

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 1,000 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 and 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 and Recording) b) Advertising c) Event Management d) Audio Program
4	ICT Hardware and Equipment	a) Computer/Laptop b) Printer c) Projector and Accessories d) Toner/Cartridge 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 and Repair

6	ICT Services	<ul style="list-style-type: none"> a) ICT Content and Curriculum Development b) Network System Installation and Service c) Data and Voice Service
7	Equipment	<ul style="list-style-type: none"> a) Electric and 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 and Fixtures	<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 and Stationery b) Promotional Items (Mug/Souvenir/T-shirt/Umbrella, etc.) c) Other Supplies d) Clothing/Uniform/Shoes e) Crockeries
11	Training/Education Materials	<ul style="list-style-type: none"> a) Play and Learning Materials b) Teaching Training Materials c) Education supplementary Materials d) Publisher/ Publication /Story Books e) Bag
12	Motorized and 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) e) Helicopter f) Air Ambulance
13	Medical Supplies	<ul style="list-style-type: none"> a) Medical Consumable b) Health Product c) Instruments and Equipment

		d) Surgical Items
14	Civil Works Services	a) Consultancy Firm for Civil Works b) Layout and design development c) Architecture and Design (BOQ and Estimation) d) Project Management
15	Civil Works and Construction	a) Civil and Construction Works (Building) b) Renovation c) Civil Works Maintenance d) Water and Sanitation e) Playing Materials f) Construction Supply Materials g) Electrical Supply and Accessories
16	Repair and Maintenance	a) Vehicle Maintenance and Workshop b) Office Maintenance c) Non-motorized Vehicle Maintenance d) Tire, Tube, Vehicle Battery, and other accessories e) Other Equipment and Furniture Repair (Generator, Electrical, Plumbing and A/C)
17	Emergency and Relief Goods	a) Food Package (Cooked) 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 and Services	a) Safety Security Equipment's/ Materials b) Safety and Security

		Services (Security Guard)
19	Services	<ul style="list-style-type: none"> a. Clearing and Forwarding b. Consultant/Outsourcing Firm c. Courier Service (local / International) d. Goods transportation and Logistics e. Inspection/Testing f. Installation - All sorts of Equipment and Device Installation g. Insurance (General / Health / Life) h. Other Services i. Pest Control j. Photocopy/Binding k. Supplying Human Resources l. Survey/Evaluation m. Travel Agencies n. Event Management

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: 19 March 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 and Food2. Civil Works and Construction3. Civil Works Services4. Emergency and Relief Goods5. Equipment's6. Furniture7. General Supplies8. ICT Hardware9. ICT Services10. ICT Software11. Media Buying12. Medical Supplies13. Motorized and Non-motorized Vehicle14. Power Supplies15. Printing and Designing16. Repair and Maintenance17. Safety Security Items18. Training/Education Material	<ol style="list-style-type: none">19. Services<ol style="list-style-type: none">a) Clearing and Forwardingb) Consultant/Outsourcing Firmc) Courier Serviced) Goods transportation and Logisticse) Inspection/Testingf) Installation - All sorts of Equipment and Device Installationg) Insuranceh) Other Servicesi) Pest Controlj) Photocopy/Bindingk) Supplying Human Resourcesl) Survey/Evaluationm) Travel Agenciesn) 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 the scanned copy of the signed printed profile generated along with required supporting documents to the email address mentioned below.
Address of ES dropping	dhaka.procurement@savethechildren.org
Last Date and time for submission of ES	8 April 2024 before 3:00pm at above mentioned email address.
Marking on subject line for submission	Application for enlistment under (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
Contact 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: First, Save the Children shall assess the application by Preliminary 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 and Customer Reference** (Company who have experience to work with UN organization, International NGO, Development partners, Diplomatic mission, Bank, Reputed Group of Companies and 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 steps.

***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.

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

c) 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 Enlistment (NOE) 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 apply through online.
- Interested Vendors will fill up required information and submit all the relevant 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 vendors.
- 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 LIST FOR VENDOR ENLISTMENT:

- a. Application Form with Signature - scanned copy
- b. Copy of Updated Trade License/ Registration Certificate (for Development Org)
- c. Copy of TIN Certificate (e Tin) and Last return submission receipt copy
- d. Copy of VAT Registration Certificate or BIN Certificate
- e. Copy of Certificate of Incorporation (for Limited Company)
- f. Bank Account/solvency Certificate along with cheque leaf scanned copy
- 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 Capacity and Financial Strength or any other relevant documents related to measure the strength and capacity of the organization.
- m. Any other documents related to Vendor Enlistment.

Issued by:

Supply Chain Department

Save the Children International

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