



INVITATION TO TENDER

EGYPT

26/09/2024

ITT-Mother Baby Area (MBA) Kits

Mother and baby care products

SUBMISSION DEADLINE: 17/10/2024

QUESTIONS / CLARIFICATIONS: aya.ghoneim@savethechildren.org

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

PART 1 : INVITATION TO TENDER

- Introduction to SCI
- Project Overview and Requirements
 - Award Criteria
- 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	<i>MBA Kits- Gaza Response</i>
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

	<i>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.</i>
Duration of Award	<i>12 Months</i>

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 (40%)

Criteria used to evaluate the bidder's ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

3.4 COMMERCIAL CRITERIA (50%)

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	26/09/2024
Information session with the supplier	01/10/2024
Deadline for questions from Bidders	05/10/2024
Deadline for Bid Submission	17/10/2024

The above dates are for indicative purposes only and are subject to change.

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 must be split as technical offer (Essential, Sustainability & Capability) & Financial offer (Commercial Criteria) by Electronic or Paper submission as below:

Electronic Submission via Email

- Email should be addressed to **Aya Ghoneim** at Egypt.Suppliers@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- MBA Kits - Gaza Response**
- 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.
- Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

6.3 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than 17th **October 2024**.

Bids must remain valid and open for consideration for a period of no less than 60 days.

6.4 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
Aya Taha Ghoneim	aya.ghoneim@savethechildren.org

Please be advised local working hours are **from 9AM till 4PM**. Please allow up to **1 working day**.

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

Items must match the description in section 3.

PART 3 – BIDDER RESPONSE DOCUMENT

1. INTRODUCTION

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 4 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. **ADDITIONAL INFORMATION**
- Bidders who pass the essential criteria will be eligible for further evaluation and sample check.
- Bidders who fail to submit all required documents will be given 48 hours to re-share the missing documents. Otherwise, they will be considered as ineligible.

- Bidders who fail some items in the sample evaluation stage will be given 48 hours to replace sample and provide alternative; without changing the price offered in the financial proposal.
- If necessary, SCI may conduct supplier visit before contracting for assessing quality, compliance with regulations, and capacity and capability assessment.
- The contractual timeframe of the FWA is for one years, with possibility of amendment in terms of items or price every 6 months. This is subject to market analysis and both parties for the contract must agree.
- Contractual currency is in **EGP**.
- Payment will be in bank cheque or bank transfer, after delivery and **within 15 days from submitting the invoice**.
- Section 3 evaluation is based on best value for money.

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	
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 4 of this pack.	Yes / No	Comments / Attachments
2	The Bidder and its staff (and any sub-contractors used) agree to comply with: i) SCI’s Supplier Sustainability Policy [set out under Section 4 of this document] throughout this process and during the term of any future contract awarded.	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	<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> - Legitimate business address - Tax registration number & certificate 	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		<i>Legitimate Business Address</i>	
		<i>Tax Registration Number & Certificate</i>	
<i>Business Registration Certificate</i>			

	- Business registration certificate - Trading license	Trading License	
5	Items must match the description in section 3.	Yes / No	Comments

SECTION 2 – Capability & Sustainability Questions

Instructions – Bidders are required to complete the below table.

Item	Question	Bidder Response	
1	Sustainability 10% The bidder support and demonstrates a policy of diversity & inclusion with recruitment of staff to ensure equal opportunity for staff of different gender and/or ethnic background.	Bidder Response	Attachment(s)
2	Capabilities 40% Bidders to submit reference letters/proof (e.g. Letters, contract, purchase order) (weightage 10%) <ul style="list-style-type: none"> No reference letters in a similar project. Scoring 0/10 Less than 3 reference letters in a similar project. Scoring 5/10 3 or more reference letters in a similar project. Scoring 10/10 	Bidder Response	Attachment(s)
3	The delivery lead time of goods to SCI offices upon receiving a Purchase Order. (Weightage 10%) <ul style="list-style-type: none"> Lead time less than five working days 10/10 	Bidder Response	Comments

	<ul style="list-style-type: none"> • Lead time 5-7 working days 7/10 • Lead time 8-10 working days 5/10 • Lead time 10-12 working days 3/10 • Lead time More than 12 working days 0/10 		
4	Bidder capacity to supply required quality as Specifications. Weightage (10%). <ul style="list-style-type: none"> • Bidder able to deliver all items same as specs 10% • Bidder able to deliver most of the items as specs 7 % • Bidder able to deliver half of the items as specs 5% • Bidder able to deliver less than half of the items as specs 2 % • Bidder able to deliver no items as specs 0 % 	Bidder Response	Comments
5	Bidder capacity to supply most of the items. 10% We accept partial quotes however it will affect your overall score. <ul style="list-style-type: none"> • Bidder which supplies all items. 10% • Bidder supplies most of the items 7% • Bidder supplies half of the items. 5% • Bidder supplies 25%. 2% • Bidder supplies less than 25%. 0% 	Bidder Response	Comments

SECTION 3 – COMMERCIAL QUESTIONS 50%

Items Price (50%)

Please make prices tax included.

The Outcome of Tender Framework Agreement (Fixed Price)

Item Description	Unit	Unit Price (EGP)
Kettle (1.5-2 liters), BPA free, Double wall	Piece	
Multi device charging station/extension cord 2M, Surge protected with USB ports	Piece	
Diaper changing station	Piece	
Children's play mat easible cleanable, Portable Waterproof Non-Toxic	Piece	
Wipeable toys, Sensory Learning Toys for Kids Toddlers	Set	
Cloth Books for Babies - Premium Quality Soft Books for kids	Piece	
Baby Gym Play Mat with Toys	Piece	
Office chair for adults, Light color	Piece	
Office desk with drawers	Piece	
Collapsible / foldable table (approx 1.5m length)	Piece	
Dishwashing soap, liquid (1000 ml)	Bottle	
2 in 1 Washing up sponge, for washing utensils	Piece	
Liquid Soap for handwashing, (in dispenser 1000 ml)	Bottle	
Astonish Antibacterial Surface Cleanser Spray, Pack of 12	Packs	
Bottle cleaning brushes with storage holder	Piece	
Paper towels (150 sheets)	Packet	
Baby feeding cups, BPA free, plastic	Piece	
Dustpan + broom with handle- set	Piece	
Garbage bags 60 x 30 cm, packs/ counts of 100's	Piece	
Disposable Gloves, box of 50 pairs	box	
Cleaning gloves medium size, heavy duty	Piece	
Disposable paper cups package 250 ml , 100 pcs	Packet	
Face masks (box x 50 units)	Box	
Alcohol hand rub (1000 ml)-Sanitizer-70% alcohol	bottle	
Baby diapers newborns (0-3 months)	Pack	
Baby diapers small- Size 1	pack	
Baby diapers medium- Size 2	Pack	
Baby diapers big- Size 3	Pack	
Baby diapers extra big- Size 4	Pack	
Baby diapers extra extra big- Size 6	Pack	
Sudocrem (nappy rash cream 50g)	Piece	
Baby Wet wipes, sensitive biodegradable (12 x 60 pack)	pack	
Nipple cream 50g, (for mothers with cracked nipples)	Tube	

High quality thermos flask, glass insulated, plastic outside (no metal), 24hrs cold or hot- 1L (see pictures)	Piece	
Plastic washing up Basin, with handles	Piece	
White sugar in sticks	kg	
Powder milk or Coffe creamer (for tea/coffee), shelflife minimum 24 months	kg	
Coffee Stirrers wood 14 cm (1000 pcs in box)	Pack	
Manual breastpump with soft, cushioned silicone cup and narrow neck for hand strain reduction	Piece	
Diapers hygienic disposable nurseries 60 x 90 cm (box x 120 units)	Piece	
Plastic feeding bib	Piece	
Measuring cup for water-Callibrated	Pack	
Blanket. Polyester. Fleece. Can be washed in a washing machine. Size: 140x200 cm, 180-200 cm, 130-160 cm	Piece	
Baby feeding chair	Piece	
Antibacterial Surface Cleanser Spray, 500 ml Pack of 12-20 pcs	Piece	
Collapsible / foldable table (approx 1.5m length)	Piece	
Mop with handle and bucket, for mopping floor	Piece	
Tea (box x 20 little tea bags)	Pack	
Instant coffee (400g)	Tins	
Box for packing	Piece	

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	

Capability Criteria Evidence	Completed Bidder Response Document	
	Supporting Financial Documents	
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 Biddir	
Terms & Conditions of Purchase	 SC-C-03A FWA (Non-GDPR) Goods (E	
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	

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: