

Invitation to Register as: Supplier or Service Provider

Introduction:

Save the Children saves children's lives, fight for their rights and help them fulfill their potentials. Save the Children started work in Liberia in 1991 with an emergency program focusing on the immediate needs of children affected by the conflict. Save the Children currently operates in seven counties across Liberia and works in: education, health and child protection, child rights governance and response to humanitarian emergencies. We are currently located in two Counties; Montserrado and Bong.

Commitment to Child Protection:

Save the Children is committed to keeping children safe from abuse and harm. Candidates submitting tender for this project will be subject to the Child Safeguarding Children procedures and checks.

Accountability Commitment:

Save the Children is committed to be transparent to children, their care and communities with whom it works by promoting and abiding by existing organizational accountability system which includes - sharing relevant information on its work with children, their careers and communities with whom Save the Children works; reporting concerns raised by children, their careers and communities about the intervention and involving children at all stages of the intervention.

DETAILS OF THE INVITATION:

SCI invites all interested suppliers and service providers (including the current SCI suppliers) to apply for registration on the SCI Supplier's Database. This is in line with SCI Procurement Principles of Equal Opportunity and Competitive Supply. The purpose of this database is to give all prospective suppliers an equal opportunity to submit quotations to SCI and to enhance transparency and equality.

The purpose of this Invitation is twofold:

- 1) To Pre-qualify and select new suppliers for 2017/2018 Purchase Requirements
- 2) To enter into Framework Agreements/Contract for strategic goods and services and select new suppliers for 2017/2018 purchase requirements.

Interested suppliers and service providers are requested to collect supplier registration forms collected from Save the Children offices in Monrovia offices from the Procurement Unit with effect from **11 to 18th, September 2017 between 9:00am - 4:30pm** daily.

Completed Supplier Registration Form must be submitted in a sealed envelope and dropped in our **Save the Children Monrovia or Phebe office in Bong not later than Monday 18, September 2017. *Incomplete forms will NOT be considered.***

How to submit:

Complete the document label below in Annex.1 (Supplier Registration Form) and include Annex: 2, as an attachment.

You can request by mail annex 1 and 2 template for completion when viewing the advert in newspaper;

Email Address: dwight.digler@savethechildren.org Cc. david.warlobah@savethechildren.org

Envelopes should be addressed and clearly marked as follows:

Supplier's Registration Application
Procurement and Tendering Committee
Save the Children International

Suppliers comprised of special groups (Women, Youth and Persons with Disabilities) are highly encouraged to participate and apply for registration as suppliers with SCI.

Documents required for submission attached to the application forms are as follows:

1. Company Registration (certified copies);
2. Proof of Ownership
3. Latest Rates and Taxes statement
4. Proof of Banking
5. Original valid tax clearance certificate
6. Proof of Registration to a Professional Body Regulating your industry
7. Affidavit confirming Disability (People with Disability) in employ if there are any
8. Company Profile

Annex 1;

Supplier's Registration Information – 2017/18

***** All Fields are Mandatory**

Name of the Company: (in full and in Block Letters)		Physical Address: (Town/Street/Road)																
Business Mailing Address:																		
Postal Address:	Email Address:	Telephone Number(s):																
<p>Nature of Business: <i>(tick where appropriately)</i></p> <p> Manufacturer <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Trader <input type="checkbox"/> Consulting Firm <input type="checkbox"/> Other (specify) _____ </p> <p>_____</p> <p>If Trader, Agent or Representative Company, not directly involved in the manufacture of the product, please provide Certification from your principals that you are authorized to deal with their products or to act on their behalf.</p>																		
<p>Subsidiaries and Overseas Representative(s): State if partially, fully owned or agent and attach a list if necessary.</p>																		
<p>Banking Details</p> <p> Bank Name: Branch:..... Account No.:..... </p>																		
<p>Primary Contact Information:</p> <p>Contact Person(s) _____</p> <p>Designation/Title _____</p> <p>Telephone _____</p> <p>Email _____</p> <p>**All correspondence regarding tenders will be sent to this Contact**</p>																		
<p>List of Director(s) / Owner(s)</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:33%;">***Full Names (No Initials)</th> <th style="width:33%;">Date of Birth</th> <th style="width:33%;">Nationality</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table>				***Full Names (No Initials)	Date of Birth	Nationality												
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ITEM CATEGORY TO BE SELECTED BY SUPPLIER:

- Category1: Supply of Building materials tools and related supplies
- Category 2: Supply of Computers, photo copiers and IT hardware, accessories, maintenance and repairs
- Category 3: Supply of Water and sanitation materials, equipment and allied supplies
- Category 4: Supply of Office Stationery, printer toners and allied supplies
- Category 5: Supply of Yamaha bikes and parts, tires, oils and lubricants
- Category 6: Supply of Water (For Drinking and regular use)
- Category 7: Supply of Office furniture, furnishing and fittings
- Category 8: Supply of General household and office supplies, dry food items
- Category 9: Supply of Power generating equipment, parts and allied services
- Category 10: Provision of Plumbing, Electricals & general maintenance services
- Category 11: Provision of Motor vehicles, repair, and panel beating and maintenance services
- Category 12: Provision of Printing, Branding and Desktop publishing Services
- Category 13: Provision of Hotel Accommodation, conference facilities and related Hospitality Services
- Category 14: Provision of Car rental or hire Services (passengers)
- Category 15: Provision of Truck hire and road transport services **(Cargo)**
- Category 16: Provision of Freight Forwarding, Shipping and International Courier Services
- Category 17: Provision of insurance Services and related Services
- Category 18: Provision of Security Services for Residential & office security guards
- Category 19: Provision of Construction Services (Engineering works, Carpentry, general maintenance services)
- Category 20: Other Goods Services or Works

Signature of the Authorized Representative

I do hereby certify that (I) have the authority to prepare and submit this Supplier Registration Form on behalf of the entity requesting registration and (II) the information provided is true and correct. I hereby acknowledge that the SCI Terms and Conditions will be used as the basis for any and all contracts.

Name:

Title/Function:

Company's Stamp

Signature & Date

General Terms & Conditions

Important Notes for Applicants

The purpose of this document is to assist SCI in the identification and evaluation of potential suppliers who may subsequently be invited to tender or give quotations for the supply of goods and/ or services within the specified Category.

2. All documents must be submitted in English Language.
3. SCI will examine the documents to determine completeness, general orderliness and sufficiency of response. Failure to complete this Questionnaire and/or to provide written answers to any further questions or requested additional Information for clarification will result in the supplier's elimination from further consideration.
4. Please note that by responding to this questionnaire you accept that all answers provided in this questionnaire are legally binding and should the need arise, may be used as evidence in any court of law, which has jurisdiction. Further SCI reserves the right without further recourse to verify at its own cost the accuracy of any answers provided herein.
5. The information provided in the prequalification document is strictly confidential and solely for use by SCI.
6. Submission of this form by participants does not amount to any contractual obligation on the part of SCI and as such, SCI is not obliged to invite tenders/quotation from any or all who express interest by responding to this prequalification process.
7. The original Document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the supplier. Any such corrections must be initialed by the person or persons who sign(s) the Document.
8. The completed document shall be signed off and initialed by Director/Partner of the organization and rubber stamped on each page, and signed on the last page in the space provided.
9. Suppliers will meet all costs associated with preparation and submission of their applications.
10. It is SCI's policy to require that suppliers observe the highest standard of ethics during the selection and execution of such pre-qualifications.
11. In pursuance of this policy, SCI defines, for the purpose of this provision, the terms set forth below as follows:
 - a. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process; and
 - b. "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among suppliers (prior to or after submission of the SRF forms) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.
12. SCI will disqualify a supplier where it is determined that the supplier has engaged in corrupt or fraudulent activities in competing for the pre-qualification in question.

FOR OFFICIAL USE ONLY

APPROVED

NOT APPROVED

DATE