# Version 1.0 /110621

**INVITATION TO TENDER**

**TURKEY**

**31 MARCH 2023**

**RFQ-IST-2023-261886**

**Supply and Delivery of Hygiene & Dignity Kits in Antalya**

**SUBMISSION DEADLINE : <<17:00 ON 06/04/2023>>**

**QUESTIONS / CLARIFICATIONS :** [procurement.turkey@savethechildren.org](mailto:procurement.turkey@savethechildren.org)

**FORMAT FOR SUBMISSION :** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

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

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

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

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

**PART 1 – INVITATION TO TENDER**

## **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** – to inspire breakthroughs in the way the world treats children and to 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](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *Hygiene Kits & Dignity Kits to be delivered in Antalya, Türkiye* |
| **Outcome of Tender** | ***Contracts for Goods & Services (Fixed Price)*** |
| **Duration of Award** | *Delivery within 10 calendar days following the contract signature date* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

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.

### **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 (50%)**

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERIAL CRITERIA (40%)**

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

## **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.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 31.03.2023 |
| Deadline for questions from Bidders | 04.04.2023 – 15:00 TK Time |
| Deadline for Bid Submission | 06.04.2023 – 17:00 TK Time |
| Bid Clarifications | 04.04.2023 |
| Award Contact | 11.04.2023 |

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**](#_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:



**Electronic Submission via Email**

Email should be addressed to Procurement Department at [tender.turkey@savethechildren.org](mailto:tender.turkey@savethechildren.org)

* The subject of the email should be “**RFQ-IST-2023-261886 /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.

**Paper Submission**

* Paper submissions will not be accepted for this tender.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **17:00 (GMT+3) 06 April 2023**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

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

|  |  |
| --- | --- |
| Name | Email Address |
| Procurement Committee | procurement.turkey@savethechildren.org |

Please be advised local working hours are 09.00AM to 17:00PM Please allow up to 2 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**
   1. **DELIVERY REQUIREMENTS**

**BELDİBİ – KEMER /ANTALYA**

* 479 Hygiene Kits (for 7 and above)
* 58 Hygiene Kits (for ages 0-6)
* 209 Dignity Kits

**SİDE - MANAVGAT /ANTALYA**

* 312 Hygiene Kits (for 7 and above)
* 18 Hygiene Kits (for ages 0-6)
* 129 Dignity Kits
  1. **SAMPLE DEPOSIT**

The bidders are required to submit their samples before the closing date of the tender, as per the instructions given below under Section 2 - Specifications of this document. The samples should be submitted to Istanbul Country Office. The address details of Istanbul Office be found below:

Istanbul Country Office:

Address: [Levent Mahallesi, Sülünlü Sokak, No:7 Beşiktaş/Istanbul](https://goo.gl/maps/c99qGbHQYGN3e9meA)

1. **SPECIFICATIONS**

Each kit should be packed in one carton box. The bidders should decide on ideal specifications of the carton box based on the content given below. The boxes should be strong enough to keep the below items securely without losing its form. Item #32, Toilet Paper should not be packed in the carton box and send separately.

Save the Children reserves the right to make changes in the kit contents based on the funding and needs of the areas of intervention.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HYGIENE KIT (0-6 Ages)** | | | | |
| **#** | **ITEM** | **Description** | **Unit** | **Quantity for each one kit** |
| 1 | Alcohol-based hand sanitizer | at least 250 ml, reputable brand // en az 250 ml, bilinen saygın marka | piece | 1 |
| 2 | Liquid Hand Soap | at least 300 ml, reputable brand // en az 300 ml, bilinen saygın marka | piece | 2 |
| 3 | Bath Soap | Bath Soap 125gr minimum, pack of 4, reputable brand // banyo sabunu minimum 125 gr, 4lü paket, bilinen saygın marka | piece | 4 |
| 4 | Bath Pouf | Round Bath Pouf, small size, individually packed // yuvarlak duş lifi, küçük boy, tekli paket | piece | 1 |
| 5 | Shampoo | minimum 750ml, for children's use, without parabens and alcohol // en az 750 ml, çocuklar için, paraben ve alkol içermeyen | piece | 1 |
| 6 | Tooth paste | for children below 6 years old, at least 75 ml, without florure and parabens // 6 yaş altındaki çocuklar için üretilmiş, en azından 75 ml, florür ve paraban içermeyen | piece | 2 |
| 7 | Tooth brush | for children below 6 years old, with smooth edges, extra soft, reputable brand // çocuklar için, plastik, yuvarlatılmış kenarlar, ekstra yumuşak, 6 yaşından küçük çocuklar için | piece | 2 |
| 8 | Nail clippers | for children, with smooth edges // çocuklar için, yuvarlatılmış kenarlı | piece | 1 |
| 9 | Hair Brush | Plastic brush with a handle, durable // tutacaklı plastik saç fırçası, dayanıklı | piece | 1 |
| 10 | Detergent / washing powder | Minimum 3 liter washing gel for washing machine phosphate free // Minimum 3 litrelik sıvı çamaşır deterjanı çamaşır makinesinde kullanım için fosfat içermeyen | piece | 1 |
| 11 | Anti-Lice/Louce Treatment Shampoo | At least 200 ml // en az 200 ml.lik bit şampuanı | piece | 1 |
| 12 | Lice comb | Lice comb, metal, mini very fine toothed to use for lice // Bit tarağı, metal, mini, çok sık dişli bit için özel | piece | 1 |
| 13 | Baby wipes | Wet wipes for babies and small children, without paraben, alcohol and soap, ph factor 5.5 // Bebek ve çocuklar için ıslak mendil, paraben alkol ve sabun içermeyen, ph 5.5 | pack | 3 |
| 14 | Hand Towel | 50X90 cm cotton hand and face towel // 50X90 cm pamuklu el ve yüz havlusu | piece | 1 |
| 15 | Toilet paper | Soft toilet paper pack of 32, without perfume // yumuşak tuvalet kağıdı, 32li paket, kokusuz | pack | 1 |
| 16 | Soap Box | Plastic soap box // Plastik Sabun Kutusu | piece | 1 |
| 17 | Cardboard Box | Logo printed box; content of the kit shall be printed on the box // Logo baskılı kutu, kit içeriği kutuların üzerine basılacaktır | piece | 1 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HYGIENE KIT (Ages 7 & above)** | | | | |
| **#** | **ITEM** | **Description** | **Unit** | **Quantity for each one kit** |
| 1 | Alcohol-based hand sanitizer | at least 250 ml, reputable brand // en az 250 ml, bilinen saygın marka | piece | 1 |
| 2 | Liquid Hand Soap | at least 300 ml, reputable brand // en az 300 ml, bilinen saygın marka | piece | 2 |
| 3 | Bath Soap | Bath Soap 125gr minimum, reputable brand // banyo sabunu minimum 125 gr, 4lü paket, bilinen saygın marka | piece | 4 |
| 4 | Bath Pouf | Round Bath Pouf, medium or large size, individually packed // yuvarlak duş lifi, orta veya büyük boy, tekli paket | piece | 1 |
| 5 | Shampoo | minimum 500ml, for normal hair, PH factor 5.5 // en az 500 ml, normal saçlar için, PH 5.5 | piece | 1 |
| 6 | Tooth paste | at least 150 ml, reputable brand // en az 150 ml, saygın bilinen marka | piece | 2 |
| 7 | Tooth brush | strong plastic, adult size, medium bristle hardness // Sağlam plastik yetişkin boyu, orta sertlikte fırçalı | piece | 2 |
| 8 | Nail clippers | metal nail clippers, adult size // Metal tırnak makası, yetişkin boyu | piece | 1 |
| 9 | Hair Brush | Plastic brush with a handle, durable // tutacaklı plastik saç fırçası, dayanıklı | piece | 1 |
| 10 | Detergent / washing powder | Minimum 4 kg washing powder for washing machine phosphate free // Minimum 4 kiloluk toz çamaşır deterjanı çamaşır makinesinde kullanım için fosfat içermeyen | piece | 1 |
| 11 | Anti-Lice/Louce Treatment Shampoo | At least 200 ml // en az 200 ml.lik bit şampuanı | piece | 1 |
| 12 | Lice comb | Lice comb, metal, mini very fine toothed to use for lice // Bit tarağı, metal, mini, çok sık dişli bit için özel | piece | 1 |
| 13 | Hand Towel | 50X90 cm cotton hand and face towel // 50X90 cm pamuklu el ve yüz havlusu | piece | 1 |
| 14 | Toilet Paper | Soft toilet paper pack of 32, without perfume // yumuşak tuvalet kağıdı, 32li paket, kokusuz | pack | 1 |
| 15 | Wet Wipes | 3 packs of wet wipes, at least 50 wipes in a pack // 3 paket ıslak mendil, her pakette en azından 50 adet mendil ile | pack | 3 |
| 16 | Soap Box | Plastic soap box // Plastik Sabun Kutusu | piece | 1 |
| 17 | Cardboard Box | Logo printed box; content of the kit shall be printed on the box // Logo baskılı kutu, kit içeriği kutuların üzerine basılacaktır | piece | 1 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dignity Kits** | | | | |
| **#** | **ITEM** | **Description** | **Unit** | **Quantity for each one kit** |
| 1 | Sanitary pads | for women, w/ wings, disposables, soft tissue, reputable brand, 3 packs of at least 16 night pads long and 3 packs of at least 16 day pads normal size // kadınlar için kanatlı, tek kullanımlık, yumuşak dokulu, saygın bilinen marka, uzun gece boyundan 3 paket her paket en az 16lı olacak şekilde ve normal gündüz boyundan 3 paket her paket en az 16lı olacak şekilde | Pack | 6 |
| 2 | Female Underwear | Female underwear, cotton, with different colors - S size pack of 3, M size pack of 3, L size pack of 3 // Kadın külodu, pamuklu, farklı renklerde - S beden 3'lü paket, M beden 3'lü paket ve L beden 3'lü paket | Pack | 9 |
| 3 | Cardboard box | Logo printed box; content of the kit shall be printed on the box // Logo baskılı kutu, kit içeriği kutuların üzerine basılacaktır | Piece | 1 |

# **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:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

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

1. **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 through the 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’s Supplier Sustainability Policy [set out under Section 4 of this document] throughout this process and during the term of any future contract awarded. | **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*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Tax registration number & certificate * Business registration certificate * Trading license | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***5*** | Bidders must provide samples of all the requested items. | **Yes / No** | **Comments** |
|  |  |
| ***6*** | Bidders to confirm the replacement of any damaged items. (Bidders to submit a signed confirmation letter). | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | Bidders to confirm the availability of their stock for the requested material for at least 25% from the tender total value. Bidders to submit a signed confirmation letter. | **Yes / No** | **Comments / Attachments** |
|  |  |

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **REFERENCES**  Bidder shares three (3) letter of reference e.g. recommendation letter, agreement, completion of service, invoice etc. of their experience in providing services similar to those included within the scope of this tender.  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.  *(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)*  **Weightage: 10%** | **Client Name** | **Contact Details (Name – Email – Phone Number)** | **Project Description** |
|  |  |  |
|  |  |  |
|  |  |  |
| ***2*** | Bidder’s ability to provide transportation to all requested delivery points in Antalya (SİDE & BELDİBİ-KEMER)  **Yes/No (please choose one option only)**  **Weightage: 10%** | **Options** | | **Bidder’s Response** |
| Free transportation charge to all all requested delivery points in Antalya (SİDE & BELDİBİ-KEMER) | |  |
| Transportation charge to any of all requested delivery points in Antalya (SİDE & BELDİBİ-KEMER) If yes please submit your quote for transportation as an annex to your bid. | |  |
| Transportation is not feasible, SCI to pick up goods from supplier’s warehouse | |  |
| ***3*** | Bidder’s capacity to supply Save the Children (lead time to deliver the requested items upon receiving an official order form SCI regardless the quantities).  (Please mention your response in number of days)  **Weightage (15%)** | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***4*** | Bidder’s goods quality versus SCI standards and measures.  Grading of this criteria will be based on the sample evaluation.  **Weightage (20%)** | **Bidder Response** | | **Comments** |
|  | |  |
|  | The bidder is registered in one of the Earthquake affected provinces (declared by the Government of Turkey after 06 FEB 2023)  **Weightage (5%)** | **Bidder Response** | | **Comments** |
|  | |  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **HYGIENE KIT (0-6 Ages)** | | | | | | |
| **#** | **Description of Goods / Services** | **Unit / Form** | **Quantity** | **VAT Rate** | **Unit Price in USD/Excluding VAT** | **Total Price in USD Including VAT** |
| 1. 1 | Alcohol-based hand sanitizer | piece | 1 |  |  |  |
| 1. 2 | Liquid Hand Soap | piece | 2 |  |  |  |
| 1. 3 | Bath Soap | piece | 4 |  |  |  |
| 1. 4 | Bath Pouf | piece | 1 |  |  |  |
| 1. 5 | Shampoo | piece | 1 |  |  |  |
| 1. 6 | Tooth paste | piece | 2 |  |  |  |
| 1. 7 | Tooth brush | piece | 2 |  |  |  |
| 1. 8 | Nail clippers | piece | 1 |  |  |  |
| 1. 9 | Hair Brush | piece | 1 |  |  |  |
| 1. 10 | Detergent / washing powder | piece | 1 |  |  |  |
| 1. 11 | Anti-Lice Treatment Shampoo | piece | 1 |  |  |  |
| 1. 12 | Lice comb | piece | 1 |  |  |  |
| 1. 13 | Baby wipes | pack | 3 |  |  |  |
| 1. 14 | Hand Towel | piece | 1 |  |  |  |
| 1. 15 | Toilet paper | pack | 1 |  |  |  |
| 1. 16 | Soap Box | piece | 1 |  |  |  |
|  | Cardboard Box | piece | 1 |  |  |  |
| **TOTAL:** | | | |  |  |  |
| **HYGIENE KIT (Ages 7 & above)** | | | | | | |
| **#** | **Description of Goods / Services** | **Unit / Form** | **Quantity** | **VAT Rate** | **Unit Price in USD/Excluding VAT** | **Total Price in USD Including VAT** |
| 1. 1 | Alcohol-based hand sanitizer | piece | 1 |  |  |  |
| 1. 2 | Liquid Hand Soap | piece | 2 |  |  |  |
| 1. 3 | Bath Soap | piece | 4 |  |  |  |
| 1. 4 | Bath Pouf | piece | 1 |  |  |  |
| 1. 5 | Shampoo | piece | 1 |  |  |  |
| 1. 6 | Tooth paste | piece | 2 |  |  |  |
| 1. 7 | Tooth brush | piece | 2 |  |  |  |
| 1. 8 | Nail clippers | piece | 1 |  |  |  |
| 1. 9 | Hair Brush | piece | 1 |  |  |  |
| 1. 10 | Detergent / washing powder | piece | 1 |  |  |  |
| 1. 11 | Anti-Lice/Louce Treatment Shampoo | piece | 1 |  |  |  |
| 1. 12 | Lice comb | piece | 1 |  |  |  |
| 1. 13 | Hand Towel | piece | 1 |  |  |  |
| 1. 14 | Toilet Paper | pack | 1 |  |  |  |
| 1. 15 | Wet Wipes | pack | 3 |  |  |  |
| 1. 16 | Soap Box | piece | 1 |  |  |  |
|  | Cardboard Box | piece | 1 |  |  |  |
| **TOTAL:** | | | |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Dignity Kit** | | | | | | |
| **#** | **Description of Goods / Services** | **Unit / Form** | **Quantity** | **VAT Rate** | **Unit Price in USD/Excluding VAT** | **Total Price in USD Including VAT** |
| 1 | Sanitary pads | Pack | 6 |  |  |  |
| 2 | Female Underwear | Pack | 9 |  |  |  |
| 3 | Cardboard box | piece | 1 |  |  |  |

## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | |
| **No** | **Section** | | | **Please Tick** | |
| 1. | Section 2 – Essential Criteria | | |  | |
| 2. | Section 3 – Capability & Sustainability Questions | | |  | |
| 3. | Section 4 – Commercial 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** | | Please refer to the above section | | |  |
| **Capability Criteria Evidence** | | Please refer to the above section | | |  |
| **Commercial Criteria Evidence** | | Please refer to the above section | | |  |
|  | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** |
| Terms & Conditions of Bidding | | |  | |  |
| Terms & Conditions of Purchase | | |  | |  |
| Supplier Sustainability Policy  and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  |

|  |  |
| --- | --- |
| 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: | ………………………………………………….. |