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| Date | 01 Feb 2017 |
| ITT reference number | SCI/2017/002 |

Dear Sir / Madam,

Save the Children invites your submission to a **Request for Information** “RFI”, for **international freight** in accordance with the conditions detailed in the attached documents.

Successful providers will be invited to a tender, after which, Save the Children intends to issue a contract(s) for a duration of *2 years.*

We include the following information for your review:

* Part 1: RFI Background
* Part 2: Specification
* Part 3: Save the Children’s Child Safeguarding Policy
* Part 4: Save the Children’s Anti-Bribery and Corruption Policy
* Part 5: The IAPG Code of Conduct

Your RFI response must be received in the following format:

* Full completion of ‘03 SC-PR-12c - Bidder Response document\_RFI” and “04 - RFI Questionnaire to be returned” documents in order that your RFI response may be regarded as compliant. Those RFI responses returned not completed may be treated as void.
* Two hard copies of RFI to be submitted on headed paper.
* RFI to be submitted in a sealed envelope, addressed to ***Maiwand Habib*** at the below address. The envelope should indicate the ITT reference number **SCI/2017/002**, but have no other details relating to the RFI.

Your return tender must be received at the address below not later than ***28 February 2017***("the Closing Date"). Failure to meet the Closing Date may result in the RFI response being void. Returned RFIs must remain open for consideration for a period of not less than 90 days from the Closing Date. Save the Children is under no obligation to award the contract or to award it to the lowest bidder.

Should you require further information or clarification on the RFI requirements, please contact ***Maiwand Habib***(Contact Person) in writing at the following address:

***Maiwand Habib***

***Save The Children International St. Vincent House 30 Orange Street London WC2H 7HH***

We look forward to receiving a RFI response from you and thank you for your interest in our account.

Yours faithfully,

***Maiwand Habib***

***Procurement Coordinator***

**PART 1: BACKGROUND**

**Introduction**

Save the Children exists to help children affected by crises, or those who need better healthcare, education and protection. We work on the ground, and we campaign to secure positive change. Save the Children believes every child deserves a future. Around the world, we give children a healthy start in life, the opportunity to learn and protection from harm.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share. We reach over 55 million children directly through our and our partners' work in over 60 countries.

As a key component of our ability to deliver help to children, our Supply Chain function supports delivery of the right products and services, in the right quality and to the right place within the required timeframe and at the right cost.

Save the Children is heavily investing in supply chain to deliver its overall business strategy. A component of this is our approach to transform our logistics management, starting with international freight.

To inform this journey we are assessing the market for freight forwarders and 3PLs to match our humanitarian / emergency and development requirements with what the market is able to offer.

**In so doing, we are looking to consolidate our logistics requirements into fewer providers globally, reduce complexity, gain improved value for money and leverage the provider’s expertise to optimise modes and planning processes.**

We thank you for your participation in this process and we look forward to learning about your logistics capabilities.

**Provisional Timetable**

**Project Plan / Timing** **From -To**

**RFI** 3rd Feb – 28th Feb

RFI E**valuation** 28th Feb – 17th March

RFQ S**ubmission** 17th March – 17th April

RFQ E**valuation** 17th April – 8th May April

Shortlist to A**ward** 8th May to 3rd July

**Supplier Award** 3rd July 17

**Contract Implementation** Mid-July 2017

**Part 2: Specification**

**Indicative information**

The following volumes of these products have been sourced and transacted by Save the Children International (SCI) Centre over the course of the past year:



According to our transactional systems, we currently spend almost $8m on freight.

This historic demand above includes transportation spend and volume currently sourced by our suppliers of goods, where it is competitive for SCI to use. The immediate focus for this supply would be the proportion of international freight that Save currently contracts. The second wave would be the freight our suppliers provide for us. The total of which is $2.4m.

These quantities do not include freight requirements that arise from the regional and country level nor donor sourced logistics. Goods that are not medical supplies, IT or vehicles are normally sourced in region and the freight would be bought by the regional or country office on a spot buy basis.

Once in place, and operating smoothly, the intent would be to aggregate supplier logistics spend into this contract (included in the spend above) as well as country / regional logistics (not included in this data) where it makes sense to do so, with the ultimate target to cover the $8m of spend.

These quantities are for information purposes only and are under no circumstances a guaranteed level of purchase by Save the Children under this contract.

**Specification of requirement**

Items that may be called off from this contract(s) include the below. Bidders may bid for some or all of these items.

* Ocean Freight, Air Freight, Road Freight, Multimodal
* LCL (Less than container load), FCL (Full Container Load)
* RF (Reefer container), DC (Dry Container).
* Shipment mainly from the US and EU (Netherlands, Gibraltar, France, UK) and to
	+ West and Central Africa (Bangui, Niamey, Monrovia, Bamako, Lagos...)
	+ Middle East (Hodeida, Aden, Idleb...)
	+ Asia (Kabul, Myanmar, Kathmandu….)
	+ East and Southern Africa (Goma, Addis Ababa, Dar Es Salaam, …)
* Courier requirements

Our demand is for both emergency response and ongoing development operations.



 **PART 3: SAVE THE CHILDREN’S CHILD SAFEGUARDING POLICY**

**Our values and principles**

Child abuse is when anyone under 18 years of age is being harmed or isn't being looked after properly. The abuse can be physical, sexual, emotional or neglect. The abuse and exploitation of children happens in all countries and societies across the world. Child abuse is never acceptable.

It is expected that all who work with Save the Children are committed to safeguard children whom they are in contact with.

**What we do**

Save the Children is committed to safeguard children through the following means:

**Awareness:** Ensuring that all staff and those who work with Save the Children are aware of the problem of child abuse and the risks to children.

**Prevention:** Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks to children.

**Reporting:** Ensuring that you are clear on what steps to take where concerns arise regarding the safety of children.

**Responding:** Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

To help you clarify our safeguarding approach, we list here examples of the behaviour by a representative of Save the Children which are prohibited. These include but are not limited to:

1. Hitting or otherwise physically assaulting or physically abusing children.
2. Engaging in sexual activity or having a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defence.
3. Developing relationships with children which could in any way be deemed exploitative or abusive.
4. Acting in ways that may be abusive in any way or may place a child at risk of abuse.
5. Using language, making suggestions or offering advice which is inappropriate, offensive or abusive.
6. Behaving physically in a manner which is inappropriate or sexually provocative.
7. Sleeping in the same bed or same room as a child, or having a child/children with whom one is working to stay overnight at a home unsupervised.
8. Doing things for children of a personal nature that they can do themselves.

1. Condoning, or participating in, behaviour of children which is illegal, unsafe or abusive.
2. Acting in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
3. Discriminating against, showing unfair differential treatment or favour to particular children to the exclusion of others.
4. Spending excessive time alone with children away from others.
5. Placing oneself in a position where one is made vulnerable to allegations of misconduct.

In order that the above standards of reporting and responding are met, **this is what is expected of you**:

If you are worried that a child or young person is being abused or neglected, (such as in points 1, 2, 3, 4, 6, 8, 9 and 10 above for example) or you are concerned about the inappropriate behaviour of an employee, or someone working with Save the Children, towards a child or young person, then you are obliged to:

* act quickly and get help
* support and respect the child
* where possible, ensure that the child is safe
* contact your Save the Children manager with your concerns immediately (or their senior manager if necessary)
* Keep any information confidential to you and the manager.

If you want to know more about, the Child Safeguarding Policy then please contact your Save the Children manager.

**PART 4:** **SAVE THE CHILDREN’S ANTI-BRIBERY AND CORRUPTION POLICY**

**Our values and principles**

Save the Children does not allow any partner, supplier, sub-contractor, agent or any individual engaged by Save the Children to behave in a corrupt manner while carrying out Save the Children’s work.

**What we do**

Save the Children is committed to preventing acts of bribery and corruption through the following means:

**Awareness:** Ensuring that all staff and those who work with Save the Children are aware of the problem of bribery and corruption.

**Prevention:** Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks of bribery and corruption.

**Reporting:** Ensuring that all staff and those who work with Save the Children are clear on what steps to take where concerns arise regarding allegations of bribery and corruption.

**Responding:** ensuring that actions are taken to support, protect assets, and identifying cases of bribery and corruption.

To help you identify cases of bribery and corruption, behaviour that amounts to corruption includes but is not limited to:

* 1. Paying or Offering a Bribe – where a person improperly offers, gives or promises any form of material benefit or other advantage, whether in cash or in kind, to another in order to influence their conduct in any way.
	2. Receiving or Requesting a Bribe – where a person improperly requests, agrees to receive or accepts any form of material benefit or other advantage, whether in cash or in kind, which influences or is designed to influence the individual’s conduct in any way.
	3. Receiving or Paying a so-called ‘Grease’ or ‘Facilitation’ payment – where a person improperly receives something of value from another party for performing a service or other action that they were required by their employment to do anyway.
	4. Nepotism or Patronage – where a person improperly uses their employment to favour or materially benefit friends, relatives or other associates in some way. For example, through the awarding of contracts or other material advantages.
	5. Embezzlement - where a person improperly uses funds, property, resources or other assets that belong to an organisation or individual.
	6. Receiving a so-called ‘Kickback’ Payment – where a person improperly receives a share of funds, a commission, material benefit or other advantage from a supplier as a result of their involvement in a corrupt bid or tender process.
	7. Collusion – where a person improperly colludes with others to circumvent, undermine or otherwise ignore rules, policies or guidance.
	8. Abuse of a Position of Trust – where a person improperly uses their position within their organisation to materially benefit themselves or any other party.

In order that the above standards of reporting and responding are met, **this is what is expected of you**:

You have a duty to protect the assets of Save the Children from any form of corruption. Furthermore, you must immediately report any suspicion of bribery or corruption to the Save the Children senior management team or Country Director and not to anyone else. Failure to report will be treated as serious and may result in termination of any agreement with Save the Children.

You are obliged to:-

* act quickly and get help
* encourage your own staff to report on bribery and corruption
* contact the Save the Children senior management team or Country Director with your concerns immediately (or their senior manager if necessary)
* Keep any information confidential to you and the manager.

Attempted corruption is as serious as the actual acts and will be treated in the same way under this policy.

If you want to know more about the Anti-Bribery and Corruption Policy then please contact your Save the Children representative.



**PART 5: CODE OF CONDUCT FOR IAPG AGENCIES AND SUPPLIERS**

Suppliers and manufacturers to Non Governmental Organisations (NGO’s) should be aware of the Code of Conduct initiatives that the Inter-Agency Procurement Group (IAPG) support. This information is to advise you, our suppliers, of the Corporate Social Responsibility (CSR) element in our supplier relationships.

* Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
* Goods produced and delivered by organisations subscribe to no exploitation of children
* Goods produced and manufactured have the least impact on the environment

**Code of Conduct for Suppliers:**

Goods and services are produced and delivered under conditions where:

* Employment is freely chosen
* The rights of staff to freedom of association and collective bargaining are respected.
* Living wages are paid
* There is no exploitation of children
* Working conditions are safe and hygienic
* Working hours are not excessive
* No discrimination is practised
* Regular employment is provided
* No harsh or inhumane treatment of staff is allowed.

**Environmental Standards:**

Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

* Waste Management
* Packaging and Paper
* Conservation
* Energy Use
* Sustainability

**Business Behaviour:**

IAPG members will seek alternative sources where the conduct of suppliers demonstrably violates anyone’s basic human rights, and there is no willingness to address the situation within a reasonable timeframe.

IAPG members will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

**Qualifications to the statement**

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.

**Disclaimer**

This Code of Conduct does not supersede IAPG Members’ individual Codes of Conduct. Suppliers are recommended to check the Agencies’ own websites.