

Request for Proposal

Occupied Palestinian Territory

June 23th, 2026

RFP-OPT-CO-2026-004- SCI office and field operations Supplies

SUBMISSION DEADLINE: <<02/07/2026 not later than 4:00 pm>>

QUESTIONS / CLARIFICATIONS: << opt.coprocurement@savethechildren.org>>

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

[PART 1: Request for Proposal](#)

- 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 RFP.

PART 1 – Request for Proposal

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	SCI Office and Field Operations Supplies
Outcome of RFP	<i>Framework Agreement (Fixed Price) – the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement the terms of services (SCI office and field operations Supplies) with a spend cap up to 290,000 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.</i>
Duration of Award	3 years FWA with the winning bidder/s

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 RFP Document.

3. AWARD CRITERIA

SCI is committed to running a fair and transparent RFP process and ensuring that all bidders are treated and assessed equally during this RFP 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 RFP 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. Prices are subject to change and will be requested each time before any purchase order. However, SCI will evaluate this RFP based on the submitted prices, but PO-level pricing will still be requested each time due to market instability, precise location and the working hours needed as well as the needed materials to finalize the needed services.

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 RFP 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 of the RFP	23/06/2026
Deadline for inquiries from bidders	27/06/2026
Deadline for Bid Submission	02/07/2026
Award Contact	02/08/2026

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 RFP 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 RFP.

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_for

OR

Electronic Submission via Email:

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

Any Supplier fails to submit the RFP document to the abovementioned methods or to a different email will be excluded from the evaluation process.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **4:00 pm 17/01/2026**.
 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 RFP 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 International (SCI) is seeking qualified suppliers for the provision and delivery of office supplies, educational materials, cleaning materials, kitchen consumables, hygiene items, recreational items, and related products for both SCI office use and beneficiary support activities under a Framework Agreement arrangement.

The requested items may be used for office operations, child-friendly spaces, educational activities, recreational activities, distributions, emergency response interventions, and other programmatic activities implemented by SCI.

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

- **Product Quality & Compliance** – All supplied items must meet the requested specifications and be of good commercial quality, durable, safe, and suitable for office use and beneficiary activities. SCI reserves the right to reject poor-quality or non-compliant items.
- **Stock Availability & Supply Capacity** – Suppliers must demonstrate the ability to maintain sufficient stock levels and supply requested quantities within the required timelines, including urgent requests and large-scale distributions.
- **Delivery & Responsiveness** – Suppliers must ensure timely delivery to SCI offices, warehouses, and operational locations upon request, including:
 - Response to urgent requests within 24 hours
 - Delivery within the agreed lead time
 - Clear communication regarding stock availability and delivery schedules
- **Pricing & Value for Money** – Suppliers should provide competitive and transparent pricing while maintaining high product quality standards. SCI aims to achieve best value for money while ensuring operational continuity and beneficiary support.
- **Compliance** – Bidders must provide complete documentation, including all required signatures, stamps, and supporting documents. Failure to comply with submission requirements or provide the requested samples may result in disqualification from the evaluation process.

2. SPECIFICATIONS

Overview:

The supplier shall provide, but not be limited to, the following categories of items for both office use and beneficiary support activities:

a. Office Kitchen & Beverage Supplies:

- Coffee, tea, milk, sugar, water, biscuits, disposable cups, plates, spoons, forks, and related consumables.

b. Cleaning & Hygiene Supplies:

- Cleaning liquids, disinfectants, chlorine, floor cleaners, toilet cleaners, hand soap, air fresheners, wipes, garbage bags, tissues, gloves, and related cleaning materials.

c. Office Maintenance & Utility Supplies:

- Mops, brooms, buckets, dustpans, wipers, dispensers, trash bins, dish racks, electric kettles, and related utility items.

All supplied items must:

- Meet the specifications and quality standards requested by SCI.
- Be safe for children and beneficiaries.

- Be properly packed and protected during transportation and delivery.
- Be available in sufficient quantities to support both office operations and programmatic distributions.

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 RFP.

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

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

SECTION 1 - ESSENTIAL CRITERIA

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

Item	Question	Bidder Response	
1	Bidder accepts Save the Children's 'Terms and Conditions of Purchase' and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack.	Yes / No	Comments / Attachments
2	The Bidder and its staff (and any sub-contractors used) agree to comply with: i) SCI's Supplier Sustainability Policy [set out under Section 4 of this document] throughout this process and during the term of any future contract awarded.	Yes / No	Comments
3	The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments
4	The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation). This includes the Bidder submitting the following requirements (where applicable): <ul style="list-style-type: none"> ✓ Legitimate business address ✓ Tax registration number & certificate ✓ Business registration certificate ✓ Trading license 	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		<i>Legitimate Business Address</i>	
		<i>Tax Registration Number & Certificate</i>	
		<i>Business Registration Certificate</i>	
		<i>Trading License</i>	
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	Bidder's willingness to accept 100% payment to be paid until the maximum of 45 days from submission of invoice (after complete delivery) with all valid supporting documents, payment method will be by bank transfer or Cheque.	Yes / No	Comments / Attachments
7	The bidder confirms that all required samples must be submitted together with the RFP documents by the stated submission deadline. Any samples received after the deadline will be rejected, and the supplier will be excluded from the evaluation process. The bidder shall submit samples for all items listed in the commercial section, with a quantity of 80-100 samples to	Yes / No	Comments / Attachments



	<p>be delivered to SCI. Any supplier failing to submit the required samples will be excluded from the evaluation process.</p> <p>In addition, all submitted samples must be clearly labelled with the corresponding item number. Any supplier failing to comply with this instruction will be excluded from the evaluation process.</p>		
8	The bidder confirms that they adhere to and comply with the SCI safeguarding policy.	Yes / No	Comments / Attachments

SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

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

Item	Question	Bidder Response		
1	<p>REFERENCES Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this RFP. 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.</p> <p><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></p>	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		
2	<p>Supplier Capacity (Stock Availability & Supply Ability)</p> <p>Score: 10% out of 10% (Supplier Capacity)</p> <p>the supplier demonstrates strong stock availability and ability to supply large quantities on demand ► 10% the supplier demonstrates moderate stock availability and ability to supply medium quantities ► 7% the supplier demonstrates limited stock availability and ability to supply small quantities ► 4% no clear evidence of stock availability or supply capacity ► 0%</p> <p>Supplier to confirm the availability and the capacity if, for example, a request for 100-300 quantity per item is required. Supplier to provide details in the box on the right.</p>	Bidder Response		Attachment(s)
3	<p>Delivery Time & Lead Time</p> <p>Score: 10% out of 10% (Delivery Time)</p> <p>delivery within 1–2 working days from request ► 10% delivery within 3–5 working days ► 7% delivery within 6–7 working days ► 4% delivery more than 7 days or unclear timeline ► 0%</p> <p>Supplier to confirm the availability and the capacity if, for example, a request for 100-300 quantity per item</p>	Bidder Response		Comments

	is required. Supplier to provide details in the box on the right.		
4	Product Quality & Compliance Score: 15% out of 15% (Quality & Specifications) fully compliant with specifications and high-quality samples provided ► 15% minor deviations from specifications but acceptable quality ► 10% major deviations or inconsistent quality ► 5% non-compliant or no supporting evidence ► 0%	Bidder Response	Attachment(s)
5	Replacement & After-Sales Support Score: 10% out of 10% (After-Sales Support) clear replacement policy within 1–3 days for defective items ► 10% limited replacement policy within 4–7 days ► 5% no clear replacement policy ► 0%	Bidder Response	Attachment(s)
6	Delivery of products Score: 5% out of 5% Supplier demonstrates the ability to provide transportation and delivery services to multiple SCI offices, schools, warehouses, and activity locations across all governorates within the West Bank, including summer camp and beneficiary activity locations, free of charge ► 5% supplier has uncleared or insufficient transportation and delivery capacity/charge SCI for the delivery services ► 0%	Bidder Response	Attachment(s)
7	Score: Sustainability (10%) supplier demonstrates eco-friendly and sustainability practices ► 10% partial sustainability practices ► 5% no sustainability practices provided ► 0% Supplier to explain how they are eco-friendly and the practices and measures taken within the company.	Bidder Response	Attachment(s)

SECTION 3 – COMMERCIAL QUESTIONS (40%)

No.	Service Category	Brand Name	Lead Time	Unit Price (ILS Excluding Tax)	Picture if Applicable
1	Nescafe 200g				
2	Coffee Mate				
3	Coffee Mate 400g				
4	Milk 1L carton				
5	Milk 1L (1.5%)				
6	American filter coffee (small jar)				
7	American filter coffee (big jar)				
8	Chamomile tea bags (20)				
9	Anise tea bags (20)				
10	Cinnamon tea bags (20)				
11	Ginger tea bags (20)				
12	Green tea bags (20)				
13	Black tea bags (100)				
14	Black tea bags				
15	White sugar 1KG				
16	Salt 1KG				
17	Mineral water small (24 bottles)				
18	Mineral water big (1.5L x 8)				
19	Filled biscuits 180g				
20	Dishwashing liquid				
21	Dishwashing liquid 1.5L				
22	Chlorine 3L				
23	Toilet cleaner 750ml				
24	Disinfectant liquid 500ml				
25	Disinfectant liquid 750ml				
26	Hand soap				
27	Hand soap 500ml				
28	Glass cleaner 750ml				
29	Air freshener 300ml				
30	Floor cleaning liquid 4L				
31	Toilet freshener				
32	Dish sponge				
33	Medical gloves (100 pairs)				
34	Floor spray cleaner 750ml				
35	Bathroom spray cleaner 750ml				

36	Kitchen spray cleaner 750ml				
37	Automatic air freshener machine				
38	Refill for air freshener machine				
39	Floor cleaning soap 3.5L				
40	Hand towel paper (3000 sheets / 20 pack)				
41	Toilet paper (18 rolls)				
42	Toilet paper (32 rolls)				
43	Tissue box (150 pulls)				
44	Coffee filter paper (40 pcs)				
45	Aluminium foil				
46	Paper cups (big, 7 oz)				
47	Paper cups (small, 2.5 oz)				
48	Plastic cups				
49	Plastic plates small (17")				
50	Plastic plates big (21")				
51	Plastic spoons (50)				
52	Plastic forks (50)				
53	Floor mop				
54	Hand mop (4 pcs)				
55	Small hand wiper				
56	Floor wiper (60cm)				
57	Broom soft				
58	Broom hard				
59	Trash bin 60L				
60	Sanitary pads				
61	Bucket for mop				
62	Broom handle				
63	Dustpan plastic				
64	Dustpan metal				
65	Garbage bags 50x50				
66	Garbage bags 50x70				
67	Garbage bags 75x90				
68	Dishwasher liquid 400ml				
69	Dishwasher liquid 800ml				
70	Dishwasher salt 1kg				
71	Dishwasher salt 2kg				
72	Dishwasher tablets (60)				
73	Dishwasher tablets (25)				
74	Dishwasher powder 1.5kg				
75	Dishwasher freshener				

76	Insect/ant spray				
77	Insect liquid 2L				
78	Plastic plates medium size				
79	Plastic bowls				
80	Kitchen paper towels				
81	Dish rack				
82	Electric kettle				
83	Multi-purpose surface wipes				
84	Rubber household gloves				
85	All-purpose cleaner spray				
86	Toilet brush				
87	Mop refill heads				
88	Air freshener gel (Only spray + automatic exist)				
89	Hand towel rolls				
90	Toilet seat sanitizing spray				
91	Bleach gel				
92	First-aid restock items				
93	Burn relief gel				
94	Eye-wash solution				
95	Small desk bins				
96	Soap dispenser				
97	Paper towel dispenser				
98	Toilet paper holder				
99	Door air freshener hangers				
100	Doormat				

* Participants shall provide samples for 80-100% of the items listed in the abovementioned table. Noting that the samples will be opened and checked by the procurement committee. Also, suppliers can provide multiple samples for the same item.

*Suppliers to provide the list of items with the prices in excel or word document in addition to the table above. However, the picture of the items is optional and preferable.

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: