

TENDER RESPONSE

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

ESSENTIAL CRITERIA

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.

- A) Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities : Yes/ No

- B) Do you agree to comply with our standard policies and procedures as stated in RFP or Invitation to Tender (ITT) document : Yes/No

- C) Do you confirm that you are not any prohibited parties or on Government blacklists : Yes/ No

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

2. Please provide details of the type of your organisation (manufacturer, distributor, Web Developer, Consultancy firm etc):

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

--

4. 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:

Name	Job title	Role for Save the Children account	Direct telephone number	Email address

CAPABILITY CRITERIA

Section 2: Bidder capacity

1. Detail the product you are intending to supply with any variations/notes to the specification if your product differs.

Product	As per the specification?	Please list any variations/notes to specification
IT CONSULTANCY TO DEVELOP AN OPEN BUDGET PORTAL FOR THE RWANDA GOVERNMENT MINISTRY OF FINANCE AND ECONOMIC PLANNING (MINECOFIN), AS PER TOR.	Yes / No	

2. Number of years of relevant experience to provide similar Consultancy Services?

3. What warranties and guarantees can you offer as part of this contract?

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 e.g. ISO?

8. Please provide details of at least 3 client references which Save the Children may contact (preferably INGOs or Governments/Government Agencies):

Client Organisation	Contact	Phone no.	E-mail address	Details of contract

COMMERCIAL CRITERIA

Section 3: Commercial proposal (Pricing)

1. Please indicate here the prices including taxes you are offering to Save the Children as part of this IT Consultancy to Develop an Open Budget Portal for the Government of Rwanda Ministry of Finance & Economic Planning, including the currency. Please refer to specification for details of what must be included.

Product	Unit	Currency	Ex Works Price per piece	Location(s) of ex-works price

2. Can you fix these prices for the duration of the contract?

Yes No

If not, please provide details of how long they will remain fixed?

3. If prices cannot be fixed for the duration of the contract, please specify factors that would affect the price and indicate how changes in these factors would affect the price of the stated products:

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

The following documents and items are included in our bid:

- Section 1: Bidder's general business details
- Section 2: Bidder capacity
- Section 3: Pricing proposal

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

Acceptance by the Bidder:

.....

Signature

.....

Name

.....

Job Title

.....

Company

.....

Date