

INVITATION TO RFQ

occupied Palestinian territory

June 24th, 2025

RFQ-OPT-CO-2025-005 - End Line Services

SUBMISSION DEADLINE: <<24/06/2025 not later than 4:00 pm>>

QUESTIONS / CLARIFICATIONS: << opt.coprocurement@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 RFQ.

PART 1 – INVITATION TO RFQ

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	End line services
Outcome of RFQ	Framework Agreement (Fixed Price) – the successful supplier(s) will be awarded a 'Framework Agreement'. Within the Framework Agreement the terms of services (End line services) with a spend cap up to 330,000 ILS shall be agreed, as well the conditions of supply (e.g., specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement.
Duration of Award	1-year FWA with the winning bidder

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 RFQ Document.

3. AWARD CRITERIA

SCI is committed to running a fair and transparent RFQ process and ensuring that all bidders are treated and assessed equally during this RFQ 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 RFQ 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 RFQ process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

5. BIDDER INSTRUCTIONS

6.1 TIMESCALES

Activity	Date
Issue Invitation to RFQ	24/06/2025
Deadline for inquiries from bidders	26/06/2025
Deadline for Bid Submission	29/06/2025
Award Contact	29/07/2025

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 RFQ Document**. 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 RFQ.

Bids can be submitted by either:

Electronic Submission via ProSave (Not by Email)

- Submit your response in accordance with the guidance provided in the below document:



Bidding on a
Sourcing Event v2_fr

OR

Electronic Submission via Email:

- Submit your response and all the related documents to the following email:
oPt.Tender@savethechildren.org

OR

Paper Submission (Not by Email)

- Two paper copies submitted on headed paper to << Save the children office behind PEC DAR, Yasmine St. Rishmawi Building 2nd floor>>.
- Bids should be submitted in a single sealed envelope addressed to << Michael Rantisi >>.
- The envelope should clearly indicate the Invitation to RFQ reference number (RFQ-OPT-CO-2025-005 - End Line Services), no other details relating to the bid or the bidder's name should be indicated at the envelope.
- All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **4:00 pm 29/06/2025**.

Bids must remain valid and open for consideration for a period of no less than 90 days.

6.5 KEY CONTACTS

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

Name	Email Address
<<Supply chain unit>>	<<oPt.COprocurement@savethechildren.org>>

Please be advised local working hours are from 8:00 – 4:00 pm. Please allow up to 2 -3 days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

PART 2 – CORE REQUIREMENTS & SPECIFICATIONS

1. SPECIFIC REQUIREMENTS

Save the Children operate a massive work for Gaza Emergency Response and requires a fleet of vehicles/trucks to support the delivery of its programmes. Vehicles are used to transport goods from West Bank to multiple checkpoints and Locations. Given the nature of the use of the vehicles, it is crucial that Save the Children has access to a reliable and safe fleet of vehicles/trucks for the purpose of transporting the kits to multiple checkpoints and Locations.

Save the Children's key interests in bidder's submissions will be:

- **Fleet Size** – Save the Children require a fleet of trucks that are capable and the capacity to deliver a huge truck loads for Gaza and West Bank Locations taking into consideration the safety procedures and measurements.
- **Reliability & Availability** – Save the Children require vehicles/trucks which will be able to perform in the challenging and unpredictable conditions in which we work. This includes ensuring vehicles are properly maintained and serviced to minimise breakdowns and follows the Israeli and Palestinian requirements and load capacity.
- **Pricing** – Save the Children has a duty to its beneficiaries and donors to ensure it manages its financial resources effectively to deliver best value for money. This includes achieving commercially competitive transportation rates.
- **Compliance - Bidders must provide complete documentation, including all necessary information, signatures, and stamps on all pages, as well as complete the checklist. Any supplier who fails to provide the required information or does not complete the checklist in accordance with policies and procedures will have their offer disqualified.**

2. SPECIFICATIONS

Scope of Work:

The service provider will be required to provide end line services as per the attached TOR



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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 RFQ.

- For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
- If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
- If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

SECTION 1 - ESSENTIAL CRITERIA

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

Item	Question	Bidder Response	
		Yes / No	Comments / Attachments
1	Bidder accepts Save the Children's 'Terms and Conditions of Purchase' and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.		
2	The Bidder and its staff (and any sub-contractors used) agree to comply with: i) SCI's Supplier Sustainability Policy [set out under Section 4 of this document] throughout this process and during the term of any future contract awarded.	Yes / No	Comments
3	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments
4	The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).	Yes / No	Comments
	This includes the Bidder submitting the following requirements (where applicable):	Requirement	Bidder Response / Attachments
	✓ Legitimate business address	Legitimate Business Address	
	✓ Tax registration number & certificate	Tax Registration Number & Certificate	
	✓ Business registration certificate	Business Registration Certificate	
	✓ Trading license	Trading License	
5	The bidder confirms it is not linked directly or indirectly to any terrorism related activity and does not sell any Dual-Purpose goods / services that may be used in a terror related activity.	Yes / No	Comments
6	Service provider to confirm that the collected samples will be physical and not remotely or through online platforms as the physical samples collection to be confirmed and adapted as per the needed correct procedures with compliant with SCI policies and by involving SCI staff members during the process	Yes / No	Comments

SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

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

Item	Question	Bidder Response		
1	REFERENCES Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this RFQ. Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years. <i>(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)</i>	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
2	Technical Profile: Score: 15% out of 15% Technical Profile of the Consultant including consultant(s) qualifications, CV, past experiences, network <ul style="list-style-type: none"> - 15% for the best and highest qualifications and past experience - 10% for the medium qualification and past experience - 0% for the lowest qualification and past experience 	Bidder Response		Attachment(s)
3	Methodology Score 15% out 15% Methodology: Clarity of the methodology, roles, tools, challenges and mitigation measures. <ul style="list-style-type: none"> - 15% for the best methodology practices - 10% for the medium methodology practices - 0% for the lowest methodology practices 	Bidder Response		Comments
4	Work Samples Score 10% out 10%	Bidder Response		Attachment(s)



	<p>Quality and relevance of similar work/sample (preferably in gender equality and women empowerment field)</p> <ul style="list-style-type: none"> - 10% for the highest availability of relevant study samples. - 5% for the availability of relevant study samples but not necessarily relevant. - 0% for not available samples 		
5	<p>Implementation Plan and Timeline</p> <p>Score 5% out 5%</p> <p>A completed and detailed timeline for the implementation plan</p> <ul style="list-style-type: none"> - 5% for the best timeline - 3% for the medium timeline - 0% for the lowest/worse timeline 	<p>Bidder Response</p> <p>Esma3i</p>	<p>Attachment(s)</p>
6	<p>Qualitative Additions</p> <p>Score 5% out 5%</p> <p>Added value compared to other proposals – Special qualitative additions</p> <ul style="list-style-type: none"> - 5% for the best qualitative additions - 3% for the medium qualitative additions - 0% for the lowest qualitative additions 	<p>Bidder Response</p>	<p>Attachment(s)</p>
7	<p>Score: Sustainability (10%)</p> <p>Bidder supplies goods which are in packaging which can be easily recycled OR is made from recycled content OR uses natural packaging materials.</p> <p>Sustainability criteria:</p> <ul style="list-style-type: none"> - 10% all goods are supplied in recycled materials OR materials which can be recycled OR natural packaging materials. - 5% goods are supplied in partially recycled materials OR materials which can be partially recycled OR natural packaging materials. <p>0% - goods are supplied in non-recyclable OR non-natural materials</p>	<p>Bidder Response</p>	<p>Attachment(s)</p>

SECTION 3 – COMMERCIAL QUESTIONS (40%)

Clause	Price Offer
Itemized consultancy fees/costs for all team members	
Itemized field data collection expenses	
Itemized administrative expenses.	
Validity of the quotation	

Kindly be advised that the price offer shall be in ILS and excluding VAT



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SECTION 4 – BIDDER SUBMISSION CHECKLIST




We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:

No	Section	Please Tick
1.	Section 2 – Essential Criteria	
2.	Section 3 – Capability & Sustainability Questions	
3.	Section 4 – Commercial Questions	

We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:

Section	Required Document / Evidence	Please Tick
Essential Criteria Evidence	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	
Capability Criteria Evidence	Completed Bidder Response Document	
	Supporting Financial Documents	
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	 TERMS AND CONDITIONS OF BIDI	
Terms & Conditions of Purchase	 TERMS AND CONDITIONS OF PUR	
Supplier Sustainability Policy and the included mandatory policies	 Save the Children Supplier Sustainability	

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

Signature: Email:

Name: Contact #:

Title/Position: 2nd Contact #:

Company: Date: