

Date: 13 August 2021

BID RESPONSE

(Please provide information against each requirement, additional rows can be inserted for all questions as necessary)

ESSENTIAL CRITERIA (Pass/Fail for capability and commercial evaluation)

In order to qualify as a bidder you must be able to answer 'Yes' against all of the Essential Criteria. after passing the essential criteria you will be scored against Capability and Commercial criteria.

Note: Please tick on YES/NO option.

- I. Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities : Yes/No
- 2. Do you agree to comply with SCI standard policies and procedures, <u>Terms and Conditions of Purchases as stated in RFQ: Yes/No</u>
 - 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
 - Save the Children Human Trafficking and Modern Slavery policy
 - Protection from Sexual Exploitation and Abuse Policy
 - Anti-Harassment, Intimidation & Bullying Policy
 - IAPG Code of Conduct
 - Global Fund Code of Conduct for Suppliers
 - The Data Protection Policy
- 3. Do you confirm that the company 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
- 4. Do you confirm that you 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
- 5. Required documents for bid:
 - I. Company registration
 - II. VAT registration
 - III. Tax clearance of FY 2076/077
 - IV. Trading license (if any)
 - V. Filled up Consultancy Proposal Form
 - VI. CVs of team members



Section I - Bidder's general business details

I. General information

Organisation Name:		
Contact Name:		
Phone:	Legitimate business address:	
Email:		
2. Please provide details of the type of your organisation (distributor, (re)seller etc):		
3. Please provide details of the primary	products/services of your organisation:	

4. Please list your team members who will be involved with this project. Please attach CVs.

Name	Job title	Role for this project	Email address

SUSTAINABILITY CRITERIA

- I. Working experience in Karnali Province
- 2. Proposed team member/s from Karnali Province.



CAPABILITY CRITERIA

- 1. Team composition, academic qualification, professional expertise experience in subject matter.
- 2. Creativity (Quality of Proposal and sample of previous work).
- 3. Work Plan Timing and Detailing
- 4. Interview (For shortlisted bidder/s only)

COMMERCIAL CRITERIA

Please refer to Consultancy Proposal Form for Commercial proposal (Pricing)

For Bidder:
•••
Signature & Company seal
····
Name
·····
ob Title
••••
Company
······································
Date
nstruction for bid submission:
Electronic Submission via Email
 Email should be addressed to Procurement Coordinator-Sourcing at nepal.proposals@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.

- 1) File no. I (PDF) Legal Documents
 - Company registration
 - PAN/VAT registration
 - Tax clearance of FY 2076/077
 - Organization Profile
- 2) File no. 2 (PDF) Commercial and Technical Proposals
 - Consultancy Proposal Form
 - Bid Response Document
 - CVs of team members