**INVITATION TO TENDER**

**Afghanistan**

**02 September 2024**

**ITT-AFG-KBL-2024-PR503653**

**Hiring of Two Armoured Vehicles for 2 years FWA**

**SUBMISSION DEADLINE : 4:30 PM ON 23/Sep/2024**

**PRE-SUBMISSION CLARIFICATION MEETING : Not Applicable**

**QUESTIONS / CLARIFICATIONS :** [**AFG.Tenders@savethechildren.org**](mailto:AFG.Tenders@savethechildren.org)

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

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

# **PART 1 – INVITATION TO TENDER**

## **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](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *Hiring of Two Armoured Vehicles for 2 years FWA* |
| **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 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.* |
| **Duration of Award** | *24 Months* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

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.

### **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 (50%)**

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

### **3.4 COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **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.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 02 September 2024 |
| Pre-Submission Clarification Meeting | Not Applicable |
| Deadline for questions from Bidders | 15 Sep 2024 |
| Deadline for Bid Submission | 23 Sep 2024 |
| Bid Clarifications | 10 Oct 2024 |
| Award Contact | 21 Oct 2024 |

The above dates are for indicative purposes only and are subject to change. However, SCI commits to ensure all Bidders receive notification of changes to timescales in a fair and transparent manner.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_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 can be submitted by either:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Electronic Submission via Email – Not Applicable**

**Paper Submission**

* paper copies submitted on headed paper to Save the Children International-CO in Kabul Province located at – Qala-e-Fatullah, St# 5, House # 586 , Afghanistan
* Bids should be submitted in a single sealed and stamped envelope addressed to SCI Afghanistan, Supply Chain Department.
* The envelope should clearly indicate the Invitation to tender reference number **ITT-AFG-KBL-2024-PR503653** but contain no other details relating to the bid or the bidder’s name.
* All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **4:30 PM on 23 Sep 2024**

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

### **6.5 KEY CONTACTS**

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

|  |  |
| --- | --- |
| Name | Email Address |
| SCI Afghan Tender | [**AFG.Tenders@savethechildren.org**](mailto:AFG.Tenders@savethechildren.org) |

Please be advised local working hours are **08:00 AM – 04:30 PM**, **Sunday - Thursday**. Please allow up to 2 days for a response.

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**

Save the Children operate a fleet of vehicles to support the delivery of its programmes. Vehicles are used to transport goods, colleagues and beneficiaries to and from various locations. Given the nature of the use of the vehicles, it is crucial that Save the Children has access to a reliable and safe fleet of vehicles.

Save the Childrens key interests in bidders submissions will be:

* **Safety** – Save the Children require vehicles which are equipped to ensure the safety of all passengers. This includes things such as vehicle safety equipment (seatbelts etc), insurance coverage and driver qualificatons / experience.
* **Reliability & Availability** – Save the Children require vehicles which will be able to perform in the challenging and unpredictable conditions in which we work. This includes ensuring vehicles are properly maintained and serviced to minimise breakdowns (and if required, replacement vehicle coverage).
* **Pricing** – Save the Children has a duty to its beneficiaries and donors to ensure it manages its financial resources effectively to deliver best value. This includes achieving commercially competitive fleet rental rates.

1. **SPECIFICATIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **VEHICLE TYPE** | **DESCRIPTION** | **DRIVER**  ***(Yes / No)*** | **ADDITIONAL SERVICES**  ***(e.g. Fuel, IVMS?)*** | **QTY** | **DURATION OF RENTAL** |
| **Armoured Vehicle** | **2016 Model,** | **No** | maintenance, parts, full coverage insurance and renewal of vehicle documentations | **2** | **2 Years (Based on Actual Need)** |
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**All Armoured vehicles must be supplied to Save the Children after signing of the FWA.**

**RENTAL DURATION**

* Due to the nature of Save the Childrens work, the rental requirements may change with limited notice. Therefore, Save the Children requires the ability to increase / reduce the number of vehicles rented with limited notice and without impact on the remaining rented vehicles.
* Save the Children may request additional vehicles be supplied at the agreed rates at any time.
* Save the Children may terminate the rental of any individual vehicles by giving at least 5 days’ notice.

**VEHICLES**

* All vehicles supplied should adhere to the following criteria:
  + Not older than 2016 years.
  + Not have more than 50,000 KM mileage.
* All vehicles supplied should be free from major defects / damage and road legal, and remain so for the duration of the rental period. This includes:
  + Vehicles complying with all local laws and legislations.
  + Vehicles are taxed and have the relevant insurance required by law.
  + Vehicles are equipped with all relevant safety equipment (e.g. seatbelts, tyres have correct tread depths etc.).

**DELIVERY & RETURNS**

* The supplier shall be responsible for delivering the vehicles to the location specified by SCI at the start of the rental period.
* The supplier shall be responsible for collecting the vehicles at the location specified by SCI at the end of the rental period.
* Save the Children does not expect to be charged for any damage / repair costs at the end of the rental period unless agreed in writing by both the Supplier and SCI when the vehicles are returned at the end of the hire period.

**FUEL**

* Supply of fuel is the responsibility of SCI.

**INSURANCE & TAX**

* All vehicles supplied must include as a minimum the following insurance cover:
  + Passenger Liability
  + Third Party Liability
* It is the responsibility of the Supplier to ensure all vehicles remain insured for the duration of the rental period.
* It is the responsibility of the Supplier to ensure all vehicles remain taxed for the duration of the rental period.

**VEHICLE MAINTENANCE**

* The supplier shall be responsible for maintaining and servicing the vehicle throughout the rental period.
* The vehicles should be maintained and serviced in line with the manufacturers recommendation, as a minimum.
* When any repairs, servicing or maintenance is required, the Supplier shall provide Save the Children reasonable notice, and supply a vehicle of a similar specification whilst the original vehicle is being serviced / repaired / maintained.

**DRIVERS**

* Provision of Drivers is the responsibility of SCI.

**REPORTING**

* Drivers will be responsible for maintaining all vehicle documents required law.
* Drivers will also be responsible for completing Save the Childrens vehicle log for all journeys and submitting the vehicle log to the Save the Children fleet focal point every day.

**TERMINATION**

* Should any of the supplied vehicles become in a condition meaning that they are unable to be used to serve their purpose, the Supplier will be provided a replacement vehicle within 1 day.
* Should a replacement vehicle not be supplied, Save the Children can terminate the hire of the vehicle(s) immediately.
* Reasons for a vehicle hire being terminated include, but are not limited to:
  + Expiration of insurance, tax or any other licenses required by law.
  + Irreparable damage to vehicle.
  + Lack of required safety equipment as required by law / Save the Children’s fleet policy.

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **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.

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 Save the Children Supplier Sustainability Policy listed in Section 4 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. | **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*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Tax registration number & certificate * Business registration certificate * Trading license (This tender is open only for the Transportation Companies). * Corporate Bank Account Details by the name of the company. (*This should include the account number, Bank Name and currency (either Afghani or USD*). * **Note:** The supplier needs to provide a confirmation letter if the contract is awarded the supplier to provide a second bank account (either Afghani or USD) upon request. | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***Bank Account Details*** |  |
| ***5*** | The bidder confirms it 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** | **Comments** |
|  |  |
| ***6*** | The Bidder confirms that it all of their drivers are legally qualified to drive and that all employees (including drivers and any sub-contracted labour) are vetted against sanctions lists. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | **The Bidder agrees to be audited by SCI’s donors, or their authorised auditing agencies.** | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***8*** | The Bidder confirms that all vehicles supplied are road legal, free from major defects and safe to use for the purpose detailed in this Invitation to Tender, and will remain so for the duration of the rental period. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***9*** | The Bidder confirms that all vehicles supplied include the as a minimum, the insurance levels required by the Global and Local Safety & Security Policies (detailed in this Invitation to Tender) and that the vehicles will remain insured for the duration of the rental period. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***10*** | Bidders are required to provide copies of two valid Armoured Vehicle Registration Books (Red Book). | **Yes / No** | **Comments / Attachments** |
|  |  |
| **11** | Bidders are required to provide copies of armoured vehicle update movement cards. | **Yes / No** | **Comments / Attachments** |
|  |  |
| **12** | Bidders are required to provide confirmation letter for accepting that Save the Children will take the vehicle for overall inspection before rent. Inspection may last for few days. | **Yes / No** | **Comments / Attachments** |
|  |  |
| **13** | Bidder are required to provide a confirmation letter that maintenance, parts, full coverage insurance and renewal of vehicle documentations payment is their responsibility. | **Yes / No** | **Comments / Attachments** |
|  |  |

## 

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Score** | **Question** | **Bidder Response** |
| ***1*** | 10 % | Bidders are required to confirm that both Armoured Vehicles are of at least 2016 Model.  Each Armoured Vehicle Model of at least 2016 or above will entitle the bidder for 5 Marks.  Zero Marks if Armoured Vehicles are out of the range of the mentioned Year. |  |
| ***2*** | 10 % | The bidders are required to provide the copies of both Armoured Vehicles Mileage Meter Pictures.  The desirable mileage is below 50,000 KM.  Each Armoured Vehicle with Mileage below 20,000 KM will entitle the bidder for 5 Marks.  Each Armoured Vehicle with Mileage between 20,000KM – 50,000KM will entitle the bidder for 2.5 Marks.  Zero Marks for the Armoured Vehicle with more than 50,000 km Mileage. | **Bidder Response** |
| ***3*** | 10 % | The bidders are required to provide valid copies of armouring certificate/ or equal documentations of both Armoured Vehicles.  Provision of each Valid Armouring Certificate/or equal documentation will entitle the bidder for 5 Marks.  Zero Marks for not providing any Valid Armouring Certificate/or equal documentation. |  |
| ***4*** | 10% | The bidders are requested to provide copies of two contracts having the client references which shows working in the similar area with UN, NGOs, INGO and Government in the last 3 years.  Provision of the copy of each valid contract will entitle the bidder for 5 Marks and 10 Marks for the provision of two contracts.  Zero Marks for not providing copy of any valid contract. |  |
| ***5*** | 10% | The Bidders are requested to provide a confirmation letter to accept that they will be responsible for the Renewal of vehicle movement cards.  10 Marks for the provision of the confirmation letter.  0 Marks for not providing the Confirmation Letter. |  |
| ***6*** | 10% | **Sustainability Criteria:**  The bidder source and staff from the local/and Kabul Province. This helps to improve the local economy by ensuring money is invested in local suppliers, improves employment and upskills the local population.  10/10 – Bidder source 100% locally bidder address location in Kabul province according to bidder valid business license.  5/10 – Bidder source from outside the Kabul (All provinces of Afghanistan)  0/10 – Bidders source from outside of Afghanistan |  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

**Table 1 – Vehicle Pricing (inclusive of Fuel, Maintenance, Servicing etc)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Vehicle and Model** | **Rental Cost ($)** | | | |
| **Unit** | **Quantity** | **Monthly Rent** | **Remarks** |
| **Hiring of Rental Armoured Vehicle**  **Hiring of Two Rental Armoured Vehicle Land Cruiser Type for duration of 2 Years Mod# 2016 and above - only Driver and Fuel will be covered by SCI** | Each | 1 |  | Armoured Vehicles are required based on actual need |

**For the avoidance of doubt, the pricing provided in Table 1 above should be inclusive of all charges relating to the supply of the vehicle (including deliver, returns, fuel, servicing etc).**

**For the avoidance of doubt, the pricing provided in the above Table 2 should be inclusive of all costs associated to the supply of drivers (including recruitment costs, vetting costs, wage costs etc).**

**FIXED TERM PRICING**

Please confirm that the pricing provided can be fixed for a duration of 2 years.

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**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 | | | |  |
| Copies of Corporate Bank Account Details by the name of the company *(Both in USD and AFN Currencies)* | | | |  |
| copies of two valid Armoured Vehicle Registration Books (Red Book) | | | |  |
| copies of armoured vehicle update movement cards. | | | |  |
| Confirmation Letter for inspection of AV | | | |  |
| confirmation letter for accepting that maintenance, parts, full coverage insurance and renewal of vehicle documentations is bidder’s responsibility | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Copies of similar contracts | | | |  |
| List of vehicle specifications for all vehicle types supplied | | | |  |
| Confirmation Letter for the renewal of Movement Cards | | | |  |
|  | | | |  |
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| **Commercial Criteria Evidence** | | Completed Bidder Response Document | | | |  |
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|  | | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** | |
| Terms & Conditions of Bidding | | |  | |  | |
| Terms & Conditions of Purchase | | |  | |  | |
| Supplier Sustainability Policy  and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  | |

|  |  |
| --- | --- |
| 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: | ………………………………………………….. |