

INVITATION TO TENDER

Zambia Country Office

03/12/2025

LOT4/2025 - Fleet Rental

SUBMISSION DEADLINE: 10st December 2025

PRE-SUBMISSION CLARIFICATION MEETING : N/A

QUESTIONS / CLARIFICATIONS: Zambia.Procurement@savethechildren.org

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

PART 1 : INVITATION TO TENDER

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

PART 2 : CORE REQUIREMENTS AND SPECIFICATION

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

PART 3 : BIDDER RESPONSE DOCUMENT

Template to be used to submit 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 – 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](#).

2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	Fleet Rental- SUVs, 4x4S, Saloons, buses, taxi, trucks
Outcome of Tender	Framework Agreement (Fixed Price) – the successful supplier(s) will be awarded a 'Framework Agreement'. Within the Framework Agreement the terms of supply (e.g. indemnities, 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 which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement..
Duration of Award	3 Years

Further detail on the specific requirements of the project (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 (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 COMMERCIAL CRITERIA (40%)

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

4. 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.

5. BIDDER INSTRUCTIONS

6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	3rd December 2025
Deadline for questions from Bidders	7 th December 2025
Deadline for Bid Submission	12 th December 2025
Award Contact	19 th December 2025

The above dates are for indicative purposes only and are subject to change. However, SCI commits to ensure all Bidders receive notification of changes to timescales in a fair and transparent manner.

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

Electronic Submission via Email

- ☐ Email should be addressed to The Supply Chain Team at Zambia.Tenders@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/ **LOT4/2025- fleet rental** 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. You may also submit your bid using a Google Drive Link.**
- ☐ 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 **12th December 2025**

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:

Name	Email Address
Supply Chain	Zambia.Procurement@savethechildren.org

Please be advised local working hours are 0800hrs – 1700hrs Monday to Thursday and 0800hrs – 1330hrs on Friday. 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

Save the Children operate a fleet of vehicles to support the delivery of its programmes across the Country. Fleet companies in Lusaka, Western, Copperbelt, Southern and Eastern where Save the Children has offices are highly encouraged to apply. Vehicles are used to transport goods, colleagues and beneficiaries to and from various locations. Given the nature of the use of the vehicles, it is crucial that Save the Children has access to a reliable and safe fleet of vehicles.

Save the Childrens key interests in bidders submissions will be:

- **Safety** – Save the Children require vehicles which are equipped to ensure the safety of all passengers. This includes things such as vehicle safety equipment (seatbelts etc), insurance coverage and driver qualifications / experience.
- **Reliability & Availability** – Save the Children require vehicles which will be able to perform in the challenging and unpredictable conditions in which we work. This includes ensuring vehicles are properly maintained and serviced to minimise breakdowns (and if required, replacement vehicle coverage).
- **Pricing** – Save the Children has a duty to its beneficiaries and donors to ensure it manages its financial resources effectively to deliver best value. This includes achieving commercially competitive fleet rental rates.

2. SPECIFICATIONS

RENTAL DURATION

- Due to the nature of Save the Childrens work, the rental requirements may change with limited notice. Therefore, Save the Children requires the ability to increase / reduce the number of vehicles rented with limited notice and without impact on the remaining rented vehicles.
- Save the Children may request additional vehicles be supplied at the agreed rates at any time.
- Save the Children may terminate the rental of any individual vehicles by giving at least 1 days notice.

VEHICLES

- All vehicles supplied should adhere to the following criteria:
 - Not older than 5 years.
 - Not have more than 150,000 KMs mileage.
- All vehicles supplied should be free from major defects / damage and road legal, and remain so for the duration of the rental period. This includes:
 - Vehicles complying with all local laws and legislations.
 - Vehicles are taxed and have the relevant insurance required by law.
 - Vehicles are equipped with all relevant safety equipment (e.g. seatbelts, tyres have correct tread depths etc.).

DELIVERY & RETURNS

- The supplier shall be responsible for delivering the vehicles to the location specified by SCI at the start of the rental period.
- The supplier shall be responsible for collecting the vehicles at the location specified by SCI at the end of the rental period.
- Save the Children does not expect to be charged for any damage / repair costs at the end of the rental period unless agreed in writing by both the Supplier and SCI when the vehicles are returned at the end of the hire period.

FUEL

- The supplier shall be responsible for providing fuel for the duration of the rental period.
- The supplier confirms they have established relationships with fuel suppliers, and that Save the Children will receive priority treatment in the event of a fuel shortage, or if there are any national / local fuel supply issues.

INSURANCE & TAX

- All vehicles supplied must include as a minimum the following insurance cover:
 - o Passenger Liability
 - o Third Party Liability
- It is the responsibility of the Supplier to ensure all vehicles remain insured for the duration of the rental period.
- It is the responsibility of the Supplier to ensure all vehicles remain taxed for the duration of the rental period.

VEHICLE MAINTENANCE

- The supplier shall be responsible for maintaining and servicing the vehicle throughout the rental period.
- The vehicles should be maintained and serviced in line with the manufacturers recommendation, as a minimum.
- When any repairs, servicing or maintenance is required, the Supplier shall provide Save the Children reasonable notice, and supply a vehicle of a similar specification whilst the original vehicle is being serviced / repaired / maintained.

DRIVERS

- All drivers supplied by the Supplier must adhere to the following criteria:
 - o Hold a valid driving license for any vehicle type they may drive under the rental agreement, and the license remains valid for the duration of the rental period.
 - o Driver must not have been suspended in the last 5 years.
 - o Driver to have experience of 2 years of driving similar vehicles.
 - o Driver to adhere to all traffic laws at all times and never be under the influence of drugs or alcohol.
 - o Driver to adhere to all Save the Childrens policies including the SCI Fleet policy.
 - o Drivers to have passed medical / health checks (e.g. eyesight tests) to prove their suitability to drive.
 - o Drivers must carry all relevant documentation (e.g. driving license, vehicle taxation) at all times when driving for Save the Children.

- The Supplier is expected to have in place some form of vetting procedure to validate the capability and qualifications of the drivers to be used.
- Drivers must be insured to drive the vehicles at all time, and have any other insurance cover required by law.
- For the avoidance of doubt, Save the Children will consider the supplier responsible for the driver throughout the rental period.

REPORTING

- Drivers will be responsible for maintaining all vehicle documents required law.
- Drivers will also be responsible for completing Save the Childrens vehicle log for all journeys and submitting the vehicle log to the Save the Children fleet focal point every day.

TERMINATION

- Should any of the supplied vehicles become in a condition meaning that they are unable to be used to serve their purpose, the Supplier will be provide a replacement vehicle within 1 days.
- Should a replacement vehicle not be supplied, Save the Children can terminate the hire of the vehicle(s) immediately.
- Reasons for a vehicle hire being terminated include, but are not limited to:
 - o Expiration of insurance, tax or any other licenses required by law.
 - o Irreparable damage to vehicle.
 - o Lack of required safety equipment as required by law / Save the Childrens fleet policy.

PART 3 – BIDDER RESPONSE DOCUMENT

I. 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 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	
		Yes / No	Comments / Attachments
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.		
2	The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG's policies listed in Section 5 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	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 - Valid Tax Clearance Certificate - Business registration certificate/Certificate of Incorporation - Company profile - Relevant licenses for business operation - -	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Legitimate Business Address	
		Tax Registration Number & Certificate	
		Valid Tax Clearance Certificates	
		Business Registration Certificate/Certificate of Incorporation	
		Company Profile	
		Relevant licenses for business operation	
5	The bidder confirms it is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual Purpose goods / services that may be used in a terror related activity.	Yes / No	Comments
6	The Bidder confirms that all of their drivers are legally qualified to drive and that all employees (including drivers and any sub-contracted labour) are vetted against sanctions lists.	Yes / No	Comments / Attachments

7	The Bidder agrees to be audited by SCI's donors, or their authorised auditing agencies.	Yes / No	Comments / Attachments
8	The Bidder agrees to due diligence visit by SCI.	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 Five (5) examples 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. <u>Attach 5 reference letters</u> <i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visited by Save the Children)</i> (10 points)	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
		3)		
		4)		
		5)		
2	Financial Capability of Bidder (15 total points)	Bidder Response		
2 a.	Copy of Bank Statement (April 2025– August 2025 OR Copy of Audited Accounts – 2021 -2024 (10 points)			
2 b.	Valid Bank Letter of Credit (Signed and Stamped by the Bank) (5 points)			
3	Technical experience of the bidder is providing similar products / services (10 total points)	Bidder Response		
3	5 Copies of Framework Agreements / Contracts/Purchase Orders from other			

	organisations received within the past 2 Years (10 points)		
4	Bidder's capacity to supply Save the Children, particularly in terms of stock levels and lead times (15 Points).	Bidder Response	Comments / Attachment(s)
4 a.	Stock Levels at the time of bid submission (Attach your Catalogue/Stocklist) (5 points) NB: If necessary committee will inspect Stock warehouse		
4 b.	Geographic Coverage - Stock location (5 points)		
4 c.	Lead time – Indicate your usual lead time for provision of similar goods / services in calendar days (and now working days) (5 points)		

No.	Sustainability Criteria	Supplier Response	
		Bidder Response	Attach Evidence
1	The bidder is actively involved in the support and development of the local community through outreach programmes or similar initiatives. OR The bidder is able to demonstrate that they are disposing of waste in an environmentally friendly way OR Bidder is involved in any other initiatives not strictly the above to contribute positively to the environment. (10 points)		

SECTION 3 – COMMERCIAL QUESTIONS

Line item no.	Description of Goods / Services (add attachment for technical specification if very detailed)	Unit	Quantity required	Additional Information	Lead Time for Delivery	Unit Price (Kwacha)	Total Price(Kwacha) including taxes
1	4x4 Double Cabin Pick Up - 5 Seater	Each	1				
	Rate Per Day	Day	1				
	Rate Per Kilometre/chargeable mileage	Km	1				
	Free daily mileage	km					
	Driver's Day Fee	Day	1				
	Driver's Night Fee / Allowance	Night	1				
	Executive- 4X4s						
	Rate Per Day	Day	1				
	Rate Per Kilometre/chargeable mileage	Km	1				
	Free daily mileage	km					
	Driver's Day Fee	Day	1				
	Driver's Night Fee / Allowance	Night	1				
2	Standard- 4x4 Station Wagon / SUV - 7 to 10 Seater	Each	1				
	Rate Per Day	Day	1				
	Rate Per Kilometre/chargeable mileage	Km	1				
	Free daily mileage	km					
	Driver's Day Fee	Day	1				
	Driver's Night Fee / Allowance	Night	1				
3	Sedan / Saloon - 5 Seater	Each	1				
	Rate Per Day	Day	1				
	Rate Per Kilometre/chargeable mileage	Km	1				
	Free daily mileage	km					
	Driver's Day Fee	Day	1				

	Driver's Night Fee / Allowance	Night	1				
4	Minibus - 13 to 22 Seater	Each	1				
	Rate Per Day	Day	1				
	Rate Per Kilometre/chargeable mileage	Km	1				
	Free daily mileage	km					
	Driver's Day Fee	Day	1				
	Driver's Night Fee / Allowance	Night	1				
5	Minibus - 21 to 32 Seater	Each	1				
	Rate Per Day	Day	1				
	Rate Per Kilometre/chargeable mileage	Km	1				
	Free daily mileage	km					
	Driver's Day Fee	Day	1				
	Driver's Night Fee / Allowance	Night	1				
6	Bus - 50 to 75 Seater	Each	1				
	Rate Per Day	Day	1				
	Rate Per Kilometre/chargeable mileage	Km	1				
	Free daily mileage	kms					
	Driver's Day Fee	Day	1				
	Driver's Night Fee / Allowance	Night	1				
7	Taxi hire – local trips in areas of operations	Each	1				
	Rate per Day	Day	1				
	Rate per Kilometre/Chargeable mileage	Km	1				
8	Trucks						
	Truck description	Rate/K M	Unit price	Total (VAT inclusive)			
	1 Tonne						
	3.5Tonnes						
	7-8 tonner						
	10 tonnes						
	15 tonnes						
	30 tonnes						

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	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	
	Copy of Valid Tax Clearance Certificate	
	Company Profile	
	Relevant licenses for business operation	
Capability Criteria Evidence	Completed Bidder Response Document	
	Supporting Financial Documents	
	Reference Letters	
	Previous Contracts/FWA's/LPOs	
	Stock Lists/Equipment List	
Commercial Criteria Evidence	Completed Bidder Response Document	
We, the Bidder, hereby confirm we compliance with the following policies and requirements:		
Policy	Policy / Document	Signature

Terms & Conditions of Bidding	 1. Terms & Conditions of Bidding	
Child Safeguarding Policy	 Child Safeguarding Policy.pdf	
Anti-Bribery & Corruption Policy	 Anti-Bribery & Corruption Policy.pdf	
Human Trafficking & Modern Slavery Policy	 Human Trafficking & Modern Slavery Policy	
Protection from Sexual Exploitation & Abuse	 Protection from Sexual Exploitation & Abuse	
Anti-Harassment, Intimidation & Bullying Policy	 Anti-Harassment, Intimidation & Bullying Policy	
IAPG Code of Conduct	 IAPG Code of Conduct for Agencies	
Terms and Conditions of Purchase	n227ngy0eh6k4l0i3671718r33555122.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: