

## Tender Notice

Save the Children believes every child deserves a future. In **Albania** and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Save the Children International in **Albania** is inviting submissions of tenders for a contract to provide the following products:

- *To construct two Crèches for children 0-3 age in city of Korce and Elbasan.*

Detailed technical specifications are included within the tender documents.

If you are interested in submitting a bid, please contact **Ina Sefa** at the following address [procurement.albania@savethechildren.org](mailto:procurement.albania@savethechildren.org) or [info.albania@savethechildren.org](mailto:info.albania@savethechildren.org) to express your interest and request the tender documents. Tender documents will be sent to you by return.

You may find full invitation to tender reference number 2018/001 at <https://albania.savethechildren.net/work-for-us/service-provision>.

It is recommended to request / collect the tender documents as soon as possible.

Completed tender documents are due to be submitted by **02/07/2018**.

|                            |            |
|----------------------------|------------|
| Date:                      | 08/06/2018 |
| Invitation to Tender (ITT) | 2018/001   |
| Reference No:              |            |

Dear Sir/Madam,

Save the Children invites your submission of a tender to provide goods/services in accordance with the conditions detailed in the attached documents. Save the Children intends to issue a contract for the following goods/services: *To construct two Crèches for children 0-3 age in city of Korce and Elbasan.*

We include the following information for your review:

- Part 1: Tender Information
- Part 2: Conditions of Tendering

- Part 3: Terms and Conditions of Purchase (which will be signed by the successful Bidder)
- Part 4: Save the Children's Child Safeguarding Policy
- Part 5: Save the Children's Anti-Bribery and Corruption Policy
- Part 6 : Save the Children's Human Trafficking and Modern Slavery Policy
- Part 7: The IAPG Code of Conduct

Your tender response must be received in the following format:

- Full completion of the "Tender Response" document in order that your tender may be regarded as compliant. Those tenders returned not completed may be treated as void.
- **One hard copies** and **one electronic copy** of the bid to be submitted on headed paper.

Bids to be submitted in a sealed envelope, addressed to:

Subject: **Tender application for Building of two new Crèches (nido) in Elbasan and Korca**

Attn. Procurement Team

Save the Children, Albania Country Office  
P.O.Box 8185  
Rr. Mihal Popi Tirana, Albania  
E-mail: [info.albania@savethechildren.org](mailto:info.albania@savethechildren.org)  
Website: [Albania.savethechildren.net](http://Albania.savethechildren.net)

The envelope should indicate the **ITT reference number**, but have no other details relating to the bid.

Your return tender must be received at the address above not later than **02 July 2018** ("the Closing Date"). Failure to meet the Closing Date may result in the tender being void. Returned bids must remain open for consideration for a period of not less than 60 days from the Closing Date. Save the Children is under no obligation to award the contract or to award it to the lowest bidder.

Should you require further information or clarification on the tender requirements, please contact **Ina Sefa** (Contact Person) in writing at the following address: [procurement.albania@savethechildren.org](mailto:procurement.albania@savethechildren.org) no later than 8 June 2018. The documents should be in English except for the documents issued from Albanian Authorities.

We look forward to receiving a tender from you and thank you for your interest in our account.

Yours faithfully,

**Ermira Dulaj**  
*Manager of Support Service*

## PART 1: TENDER INFORMATION

### Introduction

Save the Children is the world's leading independent organisation for children. We work in 120 countries. 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.

### Provisional timetable

| <u>Activity</u>                              | <u>Date</u> |
|--|-------------|
| Issue Tender Notice and Invitation to Tender | 08/06/2018  |
| Return of tenders (Closing Date)             | 02/07/2018  |
| Procurement Committee Meetings               | 04/07/2018  |
| Bid clarifications as required               | 12/06/2018  |
| Award Contract                               | 09/07/2018  |
| "Go-Live" with Supplier                      | 09/07/2018  |

### Specification of requirement

Items that may be procured under this contract(s) include the below. Bidders may bid for some or all of these items.

Building of two new Crèches (nido) in Elbasan and Korca

Project title "towards inclusive education for children in pre-school age in Albania" is financed by (AICS0 Italian Agency for Development Cooperation and Save the children Italy. Project n. AID 10952/STC/ALB. The project aims at intervening, at the institutional and community level, in order to provide quality inclusive education for Albanian

children in preschool age. The project will improve the access to quality institution for children 0-3 age in Korce and Elbasan, increasing the quality of the courses offered, and promote the participation of the community in the development of "inclusive schools". Save the Children is requiring the interested construction companies to apply for the tender. The tender is divided in 2 lots.

The fund allocated for the intervention base on each lot

First lot    100.000,00 Eur + 25.000,00 VAT = Total 125.000,00

Second Lot    100.000,00 Eur + 25.000,00 VAT = Total 125.000,00

List of Buildings per lot

N°.      TOWNS/

Lot no. 1-      Elbasan

Lot no. 2-      Korce

The offer should be submitted in 3 separated sealed and signed envelopes. The documents should be in English except for the documents issued from Albanian Authorities.

Offers from Companies should come for single lot, company that want to apply for both lots have to send two single offer one per each lot.

**First envelope** (entitled Pre-qualification documents) should include pre-qualification documents as listed below:

1. CV of the company (with proves of the experience of the company in carrying out similar works);

2. Copy of the registration and license of the company and their technical staff;

3. Copy of certificates:

- ISO certificates (ISO 9001 and 14001);

- BS OHSAS 18001:2007 "Occupational Health and Safety Management Systems";

- ISO 50001:2011 "Energy management systems";

- ISO SA 8000:2014 – SOCIAL ACCOUNTABILITY MANAGEMENT SYSTEM;

4. Proof of company leased or owned equipment's;

5. Copy of its status with the tax authorities and confirmation of Tax Authorities for having No obligations for the last 6 months;

6. Balance Sheet to proof the turnover for last 3 years should be equal or greater than twice the value of the lot applied; (signed, stamped and protocol form tax authorities)

7. Document from the bank as a proof of its commercial links and sound finance.

8. 2% of the fund allocation as a **bank guarantee** for the maintenance of tenders for the lot applied.

Missing one of the pre-qualification document will result in disqualification. If you apply for both lots the pre-qualification documents will be valid for both of them.

**Second envelope** (entitled Technical Offer) should include technical offer documents as listed below:

1. A technical report on the construction site planning, including: i) optimization of the works in relation to the regular school activities; the timing and sequence of the jobs to be carried out for the construction of the building

2. Consequently to point 1: A consolidated time table of the construction works;

3. CV of technical team directly responsible for the coordination of the works and to will be deployed to do the work sites;

4. A technical report on the quality of the material to be used.

5. Quality Management System approach meeting requirements of Albania/EU Standards and respective certificates, with clear descriptions of the sections of the QMS for the construction organization;

6. QMS has a developed quality management plan and other documented procedures for the delivery of the construction services as per the tender technical Specifications;

7. Description of Risk Mitigation measures in place for ensuring quality of the works as it proceeds, internal checks, oversight and assurance of possible subcontractors.

**Third envelope** (entitled Financial Offer) should include financial offer documents as listed below:

1. The BoQ Excel sheet provided with the tender documents, filled with the respective prices and totals (unit price will overcome); (annex 1)

2. The financial offer in correspondence with the subtotals and total amounts in the BoQ;

The evaluation process will be based on value for money where, Technical offer will be evaluated with 60 points and economical offer will be evaluated with 40 points of the entire offer. The evaluation will be done separately for each lot.

### **Award criteria**

Award of the contract will be based on the following criteria:

#### **ESSENTIAL CRITERIA**

Bidders must meet the following criteria:

- That the bidder has legitimate business /official premises, or that they are registered for trading and tax as appropriate.
- That they are not any prohibited parties or on government blacklisting
- Bidder's confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase, Anti-Bribery and Corruption Policy, Child Safeguarding Policy and IAPG Code of Conduct

#### **CAPABILITY CRITERIA**

The following criteria are considered very important in the evaluation of this tender

##### **Quality /Service (20 %)**

- Quality and certification of Bidder's products

##### **Capacity (40 %)**

- Bidder's capacity to supply Save the Children, particularly in terms of quality and lead times
- The financial sustainability of Bidder
- Bidder's ability to provide warranties and guarantees as part of the contract (offer banking guarantee)

#### **Financial offer**

Cost factor-pricing (40 %)

Economic Offer (downward on the price-based competition)

Method for calculating the single scores of each economical offers:

Evaluation related to every single economic offer will be obtained using the following formula:

$P \text{ (Points)} = [\sqrt{P_{\min}/P_{\text{off}}}] \times 40$ ; means= square root of the minimum bid price divided by the offer \*40

P min = minimum bid price

P off = Bid price

Abnormal Condition

In the economic analysis of the offer, before applying the formula described above, which determines the economic score, will be discarded bids which will be downward excessively abnormal, according to the following formula:

Ba = Price of auction

O = Bid

MO = Average of bid offers

n = number of bids

Ra = downward admitted

$MO = O1 + O2 + O3 + \dots On/n;$

$[Ba - MO]$  = Difference between the bid and the Media Offers;

$Ra = [Ba - MO] + 1/5 \times [Ba - MO];$

$[Ba - O] \leq Ra$

## PART 2: CONDITIONS OF TENDERING

### 1. Definitions

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply:

- (a) **Award Criteria** - the award criteria set out in the Invitation to Tender.
- (b) **Bidder** - a person or organisation who bids for the tender.
- (c) **Conditions** - the conditions set out in this 'Conditions of Tendering' document.
- (d) **Cover Letter** - the cover letter attached to the Tender Information Pack.
- (e) **Goods and/or Services** - everything purchased by SCI under the contract.
- (f) **Invitation to Tender** - the Tender Information, these Conditions, SCI's Terms and Conditions of Purchase, SCI's Child Safeguarding Policy, SCI's Anti Bribery and Corruption Policy and the IAPG Code of Conduct.
- (g) **SCI** - Save the Children International (formerly known as The International Save the Children Alliance Charity), a charitable company limited by guarantee registered in England and Wales (company number 03732267; charity number 1076822) whose registered office is at St Vincent House, 30 Orange Street, London, WC2H 7HH.

- (h) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by SCI to the Supplier, or specifically produced by the Supplier for SCI, in connection with the tender.
- (i) **Supplier** - the party which provides Goods and/or Services to SCI.

## **2. The Contract**

The contract awarded shall be for the supply of goods and/or services, subject to SCI's Terms and Conditions of Purchase (attached to these Conditions). SCI reserves the right to undertake a formal review of the contract after twelve (12) months.

## **3. Late tenders**

Tenders received after the Closing Date will not be considered, unless there are in SCI's sole discretion exceptional circumstances which have caused the delay.

## **4. Correspondence**

All communications from Bidders to SCI relating to the tender must be in writing and addressed to the person identified in the Cover Letter. Any request for information should be received at least 5 days before the Closing Date, as defined in the Invitation to Tender. Responses to questions submitted by any Bidder will be circulated by SCI to all Bidders to ensure fairness in the process.

## **5. Acceptance of tenders**

SCI may, unless the Bidder expressly stipulates to the contrary in the tender, accept whatever part of a tender that SCI so wishes. SCI is under no obligation to accept the lowest or any tender.

## **6. Alternative offer**

If the Bidder wishes to propose modifications to the tender (which may provide a better way to achieve SCI's Specification) these may, at SCI's discretion, be considered as an Alternative Offer. The Bidder must make any Alternative Offer in a separate letter to accompany the Tender. SCI is under no obligation to accept Alternative Offers.

## **7. Prices**

Tendered prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

## **8. No reimbursement of tender expenses**



Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

## **9. Non-Disclosure and Confidentiality**

Bidders must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to SCI's employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Bidders shall:

- recognise the confidential nature of the Confidential Information;
- respect the confidence placed in the Bidder by SCI by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without SCI's prior written consent, for any purpose except that of tendering for business from SCI;
- not disclose the Confidential Information to third parties without SCI's prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to SCI;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- notify SCI immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

## **10. Award Procedure**

SCI's Procurement Committee will review the Bidders and their tenders to determine, in accordance with the Award Criteria, whether they will award the contract to any one of them.

## **11. Information and Record Keeping**

SCI shall consider any reasonable request from any unsuccessful Bidder for feedback on its tender and, where it is appropriate and proportionate to do so, provide the unsuccessful Bidder with reasons why its tender was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which SCI receives the request.

## **12. Anti-Bribery and Corruption**

All Bidders are required to comply fully with SCI's Anti-Bribery and Corruption Policy (attached to these Conditions).

### **13. Child Protection**

All Bidders are required to comply fully with SCI's Child Safeguarding Policy (attached to these Conditions).

### **14. Human Trafficking and Modern Slavery**

All Bidders are required to comply fully with SCI's Human Trafficking and Modern Slavery Policy (attached to these Conditions).

### **15. Exclusion Criteria**

Any Bidder is required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organisation, any money laundering offence, any offence concerning professional conduct, breaches of applicable labour law or labour tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.

Any Bidder will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

### **16. Conflict of Interest / Non Collusion**

Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of SCI which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- Whether or not there are any existing contacts between SCI, and any other Save the Children entity, and it and if there are any arrangements which have been put in place over the last twenty four (24) months.

- That it has not communicated to anyone other than SCI the amount or approximate amount of the tender.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

**17. Assignment and novation**

All Bidders are required to confirm that they will if required be willing to enter into a contract on similar terms with either SCI or any other Save the Children entity if so required.

## **PART 3: TERMS AND CONDITIONS OF PURCHASE**

### **1 Definitions and Interpretation**

These terms and conditions ("Conditions") provide the basis of the contract between the supplier ("Supplier") and Save the Children International (the "Customer"), in relation to the validly issued purchase order ("Order") (the Order and the Conditions are together referred to as the "Contract"). All references in these terms and conditions to defined terms - Goods, Services, Prices and Delivery - refer to the relevant provisions of the Order.

### **2 Quality and Defects**

2.1 The Goods and the Services shall, as appropriate:

- a) correspond with their description in the Order and any applicable specification;
- b) comply with all applicable statutory and regulatory requirements;
- c) be of the highest quality and fit for any purposes held out by the Supplier or made known to the Supplier by the Customer;
- d) be free from defects in design, material, workmanship and installation; and
- e) be performed with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade.

2.2 The Customer (including its representatives or agents) reserves the right at any time to audit the Supplier's records, inspect work being undertaken in relation to the supply of the Goods and Services and, in the case of Goods, to test them.

### **3 Compliance and Ethical Standards**

3.1 The Supplier, its suppliers and sub-contractors, shall (a) observe the highest ethical standards, and shall comply with all applicable laws, statutes, regulations and codes (including environmental regulations and the International Labour Organisation's international labour standards on child labour and forced labour) from time to time in force, (b) comply with the following Customer policies, which are annexed: Child Safeguarding; Fraud, Bribery and Corruption; and Human Trafficking and Modern Slavery (together the "Mandatory Policies"), and (c) act in relation to the Contract in accordance with the principles of the Inter-Agency Procurement Group Code of Conduct.

3.2 The Supplier, its suppliers and sub-contractors shall not in any way be involved in (a) the manufacture or sale of arms or have any business relations with prohibited party armed groups or governments for any war related purpose; or (b) terrorism, including checking its staff, suppliers and sub-contractors against the following sanctions lists: UK Treasury List, EC List, OFAC List and US Treasury List.

3.3 The Supplier is taking reasonable steps (including but not limited to having in place adequate policies and procedures) to ensure it conducts its business (including its relationship with any contractor, employee, or other agent of the Supplier) in such a way as to comply with the Mandatory Policies, and shall upon request provide the Customer with information confirming its compliance.

3.4 The Supplier shall notify the Customer as soon as it becomes aware of any breach, or suspected or attempted breach, of the Mandatory Policies or Condition 8 (Supplier's Warranties), and shall inform the Customer of full details of any action taken in relation to the reported breach.

#### **4 Delivery / Performance**

4.1 The Goods shall be delivered to, and the Services shall be performed at the address and on the date or within the period stated in the Order, and in either case during the Customer's usual business hours, except where otherwise agreed in the Order. Time shall be of the essence in respect of this Condition 4.1.

4.2 Where the date of delivery of the Goods or of performance of Services is to be specified after issue of the Order, the Supplier shall give the Customer reasonable written notice of the specified date.

4.3 Delivery of the goods shall take place and title in the Goods will pass on the completion of the physical transfer of the goods from the Supplier or its agents to the Customer or its agents at the address specified in the Order.

4.4 Risk of damage to or loss of the Goods shall pass to the Customer in accordance with the relevant provisions of Incoterms 2010 identified in the Order, or, where Incoterms do not apply, risk in the Goods shall pass to the Customer on completion of delivery.

4.5 The Customer shall not be deemed to have accepted any Goods or Services until the Customer has had reasonable time to inspect them following delivery and/or performance by the Supplier.

4.6 The Customer shall be entitled to reject any Goods delivered or Services supplied which are not in accordance with the Contract. If any Goods or Services are so rejected, at the Customer's option, the Supplier shall forthwith re-supply substitute Goods or Services which conform with the Contract. Alternatively, the Customer may cancel the Contract and return any rejected Goods to the Supplier at the Supplier's risk and expense.

#### **5 Indemnity**

The Supplier shall indemnify the Customer in full against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by the Customer as a result of or in connection with any act or omission of the Supplier or its employees, agents or sub-contractors in performing its obligations under this Contract, and any claims made against the Customer by third parties (including claims

for death, personal injury or damage to property) arising out of, or in connection with, the supply of the Goods or Services.

## **6 Price and Payment**

Payments will be made based volume of work certified from the Supervisor of the work and indicative instalments will be set out in the Contract ..10% will be retained for quality assurance up to 10 months and subject to the inspection and building certification issued by licensee engineers.

## **7 Termination**

7.1 The Customer may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Supplier at least one month's written notice.

7.2 The Customer may terminate the Contract with immediate effect by giving written notice to the Supplier and claim any losses (including all associated costs, liabilities and expenses including legal costs) back from the Supplier at any time if the Supplier:

- a) becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or
- b) is in material breach of its obligations under the Contract or is in breach of its obligations and fails to remedy such breach within 14 days of written request from the Customer.

7.3 In the event of termination, all existing Orders must be completed.

## **8 Supplier's Warranties**

8.1 The Supplier warrants to the Customer that:

- a) it has all necessary internal authorisations and all authorisations from all relevant third parties to enable it to supply the Goods and the Services without infringing any applicable law, regulation, code or practice or any third party's rights;
- b) it will not and will procure that none of its employees will accept any commission, gift, inducement or other financial benefit from any supplier or potential supplier of the Customer;
- c) the Services will be performed by appropriately qualified and trained personnel, with the best care, skill and diligence and to such high standard of quality as it is reasonable for the Customer to expect in all the circumstances;
- d) none of its directors or officers or any of its employees have any interest in any supplier or potential supplier of the Customer or is a party to, or are otherwise interested in, any transaction or arrangement with the Customer; and

e) information provided to the Customer are, and remain, complete and accurate in all material respects.

## 9 **Force majeure**

9.1 Neither party shall be liable for any failure or delay in performing its obligations under the Contract to the extent that such failure or delay is caused by an event that is beyond that party's reasonable control (a "Force Majeure Event") provided that the Supplier shall use best endeavours to cure such Force Majeure Event and resume performance under the Contract.

9.2 If any events or circumstances prevent the Supplier from carrying out its obligations under the Contract for a continuous period of more than 14 days, the Customer may terminate the Contract immediately by giving written notice to the Supplier.

## 10 **General**

10.1 The Supplier shall not use the Customer's name, branding or logo other than in accordance with the Customer's written instructions or authorisation.

10.2 The Supplier may not assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract without the Customer's prior written consent.

10.3 Any notice under or in connection with the Contract shall be given in writing to the address specified in the Order or to such other address as shall be notified from time to time. For the purposes of this Condition, "writing" shall include e-mails and faxes.

10.4 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.

10.5 Any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by both parties.

10.6 The Contract shall be governed by and construed in accordance with English law. The parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales to settle any dispute or claim arising out of or in connection with the Contract or its subject matter or formation.

10.7 A person who is not a party to the Contract shall not have any rights under or in connection with it.

## PART 4: SAVE THE CHILDREN'S CHILD SAFEGUARDING POLICY

### Our values and principles

Child abuse is when anyone under 18 years of age is being harmed or isn't being looked after properly. The abuse can be physical, sexual, emotional or neglect. The abuse and exploitation of children happens in all countries and societies across the world. Child abuse is never acceptable.

It is expected that all who work with Save the Children are committed to safeguard children whom they are in contact with.

### What we do

Save the Children is committed to safeguard children through the following means:

**Awareness:** Ensuring that all staff and those who work with Save the Children are aware of the problem of child abuse and the risks to children.

**Prevention:** Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks to children.

**Reporting:** Ensuring that you are clear on what steps to take where concerns arise regarding the safety of children.

**Responding:** Ensuring that action is taken to support and protect children where concerns arise regarding possible abuse.

To help you clarify our safeguarding approach, we list here examples of the behaviour by a representative of Save the Children which are prohibited. These include but are not limited to:

1. Hitting or otherwise physically assaulting or physically abusing children.
2. Engaging in sexual activity or having a sexual relationship with anyone under the age of 18 years regardless of the age of majority/consent or custom locally. Mistaken belief in the age of a child is not a defence.
3. Developing relationships with children which could in any way be deemed exploitative or abusive.
4. Acting in ways that may be abusive in any way or may place a child at risk of abuse.
5. Using language, making suggestions or offering advice which is inappropriate, offensive or abusive.
6. Behaving physically in a manner which is inappropriate or sexually provocative.
7. Sleeping in the same bed or same room as a child, or having a child/children with whom one is working to stay overnight at a home unsupervised.
8. Doing things for children of a personal nature that they can do themselves.



9. Condoning, or participating in, behaviour of children which is illegal, unsafe or abusive.
10. Acting in ways intended to shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse.
11. Discriminating against, showing unfair differential treatment or favour to particular children to the exclusion of others.
12. Spending excessive time alone with children away from others.
13. Placing oneself in a position where one is made vulnerable to allegations of misconduct.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

If you are worried that a child or young person is being abused or neglected, (such as in points 1, 2, 3, 4, 6, 8, 9 and 10 above for example) or you are concerned about the inappropriate behaviour of an employee, or someone working with Save the Children, towards a child or young person, then you are obliged to:

- act quickly and get help
- support and respect the child
- where possible, ensure that the child is safe
- contact your Save the Children manager with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

If you want to know more about the Child Safeguarding Policy then please contact your Save the Children manager.

## PART 5: SAVE THE CHILDREN'S ANTI-BRIBERY AND CORRUPTION POLICY

### Our values and principles

Save the Children does not allow any partner, supplier, sub-contractor, agent or any individual engaged by Save the Children to behave in a corrupt manner while carrying out Save the Children's work.

### What we do

Save the Children is committed to preventing acts of bribery and corruption through the following means:

**Awareness:** Ensuring that all staff and those who work with Save the Children are aware of the problem of bribery and corruption.

**Prevention:** Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks of bribery and corruption.

**Reporting:** Ensuring that all staff and those who work with Save the Children are clear on what steps to take where concerns arise regarding allegations of bribery and corruption.

**Responding:** Ensuring that action is taken to support and protect assets and identifying cases of bribery and corruption.

To help you identify cases of bribery and corruption, behaviour which amounts to corruption includes but is not limited to:

a) Paying or Offering a Bribe – where a person improperly offers, gives or promises any form of material benefit or other advantage, whether in cash or in kind, to another in order to influence their conduct in any way.

b) Receiving or Requesting a Bribe – where a person improperly requests, agrees to receive or accepts any form of material benefit or other advantage, whether in cash or in kind, which influences or is designed to influence the individual's conduct in any way.

c) Receiving or Paying a so-called 'Grease' or 'Facilitation' payment – where a person improperly receives something of value from another party for performing a service or other action that they were required by their employment to do anyway.

d) Nepotism or Patronage – where a person improperly uses their employment to favour or materially benefit friends, relatives or other associates in some way. For example, through the awarding of contracts or other material advantages.

e) Embezzlement - where a person improperly uses funds, property, resources or other assets that belong to an organisation or individual.

f) Receiving a so-called 'Kickback' Payment – where a person improperly receives a share of funds, a commission, material benefit or other advantage from a supplier as a result of their involvement in a corrupt bid or tender process.

g) Collusion – where a person improperly colludes with others to circumvent, undermine or otherwise ignore rules, policies or guidance.

h) Abuse of a Position of Trust – where a person improperly uses their position within their organisation to materially benefit themselves or any other party.

In order that the above standards of reporting and responding are met, **this is what is expected of you:**

You have a duty to protect the assets of Save the Children from any form of corruption. Furthermore, you must immediately report any suspicion of bribery or corruption to the Save the Children senior management team or Country Director and not to anyone else. Failure to report will be treated as serious and may result in termination of any agreement with Save the Children.

You are obliged to:-

- act quickly and get help
- encourage your own staff to report on bribery and corruption
- contact the Save the Children senior management team or Country Director with your concerns immediately (or their senior manager if necessary)
- keep any information confidential to you and the manager.

Attempted corruption is as serious as the actual acts and will be treated in the same way under this policy.

If you want to know more about the Anti-Bribery and Corruption Policy then please contact your Save the Children representative.

## **PART 6: SAVE THE CHILDREN'S HUMAN TRAFFICKING AND MODERN SLAVERY POLICY**

### **1. Our values and principles**

*Save the Children does not allow any partner, supplier, sub-contractor, agent or any individual engaged by Save the Children to engage in human trafficking or modern slavery.*

*This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels, directors, officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives and business partners.*

### **2. What is human trafficking and modern slavery?**

The Modern Slavery Act (MSA) 2015 covers four activities:

|                                    |  |
|------------------------------------|--|
| <b>Slavery</b>                     | Exercising powers of ownership over a person   |
| <b>Servitude</b>                   | The obligation to provide services is imposed by the use of coercion   |
| <b>Forced or compulsory labour</b> | Work or services are exacted from a person under the menace of any penalty and for which the person has not offered themselves voluntarily |
| <b>Human trafficking</b>           | Arranging or facilitating the travel of another person with a view to their exploitation   |

Modern slavery, including human trafficking, is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain. We have a zero-tolerance approach to modern slavery and we are committed to acting ethically and with integrity in all our business dealings and relationships and to implementing and enforcing effective systems and controls to ensure modern slavery is not taking place anywhere in our own business or in any of our supply chains.

We are also committed to ensuring there is transparency in our own business and in our approach to tackling modern slavery throughout our supply chains, consistent with our national and international disclosure obligations, and shall comply with all applicable laws, statutes, regulations and codes from time to time in force, including:

- UK Modern Slavery Act 2015 (see above);
- US Trafficking Victims Protection Act 2000;
- USAID ADS 303 Mandatory Standard Provision, Trafficking in Persons (July 2015); and

- International Labour Standards on Child Labour and Forced Labour.

### 3. Our approach to preventing human trafficking and modern slavery

Save the Children is committed to preventing human trafficking and modern slavery, including through the following means:

**Awareness:** Ensuring that all staff and those who work with Save the Children are aware of the problem of human trafficking and modern slavery.

**Prevention:** Ensuring, through awareness and good practice, that staff and those who work with Save the Children minimise the risks of human trafficking and modern slavery.

**Reporting:** Ensuring that all staff and those who work with Save the Children are clear on what steps to take where concerns arise regarding allegations of human trafficking and modern slavery.

**Responding:** Ensuring that action is taken to identify and address cases of human trafficking and modern slavery.

To help you identify cases of human trafficking and modern slavery, the following are examples of prohibited categories of behaviour:

- a. **Chattel slavery**, in which one person owns another person.
- b. **Bonded labour or debt bondage**, which is when a person's work is the security for a debt – effectively the person is on 'a long lease' which they cannot bring to an end, and so cannot leave their 'employer'. Often the conditions of employment can be such that the labourer can't pay off their debt and is stuck for life, because of low wages, deductions for food and lodging, and high interest rates.
- c. **Serfdom**, which is when a person has to live and work for another on the other's land.
- d. **Other forms of forced labour**, such as when passports are confiscated (sometimes by unscrupulous recruitment agencies) from migrant workers to keep them in bondage, or when a worker is 'kept in captivity' as a domestic servant. If a supplier or contractor appears to impose excessively harsh working conditions, or excessively poor wages, then you should always be alive to the possibility that a form of forced labour is occurring, and take care with your due diligence.
- e. **Child slavery**, which is the transfer of a young person (under 18) to another person so that the young person can be exploited. Child labour may, in fact, be a

form of child slavery, and should not be tolerated. See the Save the Children Child Safeguarding Policy for further details.

- f. **'Marital and sexual slavery'**, including forced marriage, the purchase of women for marriage, forced prostitution, or other sexual exploitation of individuals through the use or threat of force or other penalty.

#### **4. The commitment we expect from commercial partners**

We expect the same high standards from all of our contractors, suppliers and other business partners, and as part of our contracting processes, we may include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

*Please contact your Save the Children representative if you have further questions.*



The Inter-Agency  
Procurement Group

## **PART 7: CODE OF CONDUCT FOR IAPG AGENCIES AND SUPPLIERS**

Suppliers and manufacturers to Non Governmental Organisations (NGO's) should be aware of the Code of Conduct initiatives that the Inter-Agency Procurement Group (IAPG) support. This information is to advise you, our suppliers, of the Corporate Social Responsibility (CSR) element in our supplier relationships.

- Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any persons.
- Goods produced and delivered by organisations subscribe to no exploitation of children
- Goods produced and manufactured have the least impact on the environment

### **Code of Conduct for Suppliers:**

Goods and services are produced and delivered under conditions where:

- Employment is freely chosen
- The rights of staff to freedom of association and collective bargaining are respected.
- Living wages are paid
- There is no exploitation of children
- Working conditions are safe and hygienic
- Working hours are not excessive
- No discrimination is practised
- Regular employment is provided
- No harsh or inhumane treatment of staff is allowed.

### **Environmental Standards:**

Suppliers should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:

- Waste Management
- Packaging and Paper
- Conservation
- Energy Use
- Sustainability

### **Business Behaviour:**

IAPG members will seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights, and there is no willingness to address the situation within a reasonable timeframe.

IAPG members will seek alternative sources where companies in the supply chain are involved in the manufacture of arms or the sale of arms to governments which systematically violate the human rights of their citizens.

**Qualifications to the statement**

Where speed of deployment is essential in saving lives, IAPG members will purchase necessary goods and services from the most appropriate available source.

**Disclaimer**

This Code of Conduct does not supersede IAPG Members' individual Codes of Conduct. Suppliers are recommended to check the Agencies' own websites.

**TENDER RESPONSE**

(Please provide information against each requirement, additional rows can be inserted for all questions as necessary)

**ESSENTIAL CRITERIA**

In order to qualify as a bidder you must be able to answer 'Yes' against all of the Essential Criteria. After passing the essential criteria you will be scored against Capability and Commercial criteria.

- A) Do you have a legitimate business/official address OR are you registered for trading or tax purposes with the authorities : Yes/ No
  
- B) Do you agree to comply with our standard policies and procedures as stated in RFQ or Invitation to Tender (ITT) document : Yes/No
  
- C) Do you confirm that you are not any prohibited parties or on Government blacklists : Yes/ No

**Section 1 - Bidder's general business details**

1. General information

|                    |                                 |                  |
|--------------------|---------------------------------|------------------|
| Organisation Name: |                                 |                  |
| Contact Name:      |                                 |                  |
| Phone:             | Fax:                            |                  |
| Email:             | Parent company (if applicable): |                  |
| Principle Address: | Registered Address:             | Payment Address: |



|  |  |                  |
|--|--|------------------|
|  |  |                  |
| Registration number:                                   |  | Tax number:      |
| Legal status ( Sole Proprietor /Partnership/Company) : |  |                  |
| Year of registration:                                  |  | Annual Turnover: |

2. Please provide details of the type of your organisation (manufacturer, distributor, etc):

3. Please provide details of the primary products/services of your organisation:

4. Please list your employees who would be involved with Save the Children. One employee should be the key point of contact for Save the Children:

| Name | Job title | Role for Save the Children account | Direct telephone number | Email address |
|------|-----------|------------------------------------|-------------------------|---------------|
|      |           |                                    |                         |               |
|      |           |                                    |                         |               |

5. Please detail what your insurance cover provides and what the maximum value is ( if any) :

**CAPABILITY CRITERIA**

*The following criteria are considered very important in the evaluation of this tender*

**Quality /Service (20 %)**

- **Quality and certification of Bidder's products**

**Capacity (40 %)**

- **Bidder's capacity to supply Save the Children, particularly in terms of quality and lead times**
- **The financial sustainability of Bidder**
- **Bidder's ability to provide warranties and guarantees as part of the contract (offer banking guarantee)**

1. Number of years of relevant experience to provide similar goods or services?

2. What warranties and guarantees can you offer as part of this contract?

3. How quickly can you guarantee a response time to quotation requests?

4. What are your standard working hours and what after-hours services do you provide in the event of an emergency?

5. Detail any benefits or additional services your organisation can offer Save the Children as part of the contract:

6. Details of Geographic coverage in Country / outside

7. What quality standards does your organisation adhere to e.g. ISO?

8. Please provide details of at least 2 client references which Save the Children may contact (preferably NGOs):

| Client Organisation | Contact | Phone no. | E-mail address | Details of contract |
|---------------------|---------|-----------|----------------|---------------------|
|                     |         |           |                |                     |
|                     |         |           |                |                     |

**COMMERCIAL CRITERIA**

**Section 3: Commercial proposal (Pricing)**

1. Please indicate here the total prices including taxes you are offering to Save the Children as part of this contract, including the currency. Please refer to specification for details at the BoQ of what must be included.

The BoQ for each location can be found on the following links:

[https://drive.google.com/file/d/11LDjSbGWzuEAI1W1\\_PsVlyUfxvMtawdi/view?usp=sharing](https://drive.google.com/file/d/11LDjSbGWzuEAI1W1_PsVlyUfxvMtawdi/view?usp=sharing)

[https://drive.google.com/open?id=1Fa4JH1iRCaI9\\_zq7EuODsUFnxB8IATr](https://drive.google.com/open?id=1Fa4JH1iRCaI9_zq7EuODsUFnxB8IATr)

or can be requested to the office e-mail: [procurement.albania@savethechildren.org](mailto:procurement.albania@savethechildren.org) or [info.albania@savethechildren.org](mailto:info.albania@savethechildren.org) .



Annex 1 -

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Annex 1 -

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2. Can you fix these prices for the duration of the contract?

Yes  No

If not, please provide details of how long they will remain fixed?

3. If prices cannot be fixed for the duration of the contract, please specify factors that would affect the price and indicate how changes in these factors would affect the price of the stated products:

**Section 4: Confirmation of Bidder's compliance**

We, the Bidder, hereby confirm compliance with:

- The required specification for the products
- The Conditions of Tendering
- Save the Children's Terms and Conditions of Purchase
- Save the Children's Child Safeguarding policy
- Save the Children's Anti-Bribery and Corruption policy
- Save the Children Human Trafficking and Modern Slavery policy
- The IAPG Code of Conduct

The following documents and items are included in our bid:

First envelope

- 1:
- 2:
- 3:
- 4:

5:

6:

7:

8:

Second envelope

1:

2:

3:

4:

5:

6:

7:

Third envelope

1:

2:

(Kindly name all the documents that are included in the each envelope separately as indicated above)

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

**Acceptance by the Bidder:**

.....

Signature

.....

Name

.....

Job Title

.....

Company

.....

Date