

ITT- Invitation to Tender

oPt Country Office

Gaza Field Office

August 27th, 2026

Provision of Vehicle 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 Vehicle 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	27 th August 2025
Deadline for Bid Submission	5 th September 2026 @ 16:00
Award Contact	20 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.org
- The email subject should clearly indicate the Invitation to tender reference number **WS3286789505** 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 **WS3286789505** 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 5th, 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 Vehicle 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 vehicles for the transportation of SCI staff and authorized personnel in support of humanitarian operations.

The selected service provider shall provide vehicles and all necessary operational support to ensure uninterrupted transportation services throughout the contract period.

2. Objective

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

3. Scope of Services

The successful service provider shall provide:

- Vehicle rental services on a daily or monthly basis.
- Qualified and licensed drivers.
- Safe and roadworthy vehicles.
- Preventive and corrective maintenance.
- Replacement vehicles whenever required.
- Compliance with SCI Safety and Security procedures.
- Transportation services according to routes and schedules communicated by SCI.

SCI reserves the right to modify routes, schedules, and deployment locations in accordance with operational needs.

4. Required Vehicle Categories

The bidder shall submit pricing for the following vehicle categories:

Vehicle Type	Fuel Type	Estimated Quantity
Seven (7) Seat Vehicle	Diesel	5 Vehicles
Five (5) Seat Vehicle	Petrol	1 Vehicle

SCI reserves the right to increase or decrease the number of vehicles during the contract period based on operational requirements.

5. Vehicle Requirements

All vehicles shall:

- Be in excellent mechanical condition.
- Be legally registered and licensed.
- Have insurance if applicable.
- Be clean and well maintained.
- Have functioning air conditioning.
- Have operational seat belts for all passengers.
- Be equipped with a spare tire, jack, and basic tools.
- Carry a fire extinguisher.
- Carry a first aid kit.
- Be suitable for operation in humanitarian field environments.

SCI reserves the right to inspect any vehicle before and during the contract period and reject any vehicle that does not meet the required standards.

6. Additional Tender Requirements – SUV / Vehicle Rental Services

Vehicle Type and Condition:

The bidder shall clearly specify the make, model, production year, mileage, fuel type and vehicle category proposed. Vehicles should be suitable for humanitarian field operations and meet SCI's minimum technical requirements.

Vehicle Age:

All proposed vehicles shall meet SCI's minimum acceptable age/model-year requirement. The bidder shall provide the production year and current mileage for each vehicle.

Physical Inspection:

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

Backup Capacity:

The Service Provider shall maintain equivalent replacement vehicles and qualified backup drivers, where drivers are included, to ensure continuity of service.

Insurance and Liability:

In case SCI demand a vehicle with driver the 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 vehicle availability, punctuality, vehicle condition, driver performance,

safety compliance and breakdown response. Repeated poor performance may result in corrective action or termination in accordance with the contract.

SCI responsibilities:

- SCI will be responsible for providing fuel for the vehicles.
- CI shall be responsible for the cost of repairs for any damage to the vehicle that is directly attributable to misuse, negligence, or improper handling by SCI staff or drivers, provided that such damage is verified and documented by both parties.

Vehicle Fleet Information

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

Vehicle Registration No.	Manufacturer	Model	Seating Capacity	Fuel Type (Diesel/Petrol)	Production Year	Fuel Consumption (km per litre)	Remarks

7. Maintenance Responsibilities

The Service Provider shall be solely responsible for all costs associated with the operation and maintenance of the vehicles, including but not limited to:

- Preventive maintenance.
- Corrective maintenance.
- Mechanical and electrical repairs.
- Spare parts.
- Tires and batteries.
- Lubricants and fluids.
- Licensing and registration.
- Insurance where possible.

Whenever a vehicle becomes unavailable due to breakdown or maintenance, the Service Provider shall immediately provide a replacement vehicle of equal or higher specification at no additional cost to SCI.

SCI shall not be responsible for any maintenance or repair costs.

8. SCI Right of Selection

SCI reserves the sole right to:

- Award one or more contracts.
- Increase or decrease the number of vehicles required.
- Suspend or cancel services based on operational needs.

9. Contract Duration

The contract is anticipated to be for a period of twelve (12) months, with the possibility of extension based on satisfactory performance, operational requirements, funding availability, and mutual agreement.

10. Health, Safety and Security

The Service Provider shall comply with:

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

11. Evaluation Criteria

Bids may be evaluated based on:

- Compliance with technical specifications.
- Availability of the required vehicle fleet.
- Experience providing similar services.
- Vehicle condition.
- Driver qualifications.
- Maintenance capacity.
- Past performance.
- Financial offer.

12. Payment Terms

Payment shall be made upon:

- Submission of a valid invoice.
- SCI's acceptance of the services provided.
- Compliance with all 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 rendered.

13. General Conditions

The Service Provider shall:

- Not subcontract the services without SCI's prior written approval.
- 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 at no 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):	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Legitimate Business Address	
	- Legitimate business address - Business registration certificate	Business Registration Certificate	

SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS (60%)

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

Provision of Vehicles Rental Services

Item	Question	Bidder Response	
		Bidder Response	Attachment(s)
1	Previous Experience What is your experience in for similar supplies.? Service provider must provide a minimum of three years' experience. . Score of 20% out of 50% 20%= 3 years and above 15%= 2 years 10%= 1 year 0%= No experience		
2	Fleet Capacity & Vehicles Availability Number of Vehicles available for SC (minimum 7 Vehicle)l. Score of 10% out of 50% 10%= 7 vehicles or above 5%= 4-6 Vehicles 0%= 1-3 Vehicles		
3	Vehicles 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 20% 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		

SECTION 3 – COMMERCIAL CRITERIA (40%)

The bidder shall complete the following pricing schedule.

Rental Price without Driver التكلفة الشهرية للايجار بدون سائق

Vehicle Type	Unit	Quantity	Currency	Monthly Rate
Seven -Seat Diesel Vehicle	Month	1	USD	
Five -Seat Petrol Vehicle	Month	1	USD	

Rental Price with Driver التكلفة الشهرية للايجار مع سائق

Vehicle Type	Unit	Quantity	Currency	Monthly Rate
Seven -Seat Diesel Vehicle	Month	1	USD	
Five -Seat Petrol Vehicle	Month	1	USD	

- SCI will be responsible of providing fuel for vehicles.

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: