

ITT- Invitation to Tender

oPt Country Office

Gaza Field Office

August 27th, 2026

Provision of Buses Rental Services

SUBMISSION DEADLINE: 16:00 PM ON 05/09/2026

QUESTIONS / CLARIFICATIONS: oPt.GZTender@savethechildren.org

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

PART 1 : INVITATION TO RFQ

- 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>Save the Children International in the oPt Country Office / Gaza Field Office is inviting the submission of quotations for Buses Rental Services</i>
Outcome of ITT	<i>Fix price framework agreement</i>
Duration of Contract	<i>Framework agreement for one year, with possible extension to additional one year based on service provider performance, availability of funds and actual needs.</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, 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 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 ITT	23 rd August 2025
Deadline for Bid Submission	1 st September 2026 @ 16:00
Award Contact	16 th September 2026

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.pptx

Email Submission

- A formal email of bid submission should be sent the following email address **ONLY**:
oPt.GZTender@savethechildren.orgg
- The email subject should clearly indicate the Invitation to tender reference number **WS3286707974** but contain no other details relating to the bid or the bidder name.
- All supporting documentation should be sent to the email address.

Paper Submission

- One Paper Copy submitted on headed envelop to Save the Children Gaza Field Office.
- Bids should be submitted in a **two separate sealed envelope** addressed to Supply Chain Unit, the first envelope is **technical offer**, and the second **financial offer**.
- The envelopes should clearly indicate the Invitation to tender reference number **WS3286707974** and title
- All supporting documentation should be labelled and grouped together and then submitted as per the above.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than September 1st, 2026, before 16:00.

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
Supply Chain Coordinator	oPt.GZTender@savethechildren.org

Please be advised local working hours are from 8:00 am – 16:00 pm. Please allow up to 1 day 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

Save the Children International in the oPt Country Office / Gaza Field Office is seeking qualified registered bidders to participate in the sourcing event for the **Provision of Buses Rental Services** .

The sourcing outcome from this process is to sign a **framework agreement**

Save the Children has the right to sign more than one agreement with more than one supplier to facilitate the provision of services efficiently and successfully.

Terms of Reference (TOR)

1. Background

Save the Children International (SCI) is seeking qualified transportation service providers to provide safe, reliable, and well-maintained buses for the transportation of SCI staff and authorized personnel in support of humanitarian operations.

The selected service provider shall provide buses together with qualified drivers and all necessary operational support to ensure uninterrupted transportation services throughout the contract period.

2. Objective

The objective is to establish a contract with one or more qualified transportation service providers capable of providing buses that meet SCI operational requirements while ensuring safety, reliability, and compliance with applicable regulations.

3. Scope of Services

The successful service provider shall provide:

- Bus rental services on a daily basis, with unlimited/open kilometers (no kilometer restriction).
- Bus transportation services on a trip-by-trip basis, as requested by SCI
- Buses and transportation services available 24 hours a day, 7 days a week, according to SCI operational requirements.
- Qualified and licensed drivers. ٣
- Safe and roadworthy buses.
- Regular preventive and corrective maintenance.
- Replacement buses whenever required.
- Compliance with SCI Security and Safety procedures.
- Daily transportation according to routes and schedules communicated by SCI.

SCI may adjust routes, schedules, pickup points, and passenger numbers according to operational requirements.

4. Required Bus Categories

The bidder shall submit pricing for the following categories:

Bus Type	Seating Capacity
Option 1	20-25 Passenger Seats

Option 2	50 Passenger Seats
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The seating capacities above represent the minimum required capacity.

5. Service Requirements

The buses shall:

- Be legally registered.
- Be in good mechanical condition.
- Be clean inside and outside.
- Have functioning air conditioning where available.
- Have seat belts installed where available.
- Have insurance, if applicable.
- Have vehicle registration.
- Be suitable for humanitarian operations.
- Carry a fire extinguisher.
- Carry a first aid kit where possible.
- Any other necessary emergency tools.

SCI reserves the right to inspect any bus at any time. SCI may reject any vehicle that does not meet the required standards.

5.1 Fleet Information and Bus Schedule

As part of the technical proposal, the Service Provider shall submit a complete list of all buses proposed for this assignment. The list shall include, at a minimum, the following information for each bus:

Bus Registration No.	Make/Manufacturer	Model	Seating Capacity	Fuel Type (Diesel/Petrol)	Production Year	Estimated Fuel Consumption (km/L)

6. Additional Tender Requirements – Bus Rental Services

Vehicle Age and Condition:

All proposed buses should meet SCI's with buses in good mechanical and operational conditions. The bidder shall clearly state the production year, model, mileage and condition of each proposed bus.

Physical Inspection:

SCI reserves the right to physically inspect and verify the proposed buses before contract award and at any time during the contract period. SCI may reject any bus that does not meet the required standards.

Backup Capacity:

The Service Provider shall maintain sufficient backup buses and qualified replacement drivers to ensure continuity of service in case of breakdown, maintenance, accident or driver unavailability.

Passenger Safety:

Buses shall have functional seat belts, emergency exits, fire extinguishers, first aid kits and other required safety equipment. Passenger capacity shall be based on approved seating capacity only.

Insurance and Liability:

The Bus Company shall assume full responsibility and liability for any third-party claims, damages, losses, injuries, or liabilities arising out of or in connection with the operation, use, or provision of the bus during the rental period. This shall include, but not be limited to, claims involving the Bus Company's drivers, passengers, property, third parties, or members of the local community. SCI shall not be liable for any damage, loss, injury, or claim arising from the operation of the bus, including claims relating to the bus, its drivers, passengers, third parties, or the local community, except where such liability is directly attributable to SCI's proven negligence or wilful misconduct.

Fuel Control:

Where fuel is provided by SCI, fuel consumption shall be monitored through approved movements, odometer readings and vehicle logbooks and may be compared against an agreed consumption benchmark.

Service Performance:

Performance will be monitored based on punctuality, vehicle availability, driver conduct, safety compliance and response to breakdowns. Repeated poor performance may result in corrective action or termination in accordance with the contract.

7. Driver Requirements

Drivers shall:

- Hold valid driving licenses appropriate for the vehicle category.
- Have a minimum of three years of professional driving experience.
- Be medically fit.
- Maintain professional conduct.
- Follow SCI safeguarding and security requirements.
- Wear appropriate identification where requested.
- Comply with SCI movement instructions.

SCI reserves the right to request replacement of any driver whose conduct or performance is considered unsatisfactory.

8. Maintenance Responsibilities

The Service Provider shall be fully responsible for:

- Preventive maintenance.
- Corrective maintenance.
- Mechanical repairs.

- Electrical repairs.
- Tire replacement.
- Battery replacement.
- Lubricants.
- Spare parts.
- Cleaning.
- Vehicle inspections.
- Insurance, Licensing and registration.
- Road taxes and governmental fees.
- Recovery and towing.
- Replacement buses during repairs or breakdowns.

Under no circumstances shall SCI bear any maintenance costs.

Whenever a bus becomes unavailable due to breakdown or maintenance, the service provider shall provide an equivalent replacement vehicle without additional cost to SCI.

The Service Provider shall not claim any additional fuel beyond the quantities approved by SCI based on the verified mileage records.

All remaining operational costs, including maintenance, repairs, lubricants, spare parts, tires, servicing, insurance, and all other vehicle operating expenses, shall remain the sole responsibility of the Service Provider.

9. SCI Right of Selection

SCI reserves the sole right to:

- Select either of the pricing options, as deemed appropriate, based on SCI's operational requirements and value for money
- Award one or multiple contracts.
- Award all or part of the required quantities.
- Increase or decrease the required number of buses.
- Request additional buses during the contract period.
- Cancel or suspend services when operationally required.

10. Contract Duration

The anticipated contract duration shall be **Twelve (12) months** with the possibility of extension based on Satisfactory performance, Operational requirements, Funding availability, and Mutual agreement.

11. Performance Standards

The service provider shall ensure:

- On-time arrival.
- Safe transportation.
- Minimum service interruptions.

- Immediate response to breakdowns.
- Professional driver conduct.
- Compliance with SCI safeguarding policies.
- Compliance with SCI security instructions.

Repeated delays or service failures may result in contract termination.

12. Reporting Requirements

The Service Provider shall submit:

- Daily attendance records.
- Driver details.
- Vehicle details.
- Maintenance reports upon SCI request.

13. Health, Safety and Security

The Service Provider shall comply with:

- Applicable national transport regulations.
- SCI Security procedures.
- SCI Safeguarding Policy.
- SCI Child Safeguarding requirements.
- SCI Code of Conduct.
- Occupational Health and Safety requirements.

14. Evaluation Criteria

Bids will be evaluated based on, but not limited to:

- Compliance with technical specifications.
- Availability of required buses.
- Experience providing similar services.
- Vehicle condition.
- Driver qualifications.
- Past performance.
- Financial offer.

15. Payment Terms

Payment shall be made in accordance with the signed contract upon:

- Submission of a valid invoice.

- Acceptance of services by SCI.
- Verification of attendance and vehicle utilization records and log sheets.
- Compliance with contractual obligations.
- SCI will deduct percentage as withholding tax as per the rules and regulations, unless the service provider submits valid deduction at source certificate.
- No payment shall be made for services not delivered.

16. General Conditions

The Service Provider shall:

- Maintain confidentiality regarding SCI operations.
- Comply with all applicable laws and regulations.
- Ensure uninterrupted service throughout the contract period.
- Replace any vehicle or driver deemed unsuitable by SCI without additional cost.

SCI reserves the right to terminate the contract in accordance with the contractual terms in cases of non-performance, breach of contract, misconduct, or failure to meet the required service standards.

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 (YES/NO)

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

Bidders must score YES to be able to move to the second round of Evaluation

Item	Question	Bidder Response	
		Yes / No	Comments / Attachments
1	The bidder accepts Save the Children's 'Supplying Contract' and that any work awarded from this tender process will be completed under the 'Supplying Contract.'		
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 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 Supplier confirms that it vets its staff, suppliers and sub-contractors against sanctions lists (e.g., UK Treasury's list of financial sanctions target, EC's list of persons and entities subject to financial sanctions etc.)	Yes / No	Comments
5	The bidder's confirmation on not having any potential conflict of interest with Procurement or other staff members working in Save the Children shall make declarations at the time of bid submission.	Yes / No	Comments
6	The Bidder confirms it is fully qualified, licenses and registered in the Country that will cover the time of supplying period (including compliance with all relevant local Country legislation). This includes the Bidder submitting the following requirements (where applicable): - Legitimate business address - Business registration certificate	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Legitimate Business Address	
		Business Registration Certificate	

SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS (60%)

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

Provision of Buses Rental Services

Item	Question	Bidder Response	
1	Previous Experience What is your experience in for similar supplies.? Service provider must provide a minimum of three years' experience. .Score of 15% out of 50% 15%= Three years and above 10%= Two years 5%= one Years 0%= no expectance	Bidder Response	Attachment(s)
2	Fleet Capacity & Bus Availability Number of buses available for SCI. (required number of 25 seats buses is (12) Score of 15% out of 50% 15%= 10-12 Buses and above 10%= 7-9 buses 5%= 4-6 buses 0%= 3 buses or less.	Bidder Response	Attachment(s)
3	Bus Condition & Safety Standards: Buses must be well-maintained, roadworthy, clean, equipped with functioning seat belts, first-aid kit, fire extinguisher, emergency equipment, functional doors/windows, and air conditioning where applicable. Score of 10% out of 50%	Bidder Response	Attachment(s)
4	Drivers' Qualifications & Experience: Qualified and licensed drivers with relevant experience in passenger transportation. Provide driving licence details, years of experience and evidence of relevant training: Score of 10% out of 50%		
4	SUSTAINABILITY (10%) The Bidder is able to share his Maintenance Management Plan: type of garage and operation (including the disposal of tires and oils in an ethical and environmental manner) 10% - The bidder can demonstrate an efficient maintenance management plan 5% - The bidder can partially demonstrate an efficient maintenance management plan 0% - The bidder cannot demonstrate an efficient maintenance management plan	Bidder Response	Attachment(s)

SECTION 3 – COMMERCIAL CRITERIA (40%)

The bidder shall complete the following pricing schedule.

Option A – Rental Price/ Daily basis

Bus Type	Unit	Currency	Daily Rate without Fuel بدون وقود	Daily Rate with Fuel مع وقود
25 Passenger Buses	Day	ILS		
50 Passenger Bus	Day	ILS		

Option B – Rental Price/ Trip basis (SCI will be responsible for providing the fuel)

التسعير بالرحلة ذهاباً وإياباً حسب الجدول التالي علماً بأن المؤسسة ستكون مسؤولة فقط عن توفير الوقود

S.	From	To	Unit	Currency	Trip Rate ILS
25 Passenger Bus					
1	Gaza	Gaza	Trip	ILS	
2	Gaza	Middle Area	Trip	ILS	
3	Gaza	Khan Younis	Trip	ILS	
4	Middle Area	Middle Area	Trip	ILS	
5	Middle Area	Gaza	Trip	ILS	
6	Middle Area	Khan Younis	Trip	ILS	
7	Khan Younis	Khan Younis	Trip	ILS	
8	Khan Younis	Middle Area	Trip	ILS	
9	Khan Younis	Gaza	Trip	ILS	

- The price includes round-trip transportation
- Payment will be based on actual number of trips
- Working hours approximately 8 hours

- السعر يشمل الرحلة ذهاباً وإياباً.
- الدفعات بناء على العدد الفعلي للرحلات
- عدد ساعات العمل تقريبا 8 ساعات عمل

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 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 business registration certificate	
Capability Criteria Evidence	Completed Bidder Response Document	
Commercial Criteria Evidence	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	
Terms & Conditions of Purchase	 SC-C-04B F	
Child Safeguarding Policy	 Child Safeguarding Policy.pdf	
Anti-Bribery & Corruption Policy	 Anti-Bribery & Corruption Policy.pc	
Human Trafficking & Modern Slavery Policy	 Human Trafficking & Modern Slavery Policy	
Protection from Sexual Exploitation & Abuse	 Protection from Sexual Exploitation	
Anti-Harassment, Intimidation & Bullying Policy	 Anti-Harassment, Intimidation & Bullying	
IAPG Code of Conduct	 IAPG Code of Conduct for Agencies	

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: