**SUPPLIER PREQUALIFICATION TENDER RESPONSE**

**South Sudan**

**SCI/ITT/SSD/2024/PREQ/001**

**Prequalification Documents**

**SUBMISSION DEADLINE: 17:00 on 07th June 2024**

**QUESTIONS / CLARIFICATIONS/SUBMISSION:** Juba.Procurement@savethechildren.org

**FORMAT FOR SUBMISSION:** [**TENDER RESPONSE DOCUMENT**](#_PART_3_–)

**SECTION 1 - ESSENTIAL CRITERIA**

***Instructions – Bidders are required to complete all sections of the below table.***

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| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | MANDATORY CRITERIA: bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ included within Appendix 1 of the ITT, and that any work awarded from this tender process will be completed under the attached ‘Terms and Conditions of Purchase’ | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies and code of conducts listed below, throughout this tender process and during the term of any contract awarded.   1. Child Safeguarding Policy 2. Anti-Fraud, Bribery & Corruption Policy 3. Slavery & Human Trafficking Policy 4. IAPG Code of Conduct 5. Conditions of Tendering | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The bidder confirms it is not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the US or EU. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The Bidder confirms it is fully qualified, licenses and registered to trade within South Sudan (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements:   * Legitimate business address * Tax registration number & certificate from Ministry of Finance * Business registration certificate * Valid Operation / Trading Licence from Ministry of Commerce Industry and Investment. * Valid Tax clearance certificate from Ministry of Finance. * Valid Certification of Incorporation from Ministry of Justice and Constitutional Affairs * Proof of Land Ownership or Valid Lease Agreement | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| Legitimate business address |  |
| Tax registration number & certificate |  |
| Business registration certificate |  |
| Valid Operation / Trading Licence |  |
| Valid Tax clearance certificate |  |
| Valid Certification of Incorporation  Proof of Land Ownership or Valid Lease Agreement |  |
| ***5*** | Supplier is able to share three (3) examples of their experience of offering similar service to organisations like Save the Children, public institutions or other large multinationals corporations. For each example, please provide copy of Purchase Order / Contract:   * Name of Organisation * Duration for the services * Service Description (if applicable) | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| Example 1 |  |
| Example 2 |  |
| Example 3 |  |

**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 Identification number: | |
| Legal status ( Sole Proprietor /Partnership/Company) : | | | |
| Year of registration: | | Annual Turnover: | |
|  | |  | |

1. Please provide details of the type of your organisation (Lessor, Company 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 (Minimum of 3 employees):

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| --- | --- | --- | --- | --- |
| **Name** | **Job title** | **Role for Save the Children account** | **Direct telephone number** | **Email address** |
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**Section 2: Specification of the Goods/Services**

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| **Warehouse specification** | |
| Size | 2,500 SQM |
| Structure | Permanent / steel warehouse with a concrete basement to support heavy load up to 40 MT trucks .  The Layout should provide enough space to install extra containers ( 2units of 40ft and 2units of 20ft), enough space for heavy trucks to easily turn and provide for a yard for sorting bulky stock, adequate for parking up to a minimum of 4 trucks. Compound surface a minimum of compacted murram surface. |
| The structure should have sufficient ventilation and weather proofing. Warehouse roof to be in good condition, protection against humidity, temperature fluctuation/extreme weather conditions, well-fitting doors and windows for easy locking , absence of rodent and other pests, |
| Security | Security guards needed (Non-armed with all relevant equipment), security lights to provide sufficient illumination all night long, concrete wall fence fitted with razor wire and bulger proof, one secure main gate and an extra secure exit evacuation gate. Good drainage. Firefighting equipment |
| Sanitary services | The warehouse should have flash toilet for both male and female |
| Electricity | The facility should have Stable power supply with possible backup to supply 24/7 power for pharmaceutical supplies and Cold chain. |
| Pallets | Not needed |
| Road Accessibility | The warehouse should be near all weather road for all season access. |
| Office and service spaces | Office space for at least 4 people, with roof in good condition, well-ventilated, with well installed Air conditions and good drainage. |
| Water supply | The facility should have sufficient water supply |
| Price | price per either SQM or Monthly rate/month all inclusive (security, electricity, water, cleaners). |
| Photos | Vendor to attach photo of the proposed Warehouse including interior and exterior. |

1. Number of years of relevant experience to provide similar Goods/Service?
2. What warranties and guarantees can you offer as part of this contract?
3. How quickly can you guarantee a response time in an emergency situation?
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:
6. Details of Geographic coverage in Country / outside
7. What quality standards does your organisation adhere to?
8. Please provide details ofat least4client references whichSave the Children may contact (preferably NGOs):

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| --- | --- | --- | --- | --- |
| **Client Organisation** | **Contact** | **Phone no.** | **E-mail address** | **Details of contract** |
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**SECTION 5 – BIDDER SUBMISSION CHECKLIST**

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| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | |
| **No** | **Section** | | | **Please Tick** | |
| 1. | Section 1 – Key Information | | |  | |
| 2. | Section 2 – Essential Criteria | | |  | |
| 3. | Section 3 – Capability Questions | | |  | |
| 4. | Section 4 – Commercial Questions | | |  | |
| 5. | Appendix 1 Quotation | | |  | |
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| **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 | | |  |
| Operation Licence from Ministry of Finance | | |  |
| Tax identification certificate from Ministry of Finance | | |  |
| Tax clearance certificate from Ministry of Finance | | |  |
| Certification of Incorporation from ministry of Justice and Constitutional Affairs | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | |  |
| Supporting Financial Documents | | |  |
| Supporting Quality procedures | | |  |
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| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | |  |
| Completed ‘Appendix 1 Quotation’ | | |  |
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| **We, the Bidder, hereby confirm we comply with the following policies and requirements:** | | | | | |
| **Policy** | | | **Signature** | | |
| Conditions of Tendering | | |  | | |
| Terms & Conditions of Purchase | | |  | | |
| Child Safeguarding Policy | | |  | | |
| Anti-Bribery & Corruption Policy | | |  | | |
| Human Trafficking & Modern Slavery Policy | | |  | | |
| IAPG Code of Conduct | | |  | | |

**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
* Save the Children Human Trafficking and Modern Slavery policy
* The IAPG Code of Conduct

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

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| **Acceptance by the Bidder:**  …………………………………………………………………….    Signature  …………………………………………………………………….  Name  ……………………………………………………………………..  Job Title  ……………………………………………………………………..  Company  ……………………………………………………………………...  Date  ……………………………………………………………………...  Email Address  ……………………………………………………………………... |
| Telephone Number  ……………………………………………………………………... |