

# INVITATION TO TENDER

**Somalia Country Office**

**28 July 2024**

**ITT/SS/2024/AMB/03**

**Toyota Land Cruiser Ambulances, 3-seater (Airbags, Air Conditioning (ABS, power windows), 2024 Model, HZJ78L Series, 4x4, fully equipped ambulance and deliver to SCI Adado and Kismayo offices.**

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SUBMISSION DEADLINE: 19<sup>th</sup> August 2024

QUESTIONS / CLARIFICATIONS: [css.logistics@savethechildren.org](mailto:css.logistics@savethechildren.org)

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

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## [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	Toyota Land Cruiser Ambulances, 3-seater (Airbags, Air Conditioning (ABS, power windows), 2024 Model, HZJ78L Series, 4x4, fully equipped ambulance and deliver to SCI Adado and Kismayo offices.
Outcome of Tender	<b>Contract</b> - 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.
Duration of Award	

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, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

#### 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 bidders 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	28 July 2024
Deadline for questions from Bidders	12 August 2024
Deadline for Bid Submission	19 August 2024
Bid Clarifications	15 August 2024
Award Contact	25 August 2024

The above dates are for indicative purposes only and are subject to change.

## 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. 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:



Bidding on a Sourcing Event v2\_fr

Bidders are encouraged to apply via Ariba system. Please request Ariba invite via email sending your company profile and Business registration certificate. Please address your request to [css.logistics@savethechildren.org](mailto:css.logistics@savethechildren.org)

### Electronic Submission via Email

- Email should be addressed to [somalia.sstenders@savethechildren.org](mailto:somalia.sstenders@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/SS/2024/AMB/03-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.

**Submission of bids shall only be accepted to the correct methods in section 6.2.**

## 6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **19 August 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
Procurement Committee	<a href="mailto:css.logistics@savethechildren.org">css.logistics@savethechildren.org</a>

Please be advised local working hours are <<**8:00AM to 3:30 PM East African Time**>>. Please allow up to 3 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

Toyota Land Cruiser Ambulances with 3 door 8-seater, Airbags, Air Conditioning (ABS), HZJ78L Series, 4x4, fully equipped ambulance and deliver to SCI Adado and Kismayo offices.

### 2. SPECIFICATIONS

Ambulance Specifications	
Product Name	Toyota Land Cruiser (Lc) 78 Series Ambulance
Model	2024, HZJ78L Series
Engine	1hz
Transmission(S)	Manual,5 Speed
Seating Capacity	Up to 3 minimum
Quantity	3
Delivery location	1 for Kismayo and 2 for Adado
<b>Specific Ambulance Specifications</b>	Each ambulance should be fully equipped and should have the following:
<b>ITEM NAME</b>	<b>DESCRIPTION</b>
<b>Window glasses</b>	• Patient compartment, 2/3 of glass with high quality sticker.
<b>Outside design</b>	<ul style="list-style-type: none"> <li>• Reflecting tapes and words Ambulance on front and rear sides.</li> <li>• Name of institution on back, right &amp; left sides of vehicle written with reflecting vinyl stickers.</li> </ul>

<b>Floor</b>	<ul style="list-style-type: none"> <li>• Made of water and termite proof thick ply- wood.</li> <li>• The floor would be carpeted with flexible, non-slip and water proof and washable special Vinyl covering at-least 2mm thick in a single piece flooring.</li> <li>• All side gaps would be sealed with silicon.</li> <li>• Special hard points would be installed for installation of chair, cabinet and bench etc.</li> </ul>
<b>Ceiling</b>	<ul style="list-style-type: none"> <li>• Made of PVC material with internal LED lights.</li> <li>• One long grip handle along the length of ceiling made of powder coated MS pipe.</li> <li>• IV Hook Will be provided.</li> </ul>
<b>Oxygen Supply System &amp; Side utility panel</b>	<ul style="list-style-type: none"> <li>❖ Oxygen system with regulator flow meter humidifier mask</li> <li>❖ One O2 outlets and 1 oxygen cylinder steel flow meter and humidifier.</li> </ul>
<b>Electrical with External &amp; Internal lights &amp; Warning Devices</b>	<ul style="list-style-type: none"> <li>• All electrical wiring of ambulatory compartment would be of wiring harness system with no joint and taping having all connector system.</li> <li>• All wires would be of fire retardant and high temperature resistant material.</li> <li>• Rear 2 No. Multi Flashing Lamp (beacon light).</li> <li>• One LED Light on cabin roof (Red - Blue)</li> <li>• Electronic siren with PA amplifier and speaker</li> </ul>
<b>One person crew seat</b>	<ul style="list-style-type: none"> <li>• One crew seat is fixed to the body (floor) of the vehicle at the head end of patient.</li> <li>• Covered with best quality artificial leather/fabric.</li> </ul>
<b>Medical Cabinet</b>	<ul style="list-style-type: none"> <li>• Medical cabinet made of high quality non- staining scratch Resistant, rust proof, waterproof PVC/MDF</li> <li>• All front doors &amp; drawers having double side finished with self-retaining recessed handles.</li> </ul>
<b>BP Apparatus with Stethoscope</b>	<ul style="list-style-type: none"> <li>• One BP apparatus with wall mounted large dial type 5/6" with stethoscope and cuffs.</li> </ul> 

<b>Folding Stretcher Two Fold CE Certified</b>	<ul style="list-style-type: none"> <li>• Bedding area made of very strong water resistant ,PVC coated, and washable orange parachute Cloth</li> <li>• Special carrying bag made of Parachute</li> <li>• Structure made of 1¼” round light-weight aluminium alloy.</li> </ul> 
<b>Main Automatic Loading Stretcher CE Certified</b>	<ul style="list-style-type: none"> <li>• in Stretcher automatic loading type made of aluminium alloy/stainless Steel frame with 4+2 loading wheels and adjustable head section. The mattress should be 2” thick with best quality foam, upholstered with best quality washable PVC coated Rexene with pillow with two safety</li> <li>• Belts and two side guards. Approx. size 6’ 3” x 1’ 9” (L x W) with 3’ Ht. In standing position and 1’ Ht. in collapsible position. <ul style="list-style-type: none"> <li>• Locking system for stretcher at front and right side of the stretcher</li> </ul> </li> </ul>
<b>I.V Hooks</b>	<ul style="list-style-type: none"> <li>• Hooks for intravenous infusion set will be placed.</li> </ul>
<b>Fire Extinguishers</b>	<ul style="list-style-type: none"> <li>• 2 Kg Dry Chemical Powder type fixed with bracket to the sidewall.</li> </ul>
<b>Frist Aid Kit</b>	<ul style="list-style-type: none"> <li>• First aid kit with complete accessories.</li> </ul>

### 3. ADDITIONAL INFORMATION

The vehicles should be zero mileage at the port of Somalia.



## 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](#)

The Bidder is required to sign a copy of the Check list in Section 4 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	
<b>1</b>	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 5 of this pack.	Yes / No	Comments / Attachments
<b>2</b>	The Bidder and its staff (and any sub-contractors used) agree to comply with: i) 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
<b>3</b>	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
<b>4</b>	<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> <li>- Legitimate business address</li> <li>- Tax registration number &amp; certificate</li> <li>- Business registration certificate</li> <li>- Trading license</li> </ul>	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		<i>Legitimate Business Address</i>	
		<i>Tax Registration Number &amp; Certificate from the ministry of finance of Federal Government of Somalia which is good standing Q3 2024.</i>	
		<i>Business Registration Certificate from the ministry of Commerce of Federal Government of Somalia</i>	

## SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

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

Item	Question	Bidder Response		
<b>1</b>	<p><b>REFERENCES</b>  Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this tender. Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.</p> <p><i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)</i></p>	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
<b>2</b>	<p><b>a) EXPERIENCE 30 points</b>  Kindly Provide all relevant contracts (Purchase of Ambulances/vehicles) with government UN or INGOs for supply of similar goods. Copies of signed contracts with official signature and stamp to be submitted.</p> <p><b>b) Traceability of contract transactions in the bank statement-10 points</b>  Kindly provide your official Bank statement with genuine transactions and traceable contracts/LPOs</p> <p><b>C) WORK PLAN 10 POINTS</b>  Supplier to provide sufficiently detailed Workplan for the project which outlines the overall project duration and includes the following:</p>	Bidder Response		Attachment(s)

	- Lead Time - Mobilisation - Completion date		
3	c) <b>SUSTAINABILITY CRITERIA</b> <b>10 Points</b>  The bidder to share their own sustainability policy	<b>Bidder Response</b>	<b>Attachment(s)</b>
4		<b>Bidder Response</b>	<b>Comments</b>

## SECTION 3 – COMMERCIAL QUESTIONS

GOOD / SERVICE	QUANTITY	UNIT PRICE	TOTAL PRICE
Toyota Land Cruiser Ambulances, 3-seater (Airbags, Air Conditioning (ABS, power windows), 2024 Model, HZJ78L Series, 4x4, fully equipped ambulance and deliver to Kismayo office.	1		
Toyota Land Cruiser Ambulances, 3-seater (Airbags, Air Conditioning (ABS, power windows), 2024 Model, HZJ78L Series, 4x4, fully equipped ambulance and deliver to SCI Adado office. .	2		
<b>OTHER COMMERCIAL CONSIDERATIONS</b>			
Duration for which pricing can be fixed			

## 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
<b>Essential Criteria Evidence</b>	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	
<b>Capability Criteria Evidence</b>	Completed Bidder Response Document	
	Supporting Financial Documents	
<b>Commercial Criteria Evidence</b>	Completed Bidder Response Document	

**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 Bidding	
Supplier Sustainability Policy and the included mandatory policies	<a href="#">Click Here to Access</a>	

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: .....