

INVITATION TO TENDER

SCI Hargeisa Office

3rd September 2026

Invitation to Tender (ITT) – Procurement of Used Vehicles of
Various Types for the Ministry of Education, Somaliland
Tender Reference: ITT/SCI/192026

SUBMISSION DEADLINE: **4:00 PM ON 24th September 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	<i>Invitation to Tender (ITT) – Procurement of Used Vehicles of Various Types for the Ministry of Education, Somaliland</i>
Outcome of Tender	Contract – the successful supplier(s) will be awarded a 'Contract of Supply' which will commit SCI to purchase the specified quantity of goods as defined in the contract at the agreed rates.
Duration of Award	<i>For the duration of the specific build requirement.</i>

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	3 rd September 2026
Pre-Submission Clarification Meeting	N/A
Deadline for questions from Bidders	16 th September 2026
Deadline for Bid Submission	26 th September 2026
Bid Opening	27 th September 2026 10:00 AM
Award Contact	10 th October 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.

Bids can be submitted by either:

Electronic Submission via ProSave.

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



Bidding on a
Sourcing Event.pptx

Electronic Submission via Email

- Email should be addressed to Somaliland.Tenders@savethechildren.org
- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
- The subject of the email should be “ITT Procurement of Vehicles of Various Types for the Ministry of Education, Somaliland.>>/Bidder Response – ‘Bidder Name’, ‘Date’”.
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

Paper Submission

- Submitting of Hard paper is not allowed

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **4:00PM on 24th September 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	Somaliland.procurement@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 the Goods required:

No	Description of the Required Vehicles	Qty	Location
1	Hiace Vans (used vehicle) • Type: Van • Manufacturer: Toyota • Model: Hiace • Year of Manufacture: 2007–2010 • Seating Capacity: Minimum 12 seats • Mileage: ≤ 80,000 km (used units acceptable if within mileage threshold) • Colour: White (preferred) • Condition: Excellent mechanical and exterior condition; roadworthy and suitable for field operations • Transmission: Vehicles should be Manual • Drivetrain: Vehicles should have RWD. • Fuel Type: Should be Diesel • Steering Wheel: Manual right-handed speed transmission same as majority of our local vehicles • Additional Requirements: ○ Air conditioning system functional ○ Strong suspension suitable for rough terrain ○ Standard safety features (seat belts for all passengers, airbags for driver and front passenger)	6	Hargeisa
2	Hilux Pickup Trucks (used vehicle) • Type: Pickup Truck (Double Cabin preferred) • Manufacturer: Toyota • Model: Hilux • Year of Manufacture: 2008–2010 • Seating Capacity: 5 seats minimum • Mileage: ≤ 80,000 km (used units acceptable if within mileage threshold) • Colour: White (preferred) • Condition: Excellent mechanical and exterior condition; roadworthy and suitable for supervision missions • Transmission: Vehicles should be Manual • Drivetrain: Vehicles should have RWD. • Fuel Type: Should be Diesel • Steering Wheel: Manual right-handed speed transmission same as majority of our local vehicles • Additional Requirements: ○ Four-wheel drive (4WD) capability ○ Heavy-duty suspension for off-road use ○ Cargo bed with protective liner ○ Standard safety features (seat belts, airbags) ○ Service history records to be provided	8	Hargeisa

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 – 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	The Supplier confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation). A. Valid license from Somaliland's Ministry of Trade, Industry and tourism	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Attach Valid License	Suppliers must submit Valid License

B. Submission of Valid Tax Clearance Certificate. C. The Bidder to Sign all SCI Policies listed below (Page 9): ○ Terms & Conditions of Bidding ○ Supplier Sustainability Policy and the included mandatory policies NB: Save the Children's procurement committees reserve the right to disqualify any bidder who submits falsified documents as part of their application.	Policies Acceptance	Supplier to sign All Policies at Section 5 (page 9)
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SECTION 2 – CAPABILITY QUESTIONS

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

Item	Question	Bidder Response		
1	REFERENCES - Relevant experience (30%) The bidder shall provide verifiable contracts or purchase orders demonstrating similar experience with un, INGOs or Government Organizations. ✓ Bidders must submit contract(s) with clear description of the nature of the work with minimum of \$50,000 value. ✓ System Generated Purchase Order Is acceptable. Note – Save the Children has the right to undertake due diligence to verify the references before award.	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
		3)		
2	FINANCIAL HEALTH: 10% Official Original Bank statement from 1st June 2025 to 31st July 2026.	Bidder to submit a Bank Statement Stamped & signed by the Bank		
3	DELIVERY TIME - 10% Supplier to provide accurate delivery time for the requested vehicles.	Reasonable delivery plan		Attached Work Plan
4	SUSTAINABILITY CRITERIA - 10% Bidder submits a comprehensive Environmental Control Plan for the project.	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

The lowest acceptable evaluated financial proposal passed from Essential and Capability criteria will be awarded the maximum commercial criteria score of 40%.

The commercial criteria score for all other bidders will be calculated using the formula below:

$$\left\{ \frac{100\% \times \text{Lowest bid value}}{\text{Current value bid}} \right\} \times 0.4$$

OTHER COMMERCIAL CONSIDERATIONS	
Duration for which pricing can be fixed	All Bids must remain valid and open for consideration for a period of not less than 60 days from the Closing Date.

❖ **Important Notice: Pricing:**

Bidders must ensure that their quoted prices are **fixed and all-inclusive**, covering every cost associated with the supply and delivery of the vehicles. This includes, but is not limited to:

- ✓ Vehicle purchase price
- ✓ Transportation and delivery to Ministry office in Hargeisa
- ✓ Insurance during transit and delivery
- ✓ Customs clearance, duties, and taxes (including government levies)
- ✓ Registration and licensing fees
- ✓ Any inspection, certification, or roadworthiness testing costs
- ✓ Any other related expenses are necessary to deliver the vehicles in the required condition

- ❖ **No Additional Claims** 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. It is the bidder's responsibility to factor in all such costs when preparing and submitting their tender.

- ❖ **Currency & Validity** All prices must be quoted in **USD** and remain valid for a minimum of **60 days** from the tender closing date.

Please include the total amount in the summary below:

No	Description of Services	Qty	Unit Price	Total Price
1	Toyota Hiace Vans, Year of Manufacture: 2007–2010, Seating Capacity: Minimum 12 seats, Colour: White (preferred), Mileage: ≤ 80,000 km (used units acceptable if within mileage threshold)	6		
2	Toyota Hilux Pickup Trucks, Year of Manufacture: 2008–2010, Mileage: ≤ 80,000 km (used units acceptable if within mileage threshold)	8		

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	Valid license from Somaliland's Ministry of Trade, Industry and tourism	
	Submission of Valid Tax Clearance Certificate.	
	Acceptance of SCI terms and conditions in the ITT and other relevant policies.	
	Proof of Relevant Experience- Attach contracts for prof	
	Financial Health- official bank statement	
	Delivery Time of the vehicles	
	Environmental control Plan or Policy if any	
Commercial Criteria Evidence	Completed Bidder Response Document- You can submit separate quote or fill in the form	
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 Biddi	
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