**TENDER RESPONSE**

**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

|  |
| --- |
| 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: |

1. Please provide details of the type of your organisation (manufacturer, distributor, etc):
2. Please provide details of the primary products/services of your organisation:
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** | **Role for Save the Children account** | **Direct telephone number** | **Email address** |
|  |  |  |  |  |
|  |  |  |  |  |

1. Please detail what your insurance cover provides and what the maximum value is:
2. Please provide details ofat least2client references whichSave the Children may contact (preferably NGOs):

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

**Section 2: Bidder capacity**

*[All questions listed below are examples. Questions should be adapted, deleted and created as appropriate in line with the Award Criteria in the Invitation to Tender]*

1. Detail the product you are intending to supply with any variations / notes to the specification if your product differs.

|  |  |  |  |
| --- | --- | --- | --- |
| **Product**  | **Indicate which products you are bidding for** | **As per the specification?**  | **Please list any variations / notes to specification** |
| *Incident and Reporting Management System* | Yes / No | Yes / No |  |
|  | Yes / No | Yes / No |  |
|   | Yes / No | Yes / No |  |
|  | Yes / No | Yes / No |  |

1. Please detail the location and average volumes of product stocks you currently hold (both at production facilities and at additional warehousing facilities). *[useful for framework contracts]*

|  |  |  |
| --- | --- | --- |
| **Product** | **Stock location(s)** | **Quantity** |
| *[insert name of product]* |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. For the following order volumes please confirm your capacity to supply and lead times: *[\*\*can be adapted to ask about specific order volumes for a fixed volume contract, or example order volumes for a framework agreement]*

|  |  |  |  |
| --- | --- | --- | --- |
| **Product** | **Example order volume / Specific order volume \*\*** | **Capacity to produce (Y/N)** | **Lead time to goods readiness / Delivery date \*\*** |
| *[insert name of product]* | *[insert order volumes]* |  |  |
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1. What quality standards does your organisation adhere to e.g. ISO?
2. What warranties and guarantees can you offer as part of this contract?
3. How quickly can you guarantee a response time to quotation requests?
4. What are your standard working hours and what after hours services do you provide in the event of an emergency?
5. 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 here the prices you are offering to Save the Children as part of this contract, including the currency. Please refer to specification for details of what must be included.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Product** | **Unit** | **Currency** | **Ex Works Price per piece** | **Location(s) of ex-works price** |
| *[insert name of product]* |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. Can you fix these prices for the duration of the contract?

 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:

**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
* *[insert samples if required]*
* *[insert requirement for any registration certificates if required]*

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  |