

INVITATION TO TENDER
ITT/GLOBAL/ SNF/ JAN /2023
SUPPLY OF SPECIALISED NUTRITION FOODS (SNF)
JANUARY 2023

SUBMISSION DEADLINE: 23:59 ON 03/02/2023 (Friday, February 3, 2023)

PRE-SUBMISSION CLARIFICATION DEADLINE 12:00 ON 20/01/2023 (Friday, January 20, 2023)

QUESTIONS / CLARIFICATIONS: sylvia.murithi@savethechildren.org

FORMAT FOR SUBMISSION: [BIDDER RESPONSE DOCUMENT](#)

[PART 1: INVITATION TO TENDER](#)

- Introduction to SCI
- Project Overview and Requirements
 - Award Criteria
- Instructions & Key Information

[PART 2: CORE REQUIREMENTS AND SPECIFICATION](#)

A detailed description of SCI's specific requirements (e.g. volumes, delivery dates/locations, product specifications etc.).

[PART 3: BIDDER RESPONSE DOCUMENT](#)

The bidder will use the template to submit a response to this Invitation to Tender.

PART 1 – INVITATION TO TENDER

1. INTRODUCTION TO SAVE THE CHILDREN

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

Our Vision – a world in which every child attains the right to survival, protection, development and participation.

Our mission is to inspire breakthroughs in how the world treats children and achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

- Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
- Campaign for long-term change to improve children’s lives.
- Improve children’s access to the food and healthcare they need to survive.
- Secure a good quality education for the children who need it most.
- Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
- Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work, we undertake and recent achievements, visit our [website](#).

2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	<i>Supply of specialised nutrition foods in a therapeutic form for the treatment of severe acute malnutrition (SAM) and Moderate acute malnutrition (MAM).</i>
Outcome of Tender	<p><i>The tender will result in one of three outcomes:</i></p> <ol style="list-style-type: none"> <i>1. Global Framework Agreement (Fixed Price) for Global positioned suppliers</i> <i>2. Multiple Country Office Framework Agreement s(Fixed Price) for Countries where there is known demand either for a specific Country or small cluster of COs if applicable.</i> <p><i>The successful supplier(s) will be awarded a ‘Framework Agreement’.</i> <i>Within the Framework Agreement, the terms of supply (e.g. indemnities,</i></p>

	<i>liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases will be completed under separate Purchase Orders, which will be governed and linked to the original Framework Agreement.</i> <i>3. Prequalification of suppliers for Countries where there is potential demand(No framework Agreement) orders will be placed on a need basis</i>
Duration of Award	<i>Initial 3 year term plus an extension of 2 more years subject to satisfactory performance and prices remaining competitive</i>

Further detail on the specific project requirements (e.g. volumes, dates, specifications etc.) can be found in [Part 2 \(Core Requirements & Specifications\)](#) of this Tender Pack.

3. AWARD CRITERIA

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

3.1 ESSENTIAL CRITERIA

Criteria, which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as 'Pass' / 'Fail'.

3.2 SUSTAINABILITY CRITERIA (10%)

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

3.3 CAPABILITY CRITERIA (30%)

Criteria that will be used to evaluate the bidders' ability, skill and experience in relation to the requirements of SCI. All bids will be evaluated against the same pre-agreed Capability Criteria

3.4 QUALITY CRITERIA (30%)

These are criteria that will be used to evaluate the bidders' quality assurance system and experience in relation to the requirements of SCI. All bids which pass the Essential Criteria will be evaluated against the same pre-agreed Quality Criteria, which will have been created by a committee of representatives from SCI..

3.5 COMMERCIAL CRITERIA (30%)

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

4. GOOD MANUFACTURING /GOOD DISTRIBUTION PRACTICE SITE VISIT

Following the technical evaluation of the Award criteria as described in section 3 above, the SCI office will conduct either a Good Manufacturing or Good Distribution Practice (GDP) Site Visit for those suppliers that have been shortlisted as potential suppliers that SCI wishes to engage a long-term arrangement with.

The purpose of this site visit checklist is to carry out a physical check in order to evaluate suppliers against internationally recognized Quality Assurance standards.

5. VETTING

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

6. BIDDER INSTRUCTIONS

6.1 TIMESCALES

Activity	Due Date
Issue Invitation to Tender	Monday , January 9, 2023
Deadline for questions from Bidders	Friday, January 20, 2023
Response for clarifications submitted by Bidders	Wednesday , January 23, 2023
Deadline for Return of Bids	Friday, February 3, 2023
Evaluation, bid clarifications & Shortlisting suppliers'	Friday February 17, 2023
Supplier Presentations	Week ending March 3, 2023 Week ending March 10,2023
Supplier quality vetting /site visits for shortlisted suppliers'	By week ending March 2023
Contract award & supplier negotiations	By April 2023
Go Live	May 2023

The above dates are for indicative purposes only and are subject to change.

6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [Part 3](#) of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

Electronic Submission via ProSave

- Submit your response in accordance with the guidance provided in the below document:



Bidding on a
Sourcing Event v2_fr

Electronic Submission via Email

- Email should be addressed to Sylvia Murithi at GLOBALSNF2023@savethechildren.org
- Note – this is a sealed tender box, which will not be opened until the tender has closed. Therefore, do not send tender-related questions to this email address, as they will not be answered. The subject of the email should be “ITT/GLOBAL/ SNF/ JAN /23
- Bidder Response – ‘Bidder Name’, ‘Date’.
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **GMT 17:00, FRIDAY DECEMBER 23, 2023**

Bids must remain valid and open for consideration for a period of no less than 90 days.

6.5 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Sylvia Murithi
Global Sourcing Manager – Strategic Sourcing
Save the Children

sylvia.murithi@savethechildren.org

Please be advised local working hours are GMT 08:30 to 16.30 (Monday to Friday) Please allow up to two (2) working days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

1. SPECIFIC REQUIREMENTS

Save the Children works across thematic areas to address the unique and complex causes of illness, malnutrition, and death in mothers, new-borns and young children with the aim of ensuring that **no child dies of preventable causes before their fifth birthday**. Within the health and nutrition thematic area, Save the Children supports global and country-level efforts to achieve universal coverage of a package of proven, high-impact maternal, newborn and child health and nutrition interventions.

As availability, demand and prices are changing rapidly, SCI is looking to identify and preposition suitably qualified suppliers to meet our future demands and ensure we have an adequate pool of suppliers to cover all our country program requirements.

As of **March 2022**, Save the Children is working in **118** countries in a variety of capacities, including: 30 Members, 3 advocacy offices, SC Europe, 5 regional offices, 62 Country Programs, 17 partner-led programs, 2 Humanitarian response offices and 2 National Offices.

This tender is for the supply of specialised nutrition foods in a therapeutic form for the treatment of severe acute malnutrition (SAM) and Moderate acute malnutrition (MAM)

2. SPECIFICATIONS

CATEGORY	MINIMUM INFORMATION TO BE PROVIDED	OPTIONAL INFORMATION TO BE PROVIDED
SPECIALISED NUTRITION FOOD	Availability	
	Product Name	
	Pack Sizes	
	Unit of Measure	
	Unit price	Alternative Products
	Quality Certificates	
	Held in Stock	
	Approx. lead times	
	Minimum Order Quantities	

#	Generic description	Additional info
1	RUSF, (LNS-MQ) paste, 270 kcal, 50 g, sachet	
2	RUSF, paste, 500 kcal, 100 g sachet	
3	RUSF, pack of 540g (=9 bars)	
4	RUTF, paste, 500 kcal, 92 g sachet	
5	RUSF, (LNS-PLW) paste, 515 kcal, 92 g sachet	For Pregnant & lactating women
6	RUTF, pack of 510g (=9 bars)	
7	Therapeutic milk, powder, F-100 powder, 400g tin	
8	Therapeutic milk, powder, F-75 powder, 400g tin	

a) Item Description RUSF, (LNS-MQ) paste, 270 kcal, 50 g, sachet
SCI Description RUSF, 'Plumpy Doz', paste, 270 kcal, 50 g, sachet

Technical specifications:

MQ-LNS is a fortified, stabilised lipid-based paste or spread that is individually packaged into sachets. MQ-LNS is generally made with heat-treated oil seeds, pulses or cereals together with sugar, milk powder, vegetable oils, vitamins and minerals.

Nutritional Content per 100g finished product

- Energy: 510 -560kcal
- Protein: 11 - 16g (3.6g from milk protein sources)
- Lipids: 26 - 36g
- Omega: 6 fatty acids: 2.6 - 6.10g
- Omega: 3 fatty acids: 0.3 - 1.8g
- Trans fats: <3% total fat

Vitamins: Min Max

- vitamin A (Retinol Equivalent): 550mcg - 1150mcg
- vitamin B1 (Thiamine): >1.0mg
- vitamin B2 (Riboflavin): >2.1mg
- vitamin B3 (Niacin): >13mg
- vitamin B5 (Pantothenic acid): >4.0mg
- vitamin B6 (Pyridoxine): >1.8mg
- biotin >60mcg
- folates (as dietary folic acid equiv) >330mcg
- vitamin B12(Cyanocobalamin): >2.7 mcg
- vitamin C (Ascorbic acid): >60mg
- vitamin D (Cholecalciferol): 15mcg - 20mcg
- vitamin E (Tocopherol): >16mg
- vitamin K (Phytonadione): >27mcg

Minerals: Min Max

- Calcium: 535- 750mg
- Phosphorus: 450- 750mg
- Potassium: 900- 1400mg
- Magnesium: 150- 225mg
- Manganese: 1.2- 2.4mg
- Zinc: 11- 14mg
- Copper: 1.4- 1.9mg
- Iron: 10- 14mg
- Iodine: 100- 140mcg
- Selenium: 20- 40mcg
- Sodium: <270 mg

Items supplied with a leaflet

Shelf life: minimum 24 months

b) Item Description RUSF, paste, 500 kcal, 100 g sachet
SCI Description RUSF, Plumpy Sup', paste, 500 kcal, 100 g sachet

Technical specifications:

RUSF is a fortified, stabilised lipid-based paste or spread that is individually packaged into sachets. RUSF is generally made with heat-treated oil seeds, pulses or cereals together with sugar, milk powder, vegetable oils, vitamins and minerals.

Nutritional Content per 100g finished product

- Energy: 510 -560kcal
- Protein: 11 - 16g (3.6g from milk protein sources)

- Lipids: 26 - 36g
- Omega: 6 fatty acids: 2.6 - 6.10g
- Omega: 3 fatty acids: 0.3 - 1.8g
- Trans fats: <3% total fat

Vitamins: Min Max

- vitamin A (Retinol Equivalent): 550mcg - 1150mcg
- vitamin B1 (Thiamine): >1.0mg
- vitamin B2 (Riboflavin): >2.1mg
- vitamin B3 (Niacin): >13mg
- vitamin B5 (Pantothenic acid): >4.0mg
- vitamin B6 (Pyridoxine): >1.8mg
- biotin >60mcg
- folates (as dietary folic acid equiv) >330mcg
- vitamin B12(Cyanocobalamin): >2.7 mcg
- vitamin C (Ascorbic acid): >60mg
- vitamin D (Cholecalciferol): 15mcg - 20mcg
- vitamin E (Tocopherol): >16mg
- vitamin K (Phytonadione): >27mcg

Minerals: Min Max

- Calcium: 535- 750mg
- Phosphorus: 450- 750mg
- Potassium: 900- 1400mg
- Magnesium: 150- 225mg
- Manganese: 1.2- 2.4mg
- Zinc: 11- 14mg
- Copper: 1.4- 1.9mg
- Iron: 10- 14mg
- Iodine: 100- 140mcg
- Selenium: 20 - 40mcg
- Sodium: <270 mg

Items supplied with a leaflet

Shelf life: minimum 24 months

c) Item Description RUSF, pack of 540g (=9 bars)

SCI Description RUSF (BP5), high energy bar, pack of 540g (=9 bars)

Technical specifications

Fortified and cereal-based dry compressed food, 9 bars per pack of 500g, and 24 packs per carton. Each bar weighs a minimum of 55g.

Ingredients

- Baked wheat partially hydrogenated vegetable fat, sugar, vegetable soya protein, malt, vitamins and minerals.
- No ingredients of animal origin
- Allergen statement: May contain traces of milk.

Energy content

- Tablet of 28g: 128kcal/531kJ
- Bar of 56g: 254kcal/1.061kJ
- Unit of 500g: 2.290kcal/9.572kJ
- Carton of 12kg: 54.960kcal/229.733kJ

1 carton with 24 units of 500g supplies 24 daily Emergency Food Rations for adults.

Nutrition content per 100 g

- Energy value: 440 kcal
- Proteins: 12-16% of weight
- Carbohydrates: 57-61% of weight
- Fat: min 15% of weight

Vitamins

- Vitamin A: 0.47mg
- Vitamin B1: 0.52mg
- Vitamin B2: 0.8mg
- Vitamin B6: 0.87mg
- Vitamin B12: 1.3mcg
- Vitamin C: 40mg
- Niacin: 8mg
- Vitamin D: 4.3mcg
- Vitamin E: 7.0mg
- Folic acid: 130mcg
- Calcium pantothenate: 3.0mg
- Biotin: 62.5mcg

Minerals (typical values)

- Calcium: 400-600mg
- Potassium: 300-400mg
- Magnesium: 100-140mg
- Sodium: <290mg
- Iron: >9mg
- Phosphorous: 400-600mg
- Zinc: >9mg
- Copper: 0.8-1.2mg
- Selenium: 20-30mcg
- Iodine: 80-120mcg

Shelf life: minimum 5 years

Packaging: Unit pack of 500g: 2 pieces (tablets) Emergency Food Ration (EFR) per bar, wrapped in wax paper; 9 bar shrink-wrapped in a polyethylene film and vacuum sealed in a layer laminated Alu-foil bag, covered by a carton box.

d) Item Description RUTF, paste, 500 kcal, 92 g sachet

SCI Description RUSF, RUTF, 'Plumpy Nut', paste, 500 kcal, 92 g sachet

RUTF is a smooth, homogeneous, thick paste containing ground peanuts, sugar, oil, milk powder and vitamin and mineral premix. It is squeezed out of the sachet and given to the infant or child directly.

Technical Specifications

Nutritional composition per 100 g of RUTF paste

- Moisture content: 2.5% maximum
- Water activity: 0.6 maximum
- Energy: 2176-2301kJ
- 520-550 kcal

- Proteins*: 10-12% total energy
- 12.8-16.2% by weight
- Lipids: 45-60% total energy
- 25.8-36.3% by weight
- n-6 fatty acids: 3-10% total energy
- n-3 fatty acids: 0.3-2.5% total energy
- Trans-fatty acids: <3% total fat
- Fibre: <5%
- Free Sugar <20% of total energy
- At least half of the protein contained in RUTF paste comes from milk/dairy products.

Minerals per 100g of RUTF paste:

- Sodium: 290 mg maximum
 - Potassium: 1100-1400 mg
 - Calcium: 300-600 mg
 - Phosphorous*: 300-600 mg
 - Magnesium: 80-140 mg
 - Iron: 10-14 mg
 - Zinc: 11-14 mg
 - Copper: 1.4-1.8 mg
 - Selenium: 20-40 micrograms (µg)
 - Iodine: 70-140 micrograms (µg)
- *Expressed in terms of non-phytate Phosphorus

Vitamins per 100g RUTF paste:

- Vitamin A (Retinol Equivalent): 0.8-1.1mg
- Vitamin B1(Thiamine): 0.5 mg minimum
- Vitamin B2(Riboflavin): 1.6 mg minimum
- Vitamin B3(Niacin): 5 mg minimum
- Vitamin B5(Pantothenic acid): 3 mg minimum
- Vitamin B6(Pyridoxine): 0.6 mg minimum
- Vitamin B7(Biotin): 60 µg minimum
- Vitamin B9 (Folic acid): 200 µg minimum
- Vitamin B12(Cyanocobalamin): 1.6 µg minimum
- Vitamin C (Ascorbic acid): 50 mg minimum
- Vitamin D (Cholecalciferol): 15-20 microgrammes (µg)
- Vitamin E (Tocopherol): 20 mg minimum
- Vitamin K (Phytonadione): 15-30 microgrammes (µg)

Shelf Life:

- Minimum Shelf life 24 months from date of manufacture.

Storage and transport conditions:

- Below 30 °C, no refrigeration required

- e) **Item Description RUSF, (LNS-PLW) paste, 515 kcal, 92 g sachet**
SCI description RUSF, 'Plumpy mum', paste, 515 kcal, 92 g sachet
Technical specifications:

RUSF is a fortified, stabilised lipid-based paste or spread that is individually packaged into sachets. RUSF is generally made with heat-treated oil seeds, pulses or cereals together with sugar, milk powder, vegetable oils, vitamins and minerals.

Nutritional Content per 100g finished product

- Energy: 510 -560kcal
- Protein: 11 - 16g (3.6g from milk protein sources)
- Lipids: 26 - 36g
- Omega: 6 fatty acids: 2.6 - 6.10g
- Omega: 3 fatty acids: 0.3 - 1.8g
- Trans fats: <3% total fat

Vitamins: Min Max

- vitamin A (Retinol Equivalent): 550mcg - 1150mcg
- vitamin B1 (Thiamine): >1.0mg
- vitamin B2 (Riboflavin): >2.1mg
- vitamin B3 (Niacin): >13mg
- vitamin B5 (Pantothenic acid): >4.0mg
- vitamin B6 (Pyridoxine): >1.8mg
- biotin >60mcg
- folates (as dietary folic acid equiv) >330mcg
- vitamin B12(Cyanocobalamin): >2.7 mcg
- vitamin C (Ascorbic acid): >60mg
- vitamin D (Cholecalciferol): 15mcg - 20mcg
- vitamin E (Tocopherol): >16mg
- vitamin K (Phytonadione): >27mcg

Minerals: Min Max

- Calcium: 535- 750mg
- Phosphorus: 450- 750mg
- Potassium: 900- 1400mg
- Magnesium: 150- 225mg
- Manganese: 1.2- 2.4mg
- Zinc: 11- 14mg
- Copper: 1.4- 1.9mg
- Iron: 10- 14mg
- Iodine: 100- 140mcg
- Selenium: 20 - 40mcg
- Sodium: <270 mg

Items supplied with a leaflet

Shelf life: minimum 24 months

Storage and transport instructions: below 30 degrees Celsius, no refrigeration required

f) Item Description RUTF, pack of 510g (=9 bars)
SCI Description RUTF (BP100), pack of 510g (=9 bars)

Technical Specifications:

RUTF biscuits are compressed bars, manufactured from a mixture of cereal, milk powder, vegetable oil and carbohydrates, with added vitamins and minerals.

Nutritional composition

- Moisture content: 4% maximum
- Water activity: 0.6 maximum
- Energy: 500 kcal/100 g minimum
- Proteins: 10-12% total energy
- 12.3-15.5% by weight
- Lipids: 45-60% total energy
- 24.8-33.0% by weight
- n-6 fatty acids: 3-10% total energy
- n-3 fatty acids: 0.3-2.5% total energy
- Trans-fatty acids: <3% total fat
- Carbohydrates (difference): 40-6-% (approx, by weight)
- Fibres: 5% maximum
- Ash: 5g /100g maximum

Minerals (per 100g)

- Sodium: <290 mg
- Potassium: 1100-1400 mg
- Calcium: 300-600 mg
- Phosphorous: 300-600 mg, Expressed in terms of non-phytate phosphorus
- Magnesium: 80-140 mg
- Iron: 10-14 mg
- Zinc: 11-14 mg
- Copper: 1.4-1.8 mg
- Selenium: 20-40 mcg
- Iodine: 70-140 mcg

Vitamins (per 100g)

- vitamin A (Retinol Equivalent): 0.8-1.1mg
- vitamin B1 (Thiamine): >0.5 mg
- vitamin B2 (Riboflavin): >1.6 mg
- vitamin B3 (Niacin): >5 mg
- vitamin B5 (Pantothenic acid): >3 mg
- vitamin B6 (Pyridoxine): >0.6 mg
- vitamin B7 (Biotin): >60 mcg
- vitamin B9 (Folic acid): >200 mcg
- vitamin B12 (Cyanocobalamin): >1.6 mcg
- vitamin C (Ascorbic acid): >50 mg
- vitamin D (Cholecalciferol): 15-20 mcg
- vitamin E (Tocopherol): >20 mg
- vitamin K (Phytonadione): 15-30 mcg

Shelf life: 4 years
Storage and transportation: below 30 degrees Celsius, no refrigeration required

g) Therapeutic milk, powder, F-100 powder, 400g tin

Technical Specifications

General description:

Milk based white or pale yellowish fine powder; free from impurities, coloured particles, caking or lumps.

Ingredients: milk powder, refined vegetable oil, sugar, maltodextrin, milk derivatives, emulsifier (eg lecithin) vitamin and mineral premix.

Nutritional Composition per 100 ml

- Energy: 100 (95-105) kcal
- Protein: 11 (10-12) % of total energy
- 3 (2.3-3.1g)
- Carbohydrate: 36 (28-45) % of total energy
- 9 (7-12) g
- Lactose: 4.2g (4-4.4g) maximum
- Lipids: 53 (45-60 %) of total energy
- Lipids: 5.8 (4.9-6.9g)
- n-6 fatty acid: 6.5 (3-10%) of total energy
- n-3 fatty acid: 2.8 (0.3-2.5%) of total energy
- Ash: max 4%
- Moisture: max 2.5%

Minerals per 100ml

- Sodium: 55 mg maximum
- Potassium: 210-270mg
- Calcium: 55-115mg
- Phosphorus*: 55-115mg
- Magnesium: 15-25mg
- Iron: 0.05mg maximum
- Zinc: 2.0-3.0mg
- Copper: 0.25-0.35mg
- Selenium: 3.5-7.7mcg
- Iodine: 13-27mcg
- *(excluding phytate)

Vitamins per 100ml

- Vitamin A: 0.15-0.32mg
- Vitamin D3: 3.0-5.3mcg

- Vitamin E: 4-6.5mg
- Vitamin K: 3 mcg minimum
- Thiamine: 0.1mg minimum
- Riboflavine: 0.3mg minimum
- Ascorbic acid: 9.6mg minimum
- Vitamin: B6: 0.1mg minimum
- Vitamin: B12: 0.3mcg minimum
- Folic acid: 38mcg minimum
- Niacin: 1.0mg minimum
- Pantothenic acid: 0.6mg minimum
- Biotin: 11mcg minimum

Shelf Life:

Shelf life unopened: minimum 12 months from date of manufacture.

Storage and transport: below 30 degrees Celsius, no refrigeration required

h) Therapeutic milk, powder, F-75 powder, 400g tin

Technical Specifications:

General quality

Milk based white or pale yellowish fine powder; free from impurities, coloured particles, caking or lumps.

Ingredients: : maltodextrin (carbohydrate), vegetable oils, saccharose, skim milk powder or other dairy powder, emulsifier (eg lecithin) vitamin and mineral premix.

Nutritional Composition per 100 ml

- Energy: 75 (70-80) kcal
- Protein: 5 (4 -7) % of total energy
- 1 (0.75-1.5) g
- Lipids: 32 (25-35) % of total energy (2-3)g
- n-6 fatty acid: 6.5 (3-10) % of total energy
- n-3 fatty acid: 1.5 (0.3-2.5) % of total energy
- Carbohydrate: 64 (57-69) % of total energy
- 12g (10.5-14) g
- Lactose: 1.4g max
- Ash: max 4%
- Moisture: max 4%

Minerals per 100ml:

- Sodium: 17 mg maximum
- Potassium: 122-156 mg

- Calcium: 50-100 mg
- Phosphorus: 50-100 mg
- Magnesium: 8.5-11 mg
- Iron: 0.05 mg maximum
- Zinc: 1.8-3.0 mg
- Copper: 0.2-0.3 mg
- Selenium: 3.5-7 mcg
- Iodine: 12.3-24.5 mcg

Vitamins per 100ml:

- Vitamin A: 0.1-0.3 mg
- Vitamin D3: 2.5-5.0 mcg
- Vitamin E: 3.3-6.5 mg
- Vitamin K: 2.5 mcg minimum
- Ascorbic acid: 10 mg minimum
- Thiamine: 0.08 mg minimum
- Riboflavine: 0.3 mg minimum
- Niacin 0.8 mg minimum
- Pantothenic acid: 0.5 mg minimum
- Vitamin B6: 0.1 mg minimum
- Folic acid: 35 mcg minimum
- Vitamin B12: 0.3 mcg minimum
- Biotin: 10 mcg minimum

Shelf Life:

Shelf life unopened; minimum 12 months from date of manufacture.

Storage and transport conditions: below 30 degrees Celsius, no refrigeration required

3. ADDITIONAL INFORMATION

- Copy of GMP (or equivalent) certificate
- Copy of manufacturing license
- Full product specification for each product you are bidding to supply to Save the Children
- Certificate of Analysis of the finished product, nutritional composition (including all minerals and vitamins) and microbiological tests (including aflatoxin levels) for 1 batch;
- Certificate of Analysis of Vitamin and Mineral premix issued by Premix Manufacturer
- Certificate of Analysis of oil used specifying type of oil and n-3:ratio in RUTF/RUSF
- Certificate of Analysis confirming the absence of bacteria in Milk Powder (if you are bidding to supply)
- Stability study confirming assigned product shelf life duly concluded and signed
- Certificate(s) of origin;
- Health certificate; Halal certificate; Radiation Certificate; Melamine free certificate and GMO free
- certificate; as well as an explanation of the measures put in place to control aflatoxin in RUTF
- Validated test procedures.
- Audit report from the last 12 months for each manufacturing site from which you intend to supply to Save the Children

PART 3 – BIDDER RESPONSE DOCUMENT

1. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

- [Section 1 – Essential Criteria](#)
- [Section 2 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission.

2. INSTRUCTIONS

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the **MINIMUM** requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

SECTION 1 - ESSENTIAL CRITERIA

INSTRUCTIONS – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response	
1	Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.	Yes / No	Comments / Attachments
2	The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in the supplier sustainability policy of this pack throughout this tender process, and during any future works should the bidder be awarded a contract.	Yes / No	Comments
3	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments
4	<p>The Bidder confirms it is fully qualified, licensed and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> - Legitimate business address - Tax registration number & certificate - Business registration certificate - Trading license 	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		<i>Legitimate Business Address</i>	
		<i>Tax Registration Number & Certificate</i>	
		<i>Business Registration Certificate</i>	
		<i>Trading License</i>	
5	The bidder confirms has been qualified by UNICEF and is part of UNICEF’s list of suppliers AND has a contract/agreement with UNICEF	Yes/No	Comments

6	Please provide the following information from your audited accounts within the last 2 years	Yes / No	Comments / Attachments		
		Figures in USD		2020	2021
		Turnover:			
		Profit:			
		Expenditure:			
		Total net assets:			
		Total current assets:			
		Total current liabilities:			

SECTION 2 – CAPABILITY QUESTIONS

Instructions – Bidders are required to complete all sections of the below table.

Item	Question	Bidder Response		
2.1	<p>REFERENCES</p> <p>Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this tender.</p> <p>Examples provided must be for similar projects within a similar environment/context to that in which Save the Children operates, and within the last two (2) years.</p> <p><i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)</i></p>	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
2.2	<p>Please indicate how many years you have been supplying the product that you are bidding for, and in which countries the products are registered and you are able to supply (taking into account country registration where required and non-infringement of any patent.)</p>	Bidder Response		Attachment(s)
		Product	Countries where product is registered	Countries where you are pursuing registration
		Ready-to-Use Therapeutic food (RUTF)		

		<table border="1"> <tr> <td>Ready-to-Use Supplementary food (RUSF)</td> <td></td> <td></td> </tr> <tr> <td>Therapeutic Milk F-75</td> <td></td> <td></td> </tr> <tr> <td>Therapeutic Milk F100</td> <td></td> <td></td> </tr> </table>	Ready-to-Use Supplementary food (RUSF)			Therapeutic Milk F-75			Therapeutic Milk F100											
Ready-to-Use Supplementary food (RUSF)																				
Therapeutic Milk F-75																				
Therapeutic Milk F100																				
2.3	Please provide details of your production facilities by product:	<table border="1"> <tr> <th colspan="3">Bidder Response</th> </tr> <tr> <th>Product</th> <th>Production site & location</th> <th>Annual Total no. of metric tonnes produced (2022)</th> </tr> <tr> <td>Ready-to-Use Therapeutic food (RUTF)</td> <td></td> <td></td> </tr> <tr> <td>Ready-to-Use Supplementary food (RUSF)</td> <td></td> <td></td> </tr> <tr> <td>Therapeutic Milk F-75</td> <td></td> <td></td> </tr> <tr> <td>Therapeutic Milk F100</td> <td></td> <td></td> </tr> </table>	Bidder Response			Product	Production site & location	Annual Total no. of metric tonnes produced (2022)	Ready-to-Use Therapeutic food (RUTF)			Ready-to-Use Supplementary food (RUSF)			Therapeutic Milk F-75			Therapeutic Milk F100		
Bidder Response																				
Product	Production site & location	Annual Total no. of metric tonnes produced (2022)																		
Ready-to-Use Therapeutic food (RUTF)																				
Ready-to-Use Supplementary food (RUSF)																				
Therapeutic Milk F-75																				
Therapeutic Milk F100																				
2.4	Will you be subcontracting any requirements in order to supply SCI (e.g. production of certain products, quality testing, and transport)? If yes please provide details	<table border="1"> <tr> <th colspan="3">Bidder Response</th> </tr> <tr> <th>Subcontractor</th> <th>Location of subcontractor</th> <th>Outsourced activity</th> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	Bidder Response			Subcontractor	Location of subcontractor	Outsourced activity												
Bidder Response																				
Subcontractor	Location of subcontractor	Outsourced activity																		
2.5	Do you assess your subcontractors/raw material suppliers in terms of quality, competitiveness and capacity to supply Please provide details	<table border="1"> <tr> <th>Bidder Response</th> <th>Comments</th> </tr> <tr> <td></td> <td></td> </tr> </table>	Bidder Response	Comments																
Bidder Response	Comments																			

2.6	Please confirm the languages used as standard in the product labelling, and what alternative languages are possible. For the alternative languages do they come at an additional cost and if so how much?	Bidder Response	
		Product	Languages used in product labelling
		Ready-to-Use Therapeutic food (RUTF)	
		Ready-to-Use Supplementary food (RUSF)	
		Therapeutic Milk F-75	
		Therapeutic Milk F100	

SECTION 3 – COMMERCIAL QUESTIONS

See Appendix 1- Specialised Nutrition Food Product Price List (Complete both tabs)

SECTION 4- QUALITY QUESTIONS

Item	Question	Bidder Response	
4.1	Have you provided Certificates of Analysis of the finished product, nutritional composition (including all minerals and vitamins) and microbiological tests for all the products you intend to supply SCI?	Bidder response	
		Product	Certificates of analysis of finished products
		Ready-to-Use Therapeutic food (RUTF)	
		Ready-to-Use Supplementary food (RUSF)	
		Therapeutic Milk F-75	
		Therapeutic Milk F100	
4.2		Bidder Response	Comments

	Have you provided a Food safety system certification 220000 (FSSC 22000) or ISO 22000:2018 up to date		
4.3	Have you provided the technical data sheet with all specifications for the products you intend to supply SCI?	Bidder Response	Comments
4.4	Are you able to offer Halal and Kosher certified products? If 'Yes', please detail <ul style="list-style-type: none"> • Which products you can offer as Halal /Kosher certified • Whether there is an additional cost for issuing Halal /Kosher certification • Cost per unit of issuing Halal /Kosher certification 	Bidder response	Attachments

SECTION 5 – SUSTAINABILITY QUESTIONS

<i>Item</i>	Question	Bidder Responses please provide justification/documents proof.
5.1	The bidder demonstrates activities OR has processes in place within their organisation, aimed at improving sustainability. (E.g. paperless offices, green technology & energy in offices and warehouses, policies, training programmes, community outreach programmes etc.).	
5.2	The bidder has procedures on Waste Management in order to ensure proper and responsible disposal of pharmaceuticals and other healthcare commodities	
5.3	The bidder supplies goods that is in packaging which can be easily recycled, is made from recycled content, OR uses natural packaging materials.	

5.4	The bidder support and demonstrates a policy of diversity & inclusion with recruitment of staff to ensure equal opportunity for staff of different gender and/or ethnic background	
5.5	The bidder participates in activities to reduce carbon emissions.	

SECTION 6 – BIDDER SUBMISSION CHECKLIST

We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:




No	Section	Please Tick
1.	Section 1 – Essential Criteria	
2.	Section 2 – Capability Questions	
3.	Section 3 – Commercial Questions	
4	Section 4 – Quality Questions	
5	Section 5 – Sustainability Questions	

We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:

Section	Required Document / Evidence	Please Tick
Essential Criteria Evidence	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	
	Insurance certificates	
Quality Criteria Evidence	GMP certificate or similar	
	Evidence of UNICEF approval (e.g. Appearance on UNICEF approved suppliers list) Network and has a contract/agreement	
	Certificates of Analysis finished products	
	Technical Data Sheet Food safety system certification 220000 (FSSC 22000) or ISO 22000:2018	
	Completed Bidder Response Document	

Capability Criteria Evidence	Supporting Financial Documents	
	List of production sites and output	
	Sub-contracting disclosure	
	Product labelling	
Sustainability Criteria Evidence	Evidence of sustainability policy/procedures /certifications	
Commercial Criteria Evidence	Completed Bidder Response Document	
	Appendix 4 – Specialised Nutrition Food Product List and detailed required information	

We, the Bidder, hereby confirm we compliance with the following policies and requirements:

Policy	Policy / Document	Signature
1. Terms & Conditions of Bidding	 1. Terms & Conditions of Biddi	
2. Terms & Conditions of Purchase	 Terms_and_Conditio ns of Purchase _-_12_	
3. Supplier sustainability policy	 supplier sustainability policy.pi	

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

Signature:




Name:

Title:

Company:

Date:

APPENDICES

APPENDIX	Policy / Document
Appendix 1- Specialised Nutrition Food product Price List (complete both tabs)	Attached with ITT
Appendix 2 – Quality technical Agreement For EU Suppliers	 Appendix 2- Quality technical Agreement f
Appendix 3- Quality Technical Agreement Non- EU Suppliers	 Appendix 3 - Quality Technical Agreement
Appendix 4- Sample Framework Agreement	 Appendix 4- Sample Framework Agreeemer