

Terms of Reference (ToR) and Guideline for Vendor Enlistment

Background:

Save the Children is the world's leading independent organization for children with presence in 120 countries in the world. Save the Children has been working in Bangladesh since 1970 and today with a staff of over 800 and a network of more than 1000 partners, Save the children is one of the largest Child-rights organizations in Bangladesh. Through our work, we give children a healthy start in life, the opportunity to learn and protect from harm.

We are happy to inform that Save the Children international (SCI) is inviting for Vendor Enlistment as per the below categories:

Category of Vendor Enlistment:

Category of Vendor Enlistment: SL NO	Name of Category	Sub-Category Description
1	Accommodation, Venue & Food	a) Accommodation b) Food and Beverage c) Venue
2	Printing and Designing	a) Offset/General Printing b) Digital Printing c) Design Illustration
3	Media Buying	a) Media (Airing, Creative agency, TVC, Animation, Video Documentary, Editing & Recording) b) Advertising c) Event Management d) Audio Program
4	ICT Hardware & Equipment	a) Computer/Laptop b) Printer c) Projector & Accessories d) Toner/Cartage e) ICT Accessories f) Communication Equipment (Mobile/TAB) g) Still/Video Camera h) Scanner i) Photocopier
5	ICT Software	a) Packaged Software /Licensed Software b) Software Development c) Maintenance & Repair

6	ICT Services	<ul style="list-style-type: none"> a) ICT Content & Curriculum Development b) Network System Installation & Service c) Data & Voice Service
7	Equipment	<ul style="list-style-type: none"> a) Electric & Electronics Appliances b) Office Equipment
8	Power Equipment Supplies	<ul style="list-style-type: none"> a) Generator b) Backup Power Support c) Solar Power supply d) UPS/IPS
9	Furniture & Fixture	<ul style="list-style-type: none"> a) Office Furniture b) Household Furniture c) Hospital Furniture
10	General Supplies	<ul style="list-style-type: none"> a) Office Supplies & Stationery b) Promotional Items (Mug/Souvenir/T-shirt/ Umbrella etc.) c) Other Supplies d) Clothing/Uniform e) Crockeries
11	Training/Education Materials	<ul style="list-style-type: none"> a) Play & Learning Materials b) Teaching Training Materials c) Education supplementary Materials d) Publisher/ Publication/Story Books e) Bag
12	Motorized & Non-Motorized Vehicle Supply	<ul style="list-style-type: none"> a) Vehicle (2-wheeler) b) Vehicle (3-wheeler) c) Vehicle (4-wheeler) d) Water Transport (Boat)
13	Medical Supplies	<ul style="list-style-type: none"> a) Medical Consumable b) Health Product c) Instruments & Equipment d) Surgical Items

14	Civil Works Services	<ul style="list-style-type: none"> a) Consultancy Firm for Civil Works b) Layout and design development c) Architecture & Design (BOQ and Estimation) d) Project Management
15	Civil Works & Construction	<ul style="list-style-type: none"> a) Civil and Construction Works (Building) b) Renovation c) Civil Works Maintenance d) Water & Sanitation e) Playing Materials f) Construction Supply Materials g) Electrical Supply & Accessories
16	Repair & Maintenance	<ul style="list-style-type: none"> a) Vehicle Maintenance & Workshop b) Office Maintenance c) Nonnotarized Vehicle Maintenance d) Tire Tube, Vehicle Battery & other accessories e) Other Equipment & Furniture Repair (Generator, Electrical, Plumbing & AC)
17	Emergency and Relief Goods	<ul style="list-style-type: none"> a) Food Package (Cooking) b) Food Package (Dry) c) Food Package (Baby) d) Child Protection Supplies / Children Kits e) Kitchen Kits f) Hygiene Kits g) Shelter Kits h) Wash Kits i) Winter Kits
18	Safety and Security items & Services	<ul style="list-style-type: none"> a) Safety Security Equipment's/ Materials b) Safety & Security Services (Security Guard)

19	Services	<ul style="list-style-type: none">a. Clearing & Forwardingb. Consultant/Outsourcing Firmc. Courier Serviced. Goods transportation & Logisticse. Inspection/Testingf. Installation - All sorts of Equipment & Device Installationg. Insuranceh. Other Servicesi. Pest Controlj. Photocopy/Bindingk. Supplying Human Resourcesl. Survey/Evaluationm. Travel Agenciesn. Event Management
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ENLISTMENT NOTICE



Save The Children is the world's leading, independent organization for children

Vendor Enlistment Notice

Ref: No. **SCI/BDCO/VE/2024/001** Date: March 19, 2024

Save the Children International (SCI) invites applications for Enlistment from the genuine vendors for the following categories:

Category	
<ol style="list-style-type: none"> 1. Accommodation, Venue & Food 2. Civil Works & Construction 3. Civil Works Services 4. Emergency & Relief Goods 5. Equipment's 6. Furniture 7. General Supplies 8. ICT Hardware 9. ICT Services 10. ICT Software 11. Media Buying 12. Medical Supplies 13. Motorized & Non-motorized Vehicle 14. Power Supplies 15. Printing & Designing 16. Repair & Maintenance 17. Safety Security Items 18. Training/Education Material 	<ol style="list-style-type: none"> 19. Services <ol style="list-style-type: none"> a) Clearing & Forwarding b) Consultant/Outsourcing Firm c) Courier Service d) Goods transportation & Logistics e) Inspection/Testing f) Installation - All sorts of Equipment & Device Installation g) Insurance h) Other Services i) Pest Control j) Photocopy/Binding k) Supplying Human Resources l) Survey/Evaluation m) Travel Agencies n) Event Management

Enlistment Schedule (ES)	Interested vendor are requested to collect the Enlistment Schedule from http://procurement.scibd.info/ . In addition, interested vendor required to submit signed printed profile generated along with required supporting documents to dhaka.procurement@savethechildren.org
Address of ES dropping	dhaka.procurement@savethechildren.org
Last Date and time for submission of ES	April 21, 2024 before 3:00pm at above mentioned address
Marking on subject line for submission	Application for enlistment for (Category/sub-category of vendor from the list as mentioned above)
Support	For any query and support related to registration please contact at below number or send email to uthan.kyaw@savethechildren.org
Contract Number	Phone: +880 9612555333

SCI management reserves the right to accept or reject part/whole of any or all the application without assigning any reason whatsoever.

Director of Supply Chain

VENDOR ENLISTMENT EVALUATION PROCESS: The vendors who applied for enlistment will be evaluated based on the following steps:

- a. Examination of Eligibility Criteria
- b. Due Diligence check/ vetting

a) Preliminary Examination/ Eligibility Criteria: Firstly, Save the Children assess the applied application of Primary examination/ check Eligibility Criteria based on the following information which consist of four criteria;

- I. Submit the Online application.
- II. **Minimum 2 Years of Establishment**
(Submit the Legal Documents (Copy of Trade License, TIN Certificate and VAT Registration Certificate/BIN and Certificate of Incorporation for Limited company Only)
- III. **Client List & Customer Reference** (Company who have experience to work with UN organization, International NGO, Development partners, Diplomatic mission, Bank, Reputed Group of Companies & MNC). Minimum 10 clients must be shown.
- IV. Relevant work experience documents for applied category (Copy of Purchase Order/ Work Order/ Copy of Agreement / Copy of other documents related to work experience)
- V. **Organization Profile**

Those who are primarily Eligible and comply with the above criteria then they will go for next evaluation steps (Technical Evaluation).

b) Physical Verification: Physical verification may be conducted for the shortlisted vendors.

*Those who are already enlisted and vetted in SCI Need not apply further.

Based on the evaluation Vendor Enlistment Committee will shortlist and recommend vendor for Enlistment for respective categories.

d) Due diligence: Vendor Enlistment process will be completed after due diligence check if any vendor(s) disqualify /unclear from the due diligence check then they will be considered as enlisted vendor. Based on Due Diligence clearance Save the Children will issue Notification of Award (NOA) and finally enlisted/recorded in our data base.

Save the Children will conduct the Vendor Orientation Session where we share our Policy, Procedure, Compliance and necessary guidelines so that enlisted vendor or their representative can align with Save the Children systems and compliance.

Terms and Conditions for Vendor Enlistment:

- All the Potential vendor(s) need to be applied through online.
- Interested Vendors will fill up required information and submit all the relevant documents with necessary documents.
- One Vendor may participate in multiple categories based on their capacity, scope and nature of business.
- All the vendors must comply with our policy and procedure including due diligence.
- Vendor registration does not constitute an obligation on the part of the contracting entity to award contracts or provide work commitments to successfully registered bidders.
- vendors to comply with all applicable laws, regulations, and industry standards related to their goods or services, reducing the risk of legal and regulatory non-compliance.
- Intellectual Property Rights: This clause addresses ownership rights, licenses, and protections for intellectual property (IP) used or created during the course of the vendor's engagement, mitigating the risk of IP disputes or infringement claims.

REQUIRED DOCUMENTS VENDOR ENLISTMENT SUBMISSION:

- a. Application Form with Signed Copy
- b. Copy of Updated Trade License/ Registration Certificate (for Development Org)
- c. Copy of TIN Certificate (e Tin) or Last return submission copy
- d. Copy of VAT Registration Certificate or BIN Certificate
- e. Copy of Certificate of Incorporation (for Limited Company)
- f. Bank Account Certificate
- g. NID of Proprietor/Managing Director/CEO/Executive Director
- h. Copy of Experience Documents/ Purchase Order against applied Category or Sub-Category
- i. Supporting Documents for Year of Establishment or Business commencement
- j. Reputed Client List and Customer reference
- k. Organization Profile along with required information's

- l. Supporting documents for Relevant Experience, Capacity and Financial Strength or copy of big amount purchase order or large agreement /any other relevant documents related to measure the strength and capacity.
- m. Other documents related to Vendor Enlistment.

Issued by:

Procurement & Supply Chain

Save the Children International

House No. CWN (A) 35, Road No. 43, Gulshan-2, Dhaka-1212, Bangladesh.

Phone: +8802-0961255333

ENLISTMENT SCHEDULE: Interested vendor are requested to register in Save the Children Vendor Enlistment System at <http://procurement.scibd.info/>. in addition, interested vendor are required to submit the signed printed profile generated from Enlistment portal along with required supporting documents as per enlistment TOR/Guideline

Address of Enlistment Schedule dropping	Dhaka.procurement@savethechildren.org
Last Date and time for Submission of ES	April 21, 2024 before 3:00pm at above mentioned address
Marking On Envelop	Application for VENDOR ENLISTMENT, CATEGORY NO.....or Sub category should be mentioned
Support	For any Technical support or Query, please contact at below number or send email to uthan.kyaw@savethechildren.org
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Note: Save the Children Management reserves the right to accept or reject part/whole of any or all the application without assigning any reason whatsoever.