**TENDER RESPONSE**

**TENDER REF. NUMBER: SCI/TR/Tender/2016/001**

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

|  |
| --- |
| Company Name:  |
| Contact Person:  |
| Phone:  | Fax:  |
| Email:  | Parent company (if applicable): |
| Principle Address: | Registered Address: | Payment Address: |
| Registration number:  | Tax number:  |
| Year of registration:  | Annual Turnover: |

1. Please provide details of the type of your company (manufacturer, distributor, etc):
2. Please provide details of the primary products/services of your company:
3. 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** | **Telephone Number** | **Email Address** |
|  |  |  |  |
|  |  |  |  |

1. Please provide details ofat least2client references whichSave the Children may contact (preferably NGOs):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client Organisation**  | **Contact** | **Phone no.** | **E-mail address** | **Details of contract** |
|  |  |  |  |  |
|  |  |  |  |  |

If you have written recommendation from client organizations (preferably NGOs), include copy of the documents in your tender response.

**Section 2: Bidder capacity**

1. Bidder Adherence to Selection Criteria

Indicate your adherence to essential criteria of the tender by indicating Yes or No answer. Provide information in which part of company profile or in which document(s) Save the Children can find confirmation of your adherence to the essential criteria of the tender.

|  |  |  |
| --- | --- | --- |
| Essential Criteria | Yes/No | Reference to Documents Included in the Bidding |
| Bidder provide documentations to prove that they are legally operate inside Turkey or have license to import to Turkey, as well as licensed and registered in the business area for the goods and/or services required in this tendering category. Irrelevant business license will not be considered. |  |  |
| Bidder provide documentations to prove that they are legally allowed to deliver supplies to the border (zero point) between Turkey and Syria. This is in anticipation should delivery to the border considered as exportation from Turkey. |  |  |
| Bidder’s confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase, Anti-Bribery and Corruption Policy, Child Safeguarding Policy, and IAPG Code of Conduct. |  |  |

1. Please detail location and average volumes of stocks you currently hold.

|  |  |  |
| --- | --- | --- |
| **Kit Description** | **Stock Location** | **Quantity** |
| New Arrival Kit |  |  |
| New Born Baby Kit |  |  |
| BMS Kit |  |  |
| Hygiene Kit |  |  |
| Water Kit |  |  |
| Bed Net |  |  |
| Hygiene Materials |  |  |

1. If quantity of stock are not available at the time of order, please confirm your capacity to supply and lead times required to goods readiness.

|  |  |  |
| --- | --- | --- |
| **Kit Description** | **Level of Order** | **Time to Readiness** |
| New Arrival Kit | Below 500 Kits |  |
| Between 500 to 1000 Kits |  |
| Above 1000 Kits |  |
| New Born Baby Kit | Below 500 Kits |  |
| Between 500 to 1000 Kits |  |
| Above 1000 Kits |  |
| BMS Kit | Below 500 Kits |  |
| Between 500 to 1000 Kits |  |
| Above 1000 Kits |  |
| Hygiene Kit | Below 500 Kits |  |
| Between 500 to 1000 Kits |  |
| Above 1000 Kits |  |
| Water Kit | Below 500 Kits |  |
| Between 500 to 1000 Kits |  |
| Above 1000 Kits |  |
| Bed Net | Below 500 Pcs |  |
| Between 500 to 1000 Pcs |  |
| Above 1000 Pcs |  |
| Hygiene Materials | Below 500 Set |  |
| Between 500 to 1000 Set |  |
| Above 1000 Set |  |

1. Will your company able to accept 100% payment upon delivery and to be paid until the maximum of 30 days from submission of invoice with all valid supporting documents?
2. Does your company have ability to do the following when Save the Children request the goods in shorter period than agreed lead times?
3. Mobilize additional staff and work extra hours to Yes [ ]  No [ ]

ensure fast readiness of the supplies.

If yes, explain how:

1. Arrange back up transport arrangement. Yes [ ]  No [ ]

If yes, explain how:

1. Purchase from multiple sources/locations. Yes [ ]  No [ ]

If yes, explain how:

1. Does your company have warehouse facility to keep supplies on behalf of Save the Children?

Yes [ ]  No [ ]

If yes, what is warehouse capacity? Location of facility? How much would you charge Save the Children on monthly basis for this service? Can you guarantee supplies stored in your warehouse facility will be well stored and your company is willing to replace damaged supplies caused by poor packaging, poor warehouse condition and stacking, and act of negligence?

1. How quickly can you guarantee a response time to quotation requests under Framework Agreement?
2. Detail any benefits or additional services your organisation can offer Save the Children as part of the contract.

**Section 3: Pricing Proposal**

1. Please indicate in the List of Items for prices you are offering to Save the Children as part of this contract.
2. Are prices quoted in the List of Items inclusive of kitting cost? Yes [ ]  No [ ]

If not, what would be the charge for the kitting cost, regardless number of items in one kit?

1. FOR TURKISH DOMESTIC SUPPLIER ONLY: Prices quoted in the List of Items must be selling price only. Indicate below transport cost of items you are offering:

|  |  |  |
| --- | --- | --- |
| **Line Num.** | **Delivery Destinations** | **Delivery Cost per Trip in USD** |
| **< 4 MT Truck** | **4 MT Truck** | **8 MT Truck** | **20 MT Truck** |
|  | Within the Province of Hatay: |  |  |  |  |
| 1 | Antakya |  |  |  |  |
| 2 | Hassa |  |  |  |  |
| 3 | Iskenderun |  |  |  |  |
| 4 | Reyhanli |  |  |  |  |
| 5 | Samandag |  |  |  |  |
| 6 | Altinozu |  |  |  |  |
| 7 | Belen |  |  |  |  |
| 8 | Dortyol |  |  |  |  |
| 9 | Erzin |  |  |  |  |
| 10 | Kirikhan |  |  |  |  |
| 11 | Kumlu |  |  |  |  |
| 12 | Yayladagi |  |  |  |  |
| 13 | Arsuz |  |  |  |  |
| 14 | Defne |  |  |  |  |
| 15 | Payas |  |  |  |  |
|  | To zero point through: |  |  |  |  |
| 1 | Bab al Hawa border crossing |  |  |  |  |
| 2 | Bab al Salam border crossing |  |  |  |  |
| 3 | Jarabulus border crossing |  |  |  |  |

1. Can you fix these prices for the duration of:

1 Year: Yes [ ]  No [ ]

2 Years: Yes [ ]  No [ ]

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

1. If prices cannot be fixed for the duration of the contract, please specify factors that would affect the price and indicate how changes in these factors would affect the price of the stated products:
2. FOR TURKISH DOMESTIC SUPPLIER ONLY: Can you accept payment made in Turkish Lira currency with the value equal to USD currency you have indicated in your pricing proposal?

Yes [ ]  No [ ]

**Section 4: Confirmation of Bidder’s compliance**

We, the Bidder, hereby confirm compliance with the following (please tick the box) and agree that breaching any of these will result in immediate termination of the agreement:

* 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 (please tick the box to confirm):

* Section 1: Bidder’s general business details [ ]
* Section 2: Bidder capacity [ ]
* Section 3: Pricing proposal, including priced List of Items [ ]
* Documentations to prove that we are legally operate inside Turkey or [ ]

have license to import to Turkey, as well as licensed and registered

in the business area for the goods and/or services required in this

tendering category.

* Documentations to prove that we are legally permitted to deliver supplies [ ]

to the border (zero point) between Turkey and Syria. This is in anticipation

should delivery to the border considered as exportation.

* A Company Profile detailing brief information about the company, manage- [ ]

ment structure, core business areas, length of experience in the business,

financial strength, ways in sourcing of supplies for Save the Children if the

contract is secured, etc.

* Representative samples for all quoted or priced items in the List of Items. [ ]

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

**Acceptance by the Bidder:**

|  |  |
| --- | --- |
| Signature | : |
| Name | : |
| Job Title | : |
| Company | : |
| Date | : |