

INVITATION TO TENDER

SCI Hargeisa Office

7th April 2026

FRAMEWORK AGREEMENT FOR VISIBILITY PRINTING SERVICE **HARGEISA**

SUBMISSION DEADLINE: 4:00 PM ON 27th April 2026

PRE-SUBMISSION CLARIFICATION MEETING: N/A

QUESTIONS / CLARIFICATIONS: SomaliInd.procurement@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	<p><i>Provision of visibility printing services for SCI Hargeisa Office – Somaliland please see attached detailed tender package.</i></p> <p>Framework Agreement (Fixed Price) – the successful supplier(s) will be awarded a ‘Fixed Price 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.</p>
Outcome of Tender	<p>Contract – the successful supplier(s) will be awarded a ‘Contract’ which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.</p>
Duration of Award	<p>For the duration of the specific build requirement.</p> <p>3 Years</p>

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, Capability Criteria, and Commercial Criteria.

a. 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 (50%)

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 (40%)

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	7 th April 2026
Pre-Submission Clarification Meeting	N/A
Deadline for questions from Bidders	16 th April 2026
Deadline for Bid Submission	27 th April 2026
Bid Opening	28 th April 2026
Award Contact	10 th May 2026

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](#) 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. In addition to the Bidder Response Document, bidders may also be required to submit supporting documentation. Instructions on how to do this, and how to complete the Bidder Response Document can be found within the document in Part 3 of this pack.



Bidding on a
Sourcing Event.pptx

How to Apply

Bidders may submit their responses using **one of two methods**:

1. Submission via Ariba Network

- Bidders are encouraged to register and submit their applications through the **Ariba Network**.
- Detailed guidance is provided in the above attached PPT.
- Ensure all documents are scanned clearly and legibly. Documents containing barcodes must be fully visible and readable.
- Where possible, compile your submission into a single document. If the file size exceeds system limits, you may split it into multiple parts.

2. Submission via Email

- As an alternative, bids can be submitted via email to Somaliland.procurement@savethechildren.org
- **Note:** This email acts as a sealed tender box and will not be opened until the tender closes. Tender-related questions sent to this address will not be answered.
- Therefore, bidders with questions about the tender are encouraged to email Mukhtar.Hassan@savethechildren.org directly
- Email subject line should be: "FWA FOR VISIBILITY PRINTING SERVICE – HARGEISA, Bidder Response – 'Bidder Name', 'Date'"
- All attachments should be clearly labeled, scanned cleanly, and legibly. Documents with barcodes must be fully visible to allow verification.
- Preferably, submit all documents in a single file. If the file size exceeds email limits, split the submission into multiple emails.
- Do not copy other SCI email addresses, as this may invalidate your bid.

General Instructions for Both Methods

- All submissions, whether via Ariba or email, must follow the same guidance regarding document clarity, scanning quality, and file organization.
- Submissions should be easy to review and verify by the evaluation committee.

Paper Submission

➤ **Submitting of Hard paper is not allowed**

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **4:00 PM ON 27th April 2026**

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
Procurement Committee	Mukhtar.Hassan@savethechildren.org @savethechildren.org

Please be advised local working hours are from **8:00 Am to 04:00 PM from Sunday to Thursday**. Please allow up to 2 working 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

SPECIFIC REQUIREMENTS

2.1 Detailed Specifications and Prices for Goods and Services required:

S/N	Description of Goods / Services	Unit	Quantity	Unit Prices (US Dollar)
1	Billboard (Big) 3m X 6m with rent of 1 month	Pcs	1	
2	Billboard (Big) 3m X 6m with rent of 1 week	Pcs	1	
3	Billboard (Big) 3m X 6m with rent of 2 months	Pcs	1	
4	Billboard (Big) 3m X 6m with rent of 2 weeks	Pcs	1	
5	Billboard (Normal) 3m X 2m with rent of 1 month	Pcs	1	
6	Billboard (Normal) 3m X 2m with rent of 1 week	Pcs	1	
7	Billboard (Normal) 3m X 2m with rent of 2 months	Pcs	1	
8	Billboard (Normal) 3m X 2m with rent of 2 weeks	Pcs	1	
9	Brochures	Pcs	1	
10	Calendar (full colour, message & logos) - size A3 with spiral	Pcs	1	
11	Caps - Cotton (Red) with screen Printing message (50 Pcs and Above order for each time)	Pcs	1	
12	Caps- Cotton (Red) with embroidery message (50 Pcs and Above order for each time)	Pcs	1	
13	Dairy books with message (100 Pcs and Above order for each time)	Pcs	1	
14	Desk calendar (full colour, message & logos) - with spiral	Pcs	1	
15	Event background banner (5m X 2m) with Stand Frame	Pcs	1	
16	Event background banner (6m X 2.5m) with Stand Frame	Pcs	1	

17	Event background banner (8m X 3m) with Stand Frame	Pcs	1	
18	Flyer	Pcs	1	
19	In-door posters A0	Pcs	1	
20	In-door posters A1	Pcs	1	
21	In-door posters A2	Pcs	1	
22	In-door posters A3	Pcs	1	
23	In-door posters A4	Pcs	1	
24	in-door Stickers - size A0	Pcs	1	
25	in-door Stickers - size A1	Pcs	1	
26	in-door Stickers - size A2	Pcs	1	
27	in-door Stickers - size A3	Pcs	1	
28	in-door Stickers - size A4	Pcs	1	
29	in-door Stickers - size A5	Pcs	1	
30	Leaflet A4	Pcs	1	
31	Leaflet A5	Pcs	1	
32	Out-door Posters A0	Pcs	1	
33	Out-door Posters A1	Pcs	1	
34	Out-door Posters A2	Pcs	1	
35	Out-door Posters A3	Pcs	1	
36	Out-door Posters A4	Pcs	1	
37	Out-door Stickers - size A0	Pcs	1	
38	Out-door Stickers - size A1	Pcs	1	
39	Out-door Stickers - size A2	Pcs	1	
40	Out-door Stickers - size A3	Pcs	1	
41	Out-door Stickers - size A4	Pcs	1	
42	Out-door Stickers - size A5	Pcs	1	
43	Stand-banner - large bottom stand (full colour, message & logos)	Pcs	1	
44	T-shirts - Cotton (Red) with message (medium material) - large, small and medium size (50 Pcs and Above order for each time)	Pcs	1	
45	T-shirts - Cotton (Red) with embroidery message (medium material) - large, small and medium size (50 Pcs and Above order for each time)	Pcs	1	
46	Scarf for Girls (Red) with embroidery message (50 Pcs and Above order for each time)	Pcs	1	
47	Scarf for Girls (Red) with screen printing message (50 Pcs and Above order for each time)	Pcs	1	

48	Wall banner - size 1.5width x 1hight - full color, message with logos	Pcs	1	
49	Wall banner - size 1width x 0.5hight - full color, message with logos	Pcs	1	
50	Wall banner - size 2.5width x 1.5hight - full color, message with logos	Pcs	1	
51	Wall banner - size 2width x 1.2hight - full color, message with logos	Pcs	1	
52	Wall banner - size 3width x 2hight - full color, message with logos	Pcs	1	
53	A4 and A5Magazine 32pages, perfect banded, full color glossy	Pcs	1	
54	A4 & A5 Magazine 16pages, perfect banded, full color glossy	Pcs	1	
55	Cleric Sheet A0	Pcs	1	
56	Cleric Sheet A1	Pcs	1	
57	Cleric Sheet A2	Pcs	1	
58	Cleric Sheet A3	Pcs	1	
59	3D banner - 2m x 1m full color	Pcs	1	
60	3D banner - 1m x 1 m full color	Pcs	1	
61	3D banner - 2.4m x 1 m full color	Pcs	1	
62	Voucher book, A4 size - 50 Original pages with two copies	Book	1	
63	Voucher book - A4 size - 50 Original pages with three copies	Book	1	
64	Voucher book - A4 size - 50 Original pages with 1 copy	Book	1	
65	Voucher book - A5 size - 50 Original pages with two copies	Book	1	
66	Voucher book - A5 size - 50 Original pages with One copy	Book	1	
67	Voucher book - A5 size - 50 Original pages with three copies	Book	1	
68	Voucher Cards - A5 size	Pcs	1	
69	Voucher Cards - A4 size	Pcs	1	
70	Student back bag screen printing message	Pcs	1	
71	Student back bag screen embroidery message	Pcs	1	
72	Door Tag with message - Normal	Pcs	1	
73	Desk Tag with message - Normal	Pcs	1	
74	Key Tag with message	Pcs	1	

75	Branded pens - Box of 50 Pcs	Box	1	
76	Branded Lanyards with ID Card holder	Pcs	1	
77	Metal board Small 1m x 1m with Message	Pcs	1	
78	Branded Jackets - Embroidery	Pcs	1	
79	Engraving. - A1 size	Pcs	1	
80	Engraving. - 1m x 1m size	Pcs	1	
81	Engraving. - size: 1.2m x 1m	Pcs	1	
82	Engraving. - Size: 1.5m x 1m	Pcs	1	
83	Engraving. - Size: 2m x 1	Pcs	1	
84	Branded mouse pad - Normal size	Pcs	1	
85	Branded key holder with message	Pcs	1	
86	Desk Flag	Pcs	1	
87	Flag - Standard	Pcs	1	
88	Branded ID printing - Plain	Pcs	1	
89	Branded Cups of tea	Pcs	1	
Total				

PART 3 – BIDDER RESPONSE DOCUMENT

I. 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 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)
- [Schedule 1 – Terms & Conditions of Bidding](#)

The Bidder is required to sign a copy of the Check list in Section 5 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.

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	
		Yes / No	Comments / Attachments
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.		
2	The Bidder and its staff (and any sub-contractors used) agree to comply with 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	<p>The Supplier confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>A. Valid licence from Somaliland Ministry of commerce.</p> <p>B. Submission of Valid Tax Clearance Certificate.</p> <p>C. The Bidder to Sign all SCI Policies listed below (Page 12):</p> <ul style="list-style-type: none"> ○ Terms & Conditions of Bidding ○ Supplier Sustainability Policy and the included mandatory policies <p>D. The Bidder is required to quote all items listed under section 3.1 (Detailed Specifications and Prices for Goods and Services. (Partial quote will lead to disqualification)</p> <p>Save the Children's procurement committees reserve the right to disqualify any bidder who submits falsified documents as part of their application.</p> <p>Note: Any bidder that fails to meet the essential criteria will not be considered for further evaluation.</p>	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Attach Valid License	Suppliers must submit Valid License
		Policies Acceptance	Supplier to sign All Policies at Section 5 (page 11)

SECTION 2 – CAPABILITY QUESTIONS

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

Item	Question	Bidder Response		
		Client Name	Contact Details (Name & Email)	Project Description
1	REFERENCES - Relevant experience (40%) The bidder shall provide verifiable contracts or purchase orders demonstrating similar experience with UN, INGOs or Government Institutions. <ul style="list-style-type: none"> ✓ Bidders must submit contract(s)/POs with clear description of the nature of the goods/services with minimum of 10,000 USD value. ✓ System Generated Purchase Order Is acceptable. Note – Save the Children has the right to undertake due diligence to verify the references before award.	1)		
		2)		
		3)		
2	FINANCIAL HEALTH: 10% Official Original Bank statement from 1st February 2025 to 31st March 2026	Bidder to submit a Bank Statement Stamped & signed by the Bank		
3	SUSTAINABILITY CRITERIA - 10% Bidder submits a comprehensive Environmental Control Plan for the project / Waste Management Policy	Bidder Response		Attachment(s)
		Attach comprehensive environmental control plan is fully submitted and technically sound.		Attach environmental control plan or policy if any

SECTION 3 – COMMERCIAL QUESTIONS

PRICING SUBMISSION	
<p>The lowest acceptable evaluated financial proposal passed from Essential and Capability criteria will be awarded the maximum commercial criteria score of 40%.</p> <p>The commercial criteria score for all other bidders will be calculated using the formula below:</p> $\left\{ \frac{100\% \times \text{Lowest bid value}}{\text{Current value bid}} \right\} \times 0.4$	
OTHER COMMERCIAL CONSIDERATIONS	
<p>Duration for which pricing can be fixed</p>	<p>All Bids must remain valid and open for consideration for a period of not less than 60 days from the Closing Date.</p>

Important Notice: Pricing:

- ✓ Bidders must ensure that their quoted prices are **firm and all-inclusive**, covering all possible costs associated with the execution of the works. This includes, but is not limited to, materials, labor, equipment, transportation, insurance, duties, **taxes** (including any government levies), and any other related expenses.
- ✓ Save the Children will only be liable for payment of the **total firm offer submitted and contracted**. No additional costs, claims, or adjustments beyond the agreed contract value will be accepted or reimbursed. The responsibility rests with the bidder to factor in all such costs when preparing and submitting their tender

Please include the total amount in the summary below:

No	Description of Services	Unit / Form	Quantity required	Total Price
1	3 Years Framework Agreement for the Provision of visibility printing services for SCI Hargeisa Office - Somaliland	L/S	1	

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 1 – Key Information	
2.	Section 2 – Essential Criteria	
3.	Section 3 – Capability & Sustainability Questions	
4.	Section 4 – Commercial Questions	
5.	Section 5 – Bidder Submission Checklist	

We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:

Section	Required Document / Evidence	Please Tick
Essential Criteria Evidence	Copy Valid license from Somaliland’s Ministry of Commerce/Trade Valid tax Clearance certificate	
	Acceptance of SCI terms and conditions in the ITT and other relevant policies.	
Capability Criteria Evidence	Proof of financial capacity – official bank statement	
	Lead time: the best possible lead time) the remaining shall be prorated	
	Provide verifiable contracts or purchase orders demonstrating similar experience with INGOs or Government Organizations	
	Environmental control Plan or Policy if any	
Commercial Criteria Evidence	Completed Bidder Response Document and adequately filled the BOQ and the summary lot	

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 Bidder	
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:

Stamp