

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.

1. 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, Terms and Conditions of Purchases as stated in RFQ: Yes/No
 - 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

1. 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):

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3. Please provide details of the primary products/services of your organisation:

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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

1. 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:

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Signature & Company seal

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Name

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Job Title

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Company

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Date

Instruction 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. 1 (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