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| **Date** | 13 October 2024 |
| **Document** | Terms of Reference (TOR) |
| **Nature of assignment** | Request for Information (RFI) |
| **Items Required** | * Education Kits/books, Stationery * Office Supplies * Construction * Telecommunications services and Internet facilities * Hygiene Kits * GPS – Vehicle Tracking Services, * Guest houses, Hotels, and Restaurant services. * Conex Containers * Rental Vehicles/ Armoured Vehicles |

1. Introduction To Save The Children:

Save the Children is the leading global independent organization for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn, and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach. We do whatever it takes for children -every day and in times of crisis -transforming their lives and the future we share.

**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.

**Our values:** Accountability, ambition, collaboration, creativity, and integrity. We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

1. Objectives:

We are seeking information/quotations from the suppliers for the procurement of specific items listed below (Annexure). Suppliers providing competitive prices and meeting the specified requirements may be considered for future procurement opportunities and contractual agreements.

The primary objectives of this RFI are:

* To obtain market prices for the listed items.
* To identify potential suppliers capable of providing the required goods at competitive prices.

1. Scope:

We invite suppliers to provide quotations for the following items:

* Education Kits/books, Stationery
* Office Supplies
* Construction
* Telecommunications services and Internet facilities
* Hygiene Kits
* GPS – Vehicle Tracking Services,
* Guest houses, Hotels, and Restaurant services.
* Conex Containers
* Rental Vehicles/ Armoured Vehicles

1. Submission Guideline:

Interested suppliers are requested to submit their quotations for their relevant section in accordance with the following guidelines:

* Quotations should be submitted electronically to the below email addresses no later than 29 October 2024

Email: [AFG.Procurement@savethechildren.org](mailto:AFG.Procurement@savethechildren.org)

* Quotations must include prices for each listed item.
* Suppliers may include any additional information or terms they deem relevant.
* Suppliers are to fill out and submit the supplier registration form which is attached to the annexures section of this document.

**Confidentiality:** All information submitted in response to this RFI will be treated as confidential and used solely for the purpose of market analysis and supplier evaluation.

**Disclaimer:** This RFI does not constitute a commitment to issue a solicitation or award a contract. The organization reserves the right to modify or cancel this RFI at any time without prior notice.

1. Annexure (Supplier Registration Form)



1. Annexure (List of Required Items)

