and what the maximum value is:
4. For the purpose of this project, please share a list of technical personnel involved (Maximum 10) along with their names including following details? (8 Points)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Technical Staff Names** | **Job Title or Position** | **Education Level** | **Other certification if any** | **Contract Start / end Date** |
| **01** |  |  |  |  |  |
| **02** |  |  |  |  |  |
| **03** |  |  |  |  |  |
| **04** |  |  |  |  |  |
| **05** |  |  |  |  |  |
| **06** |  |  |  |  |  |
| **07** |  |  |  |  |  |
| **08** |  |  |  |  |  |
| **09** |  |  |  |  |  |
| **10** |  |  |  |  |  |

Please attach copies of signed and stamped contracts of at least two technical staffs listed above along with copies of their diploma and trade certificates.

On a separate sheet, show the management structure/organogram of your company

**Section 3: Bidder Financial Capacity**

1. Please attach the most recent financial statement of your company (maximum 3 pages)? (**4 points)**
2. For the following statements, please indicate if you can comply or not.

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| --- | --- | --- |
| 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*.

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| --- | --- | --- |
| 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*.

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| --- | --- | --- | --- | --- | --- |
| **Name of Contract** | **Employer** | **Date of Award**  | **Value of work**  |  **% age Completed** | **Estimated Completion Date**  |
| **1.** |  |  |  |  |  |
| **2.** |  |  |  |  |  |
| **3.** |  |  |  |  |  |
| **4.** |  |  |  |  |  |
| **5.** |  |  |  |  |  |
| **6.** |  |  |  |  |  |

**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***  |
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**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.

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