

Tender Notice (Request for Preferred Suppliers)

REF: [SCILIB/ITT/2017/0001](#)

January 30, 2018

Save the Children is an International Humanitarian Organization that has been in Liberia since 1991. We are safeguarding children's rights through building safer organizations and enhancing children's participation at all levels of our work, Save the Children will supports programmers in 8 of the 15 counties Montserrado, Bong, Grand Gedeh, River Gee, Sinoe, River Cess, Grand Bassa and Gbarpolu with focus program in: education, health & Nutrition and child protection* child rights governance and response to humanitarian emergencies.

Commitment to Child Protection:

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

Accountability Commitment:

Save the Children is committed to be transparent to children, their careers 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.

Save the Children **Liberia Country Office** invites your participation to a tender process aiming to set up **Suppliers** as goods and service providers, able to provide and ensure a cost effective, quick and quality goods and services as listed below per **lot**. The selected Suppliers **per lot** will sign an agreement with Save the Children Liberia Program having a duration ranging from **1 year / 2 years** and they shall thereafter be refer to as "**Prefer Supplier/Service Provider**".

Lot Number	Description of Goods/Service	Quantity	Delivery Schedule
ITT/2017/0001	Stationery and Office Supplies	Various	To be delivered when needed
ITT/2017/0002	IT Equipment and Consumables	Various	To be delivered when needed
ITT/2017/0003	Household & Cleaning Materials	Various	To be deliver when needed
ITT/2017/0004	Hardware/Construction Materials	Various	To be delivered when needed
ITT/2017/0005	Printing, Graphic and Promo Items	Various	To be delivered when needed
ITT/2017/0006	Motorbike Spare Parts (YAHAMA 3HA)	Various	To be delivered when needed
ITT/2017/0007	Vehicle Spare Parts (Toyota Land Cruiser and Toyota Hilux parts)	Various	To be delivered when needed
ITT/2017/0008	Recreation materials	Various	To be delivered when needed

ITT/2017/0009	Heavy Duty Vehicle Hirer (Cargo Transportation)	Various	To be delivered when needed
ITT/2017/0010	Security Service Provider	Various	To be delivered when needed

Detailed Specifications of the required items **per lot** are mentioned in the tender information package as an **annex** and shall constitute portion of the **tender package**.

We include the following information for your review as part of the tender package:

- Part 1: Tender Information
- Part 2: Conditions of Tendering
- Part 3: Key Contractual Terms
- Part 4: Save the Children’s Child Safeguarding Policy
- Part 5: Save the Children’s Anti-Bribery and Corruption Policy
- Part 6: The IAPG Code of Conduct

Collection of Tender Package/Documents:

The bid package/document can be requested through email as stated below or pick up at:

- **Save the Children Office, Coconut Plantation, Mamba Point, Monrovia, Liberia**

Your tender response must be received in the following format:

- Full completion of the “Tender Response” document in order for the bid to be compliant. Supplementary proposal documents are requested to demonstrate that the bid is meeting the essential and preferred criteria listed below. Those tenders returned uncompleted may be treated as void.
- The hard copy of bids to be submitted on headed paper stating clearly the validity period.
- Additional Documentation demonstrating the respect of the Essential Criteria, the fulfillment of the Preferred and Desired Criteria for Bidders that are listed below in the Tender Information Section.
- Bids to be submitted in a sealed envelope, addressed to Save the Children at the below address. The envelope should indicate the tender reference number only. Missing reference will disqualify the bid.
- In case of electronic submission the documentation should be provided in **PDF format**, the Email should contain the reference to this [Tender process in the subject, and should be sent by official Email address of the bidders](#).

Submission of Bid:

All Interested Applicants **MUST** submit a sealed bid offer to Save the Children's Offices, Coconut plantation mamba point, Monrovia and dropped in the Tender Box at the Office Reception on or before **February 6, 2018, or submit by email to:**

Address for submissions:

Original bids shall be submitted and dropped in the Tender Box at the Office Reception in sealed envelopes and clearly marked:

**Tendering Committee
Save the Children International, Liberia Program
Tender Notice: SCI-LIB/ITT/2017/0002**

[Please notice that this address is not monitored as its access is regulated, and all mail with the tender reference in the subject will be opened only after the Closing Date.](#)

Your return Tender Dossier must be received at the address above not later than **(February 6, 2018) ("the Closing Date")**. Failure to meet the Closing Date may result in the bid being void. Returned bids must remain open for consideration for a period of not less than **60 days** from the Closing Date. **Save the Children is under no obligation to award the contract or to award it to the lowest bidder.**



Should you require further information or clarification on the tender requirements, please address them to the following email: (dwight.digler@savethechildrenInternational.org; david.warlobah@Savethechildren.org) or contact **+231886512780/0777200006** between **9:00am – 4pm daily**.