*Version 1.0 /110621*

**INVITATION TO TENDER**

**NIGERIA**

**SEPTEMBER 2024**

 **ITT/NIG/ABJ/2024/005**

**Framework Agreement for Flight Booking Services**

**SUBMISSION DEADLINE: 11:59PM WAT ON 03/10/2024**

**QUESTIONS / CLARIFICATIONS: abuja.procurement@savethechildren.org**

**BID SUBMISSION:** **Nigeria.Tender@savethechildren.org**

**FORMAT FOR SUBMISSION: BIDDER RESPONSE DOCUMENT**

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

* + 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** | *Framework Agreement for Flight Booking Services* |
| **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** | *Up to 3 Years*  |

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)](#_PART_2_–) 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, Capability Criteria, Sustainability 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 CAPABILITY CRITERIA (50%)**

Criteria used to evaluate the bidder’s ability, skill, innovation capacity and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

If an offer does not score at least 27 points (60% of the capability criteria), it will be excluded from the tender process immediately.

**3.3 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.

### **3.4 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**

### **5.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 05/09/2024 |
| Deadline for questions from Bidders | 27/09/2024 |
| Deadline for Bid Submission | 03/10/2024 |
| Award Contract | 31/10/2024 |

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

### **5.2 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 via:

**Electronic Submission via Email**

* Email should be addressed to Sourcing Lead at Nigeria.Tender@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/NIG/ABJ/2024/005** **Framework Agreement for Flight Booking Services– ‘Bidder Name’**.
* 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.

### **5.3 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **03/10/2024 11:59pm WAT**

Bids must remain valid and open for consideration for a period of no less than 3 years.

### **5.4 KEY CONTACTS**

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

|  |  |
| --- | --- |
| Name | Email Address |
| Sourcing Lead | abuja.procurement@savethechildren.org  |

Please be advised local working hours are 8:30am – 5:00 pm from Monday to Thursday and 8:30am – 1:00pm on Friday. 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.

|  |  |  |
| --- | --- | --- |
| **SAVE THE CHILDREN** |   | **SUPPLIER REGISTRATION FORM** |
|  |  |   | Version No. 1.0 / 110621 |
| **The information on the Supplier Registration Form is for internal use of Save the Children International only.** |
|  |  |  |  |
| **GENERAL INFORMATION** |
| **Supplier Legal Registered Name** |  | **Other Names / Trading Name / Acronyms Supplier Known By** |   |
| **Registered Address** |   | **Head Office Address***(If different)* |   |
| **Country(s) in Which Registered** |   | **Other Countries Supplied** |   |
| **Date Established** |   | **Registration Details / License** |  |
|   |   |   |   |
| **CONTACT INFORMATION** |
|  | **CEO** | **Owner***(if owns >50% of Supplier)* | **CFO** |
| **Name** |   |  |   |
| **Date of Birth** |   |  |   |
|  |
| **Primary Contact** |
| **Contact Name** |   | **Position** |   |
| **E-mail** |   | **Telephone / Mobile No** *(full with the country dial code)* |   |
|  |
| **Secondary Contact** |
| **Contact Name** |   | **Position** |   |
| **E-mail** |   | **Telephone / Mobile No**(full with the country dial code) |   |
|  |  |   |   |
| **PRODUCTS/SERVICES INFORMATION** |
| **Type of Business** |   | **Do You Operate any Warehouses?** |  |
| **Locations of Warehouses** (EXW) |   |
| **Product / Service Category** | **Additional Information***(e.g. Product / Service Description)* |
|  |  |
|  |  |
|   |   |   |   |
| **TO BE COMPLETED IN CO'S WHICH HAVE BEEN CLASSIFIED AS HIGH RISK BY THE CO AND THE AID DIVERSION TASK FORCE ONLY** |
| **Company Website** |   |
| **Main Office Email Address** |   | **Main Office Telephone Number** |   |
| **Other Countries with Offices / Premises***(List all Countries)* |   |
| **Countries from which goods / materials are purchased**(List all Countries) |   |
| **ADDITIONAL IDENTIFICATION REQUIREMENTS** |
|  | **Full Names** | **Identification Document***(Attach copy of document)* |
| **CEO** |  |  |
| **Other Owners***(Information from all Owners required)* |  |  |
|  |  |
|  |  |
|  |  |
| **COMPLIANCE CONFIRMATIONS** |
| **Supplier Details** | **If Registered, attach copy of Certificate** | **If Not Regisered, attach Proof of Address or Utility Bill.** |
|   |   |
|  |  |  |  |
| **Form Completed By:** | **Name** | **Position** | **Date** |
|  |  |  |
| **Signature** |  |

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **BRIEF BACKGROUND**:
* Save the Children is a leading provider of development and humanitarian assistance around the world, Save the Children Nigeria support programmes in Nutrition, Health, Child Protection, Education, Food Security and Livelihoods to achieve its mission of creating lasting and positive change in the lives of children in need.
1. **BRIEF SERVICE DESCRIPTIONS:**
* Flight Booking and Travel consultant services
1. **OVERVIEW OF THE DESIRED SERVICE:**
* Booking of local flight tickets
* Cancellation, re-scheduling of existing local flight tickets.
* Processing of travel visas for staff.

# **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_1_-)
* [Section 2 – Capability, Sustainability & Innovation Questions](#_SECTION_2_–)
* [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.

For your bid response please complete all the sections in this Part 3 below.

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: 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** |
|  |  |
| ***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).Bidder to submit the following requirements.* Legitimate business address
* Tax registration number & certificate
* Business registration certificate
* Trading license
 | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***5*** | The Bidder confirms that they are registered and licensed as a travel agent with NANTA/IATA This includes the Supplier submitting the following requirements- NANTA/IATA License/certificate | **Requirement** | **Bidder Response / Attachments** |
| ***NANTA/IATA License/certificate*** |  |

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | **Total Weightage** |
| ***1*** | **REFERENCES**Bidder shares three (3) 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.* (Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)
 | **Requirement** | **Evidence attached (Yes/No)** | **Weightage** |
| * Please attach Reference Letters from Customers/INGOs
 |  | 10% |
| ***2*** | **EXPERIENCE** Supplier demonstrates that they have sufficient experience in providing flight booking servicesPast relevant experience of providing similar services in particular to other INGO/NGO clients(Note – the Bidder to submit their oldest (first engagement document) purchase order/contract etc providing similar services with other INGOs) | **Requirement** | **Evidence attached (Yes/No)** | **Weightage** |
| * Please attach Certified Service Completion notes
* Purchase Orders/Contracts

The date on the evidence provided will determine the years of experience gained by the bidder providing similar service to other INGOs |  | 10% |
| ***3*** | **FINANCIAL STRENGTH** Bidder to provide a summary of their financial accounts including:1) Audited Profit & Loss Statements for previous 3 years2) Liquid Assets and / or Credit Facilities3) Contractual Commitments & Liabilities | **Requirement** | **Evidence attached (Yes/No)** | **Weightage** |
| * Please attach your Audited Profit & Loss Statements for previous 3 years
* Liquid Assets and / or Credit Facilities
* Contractual Commitments & Liabilities
 |  | 15% |
| ***4*** | **TURN AROUND TIME, STAFF STRENGTH AND SERVICE AVAILABILITY**Bidder demonstrates they have the capacity and capability to meet any increases in demand, in line with SCI's expected lead times. | **Requirement** | **Evidence attached (Yes/No)** | **Weightage** |
| * Please attach your company profile outlining total number of staff members and commitment to offer immediate and 24/7 service delivery to clients
 |  | 10% |
| ***5*** | **AIRLINE COVERAGE**Bidder confirms that they can provide air booking services to SCI from approved 5 airlines listed below;• Air peace• Max Air• Aero Contractors• Azman Air• Arik Airline  | **Requirement** | **Evidence attached (Yes/No)** | **Weightage** |
| * Please attach your company profile outlining total number of airlines covered
 |  | 5% |
| ***6*** | The Bidder is able to demonstrate their belonging to a network of sustainable tourism companies such as ATES (Association for Fair and Solidarity Tourism), ATR (Acting for Responsible Tourism) or TIES (International Ecotourism Society). | **Requirement** | **Evidence attached (Yes/No)** | **Weightage** |
| * Please attach certificates and or memberships
 |  | 10% |

## **SECTION 3 – COMMERCIAL QUESTIONS**

Provide your commercial offer below

|  |  |  |
| --- | --- | --- |
|  **SERVICE** | **UNIT PRICE (NGN)** | **Kindly indicate visa types in cell below against service charge on processing of travel visas)** |
| Service charge on Booking of local flights ticket – One way |  |
| Service charge on Booking of local flights ticket – Return (Roundtrip) |  |
| Service Charge on Reissue of local flights – One way |  |
| Service Charge on Reissue of local flights – Return (Roundtrip) |  |
| Service charge on Processing of travel visas for staff |  |  |

|  |
| --- |
| **OTHER COMMERCIAL CONSIDERATIONS** |
| **Applicable Discounts according to the quantity ordered**  |  |
| **Duration for which pricing can be fixed (in years)** |  |

## **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 – Essential Criteria |  |
| 2. | Section 2 – Capability, Sustainability & Innovation Questions |  |
| 3. | Section 3 – 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 |  |
| Copy of trading license |  |
| Copy of NANTA/IATA License/certificate |  |
| **Capability Criteria, Sustainability Evidence****&****Commercial Criteria Evidence** | Completed Bidder Response Document |  |
| Copies of Reference Letters from Customers/INGOs  |  |
| Copy of Certified Service Completion notes/POs |  |
| Evidence of Financial Strength |  |
| Copy of Company profile outlining total number of staff members and clients’ commitment |  |
| Copy of Company profile outlining total number of airlines covered |  |
| Copy of certificates of memberships |  |
| Commercial offer |  |
|  |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** |
| **Policy** | **Policy / Document** | **Signature** |
| Terms & Conditions of Bidding |  |  |
| Supplier Sustainability Policyand 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: | ………………………………………………….. |