**TENDER RESPONSE (Consultancy)**

**ITT-ABJ-2019-005**

**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

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| --- | --- | --- | --- |
| 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: (**NGN)** : | |
| Other key information : | | | |

1. Bidder’s Proposal shows understanding of SCI’s desired service (YES/NO)
2. Bidder is able to provide difficulties and mitigating measures in providing the desire service (YES/NO). Please provide the number of challenges/measures provided by the bidder.
3. Please list your consultants who would be involved with Save the Children.

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| --- | --- | --- | --- | --- |
| **Name** | **Job title** | **Role for Save the Children account** | **Direct phone number** | **Email address** |
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1. Please provide 3 Samples of relevant previous work carried out in the technical expertise

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| **Client Organisation** | **Contact** | **Phone no.** | **E-mail address** | **Details of contract** |
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1. Please provide 3 sample of relevant previous work carried in Nigeria or west Africa (even if not in the technical area)

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| **Client Organisation** | **Contact** | **Phone no.** | **E-mail address** | **Details of contract** |
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**Section 2: Bidder capacity**

1. Please tick yes or no to indicate your adherence to essential criteria for bidding

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| --- | --- | --- |
| Criteria | Yes / No | Reference to Relevant Document included in the bidding |
| Bidder can legally operate (Attach Photocopy of proof of business registration – CAC for local firm , Proof of Business registration for international firm) |  |  |
| 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 (Signing of Tender response) |  |  |
| Evidence of Tax (Attach photocopy) |  |  |

Is your firm able to provide all the listed services without sub-contracting?

Yes  No

If No, please detail which services are to be sub-contracted and a list of your sub-contracting firm.

1. What are your standard working hours and what after-hours services do you provide in the event of an emergency?

**Section 3: Commercial (Pricing proposal):**

1. **Please provide at least list of 5 Consultants and their daily rates:**

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Are these rates valid for at least the next 12 months following the tender process?

Yes  No

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

1. If prices cannot be remain valid for the next 12 months, please list any factors that would affect prices and also briefly explain how the mentioned factors would affect prices.
2. Please, confirm if your firm/Organisation can provide the service at the place where the services are needed- Save the Children International in Abuja and other locations.

Yes  No

1. Terms and Conditions of payment:

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**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
* Documentation proving the company is registered with Corporate Affairs Commission (CAC)
* Documentation to prove Financial sustainability of Bidder and Tax record
* 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 meets the essential and preferred criteria listed below. Those tenders returned uncompleted may be treated as void.
* One hard copy of bid to be submitted.
* Bid 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.
* **Save the Children International, 4, Danube Close Maitama, Abuja**
* Other eventual documents included in the bid documentation are to be listed below

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: ……………………………………………………………………. |