*Version 1.0 /110621*

**INVITATION TO TENDER**

**SCI Qamishly Office**

**07-08-2025**

**REF# : ITT-SCI-SCO-2025-FWA-001**

**Booking Hotels and Restaurants for SCI operation.**

**SUBMISSION DEADLINE: 04:00 PM at 01/09/2025**

**QUESTIONS / CLARIFICATIONS please send to:** [**Dilzar.haji@savethechildren.org**](mailto:Dilzar.haji@savethechildren.org)

**FORMAT FOR SUBMISSION:** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

**PART 1 – INVITATION TO TENDER**

## **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](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | Booking Hotels and Restaurants for SCI operation |
| **Outcome of Tender** | *Contract – the successful supplier(s) will be awarded a ‘Contract’ which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.* |
| **Duration of Award** | *24 months from the date of signing of the FWA with possible extension* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **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 tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

**3.2 SUSTAINABILIT12Y 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.

1. The bidders is staffed from the local community / region.

### **3.3 CAPABILITY CRITERIA (50%)**

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

**The committee could conduct site visit to all locations and check the service accordingly.**

### **3.4 COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **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 tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **5.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 12-08-2025 |
| Deadline for questions from Bidders | 25-08-2025 |
| Deadline for Bid Submission | 01-09-2025 at 04:00 pm |

The above dates are for indicative purposes only and are subject to change.

### **5.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. 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 pack.

Bids can be submitted by**:**

**Paper:**

* Bids should be submitted in one sealed envelope addressed to the Procurement Department in Qamishly Office – Qawatley street toward Kornish street – in the street opposite of Brokar coffee - موبايل (واتس): **0998191176**.
* The envelope should clearly indicate the Invitation to tender reference number **(ITT-SCI-SCO-2025-FWA-001)**, but contain no other details relating to the bid or the bidder name.
* All supporting documentation should be labelled and grouped together (individual envelopes, stapled etc), and then included in a single sealed envelope as per the above.

**Electronic:**

* You can send your offer to the following secure email: [procurement.Qamishli@savethechildren.org](mailto:procurement.Qamishli@savethechildren.org) .

### **5.3 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **28-08-2025 at 04:00 pm.**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **5.4 KEY CONTACTS**

All questions relating to the tender should be sent via email to following email or send whatsupp message to the mobile number for procurement team:

|  |  |
| --- | --- |
| Name | Email Address |
| Dilzar Haji | Dilzar.haji@gmail.com |
| Mobile Nu# | 0998191176 |

Please be advised local working hours are from Sunday to Thursday. Please allow up to three 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 operate tender for Hotels and Restaurants using it for SCI training and operation in different locations in NES.

* **Locations of delivery: SCI offices.**

# **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:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **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 tender.

* 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 (PASS/FAIL)**

***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 SCI and the IAPG’s policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The Supplier 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** |
|  |  |
| ***4*** | 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** |
|  |  |
| ***5*** | 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):   * Legitimate business address * Tax registration number & certificate * Business registration certificate * Trading license | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate and/Or*** |  |
| ***Trading License*** |  |

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***Item*** | **Weightage: Capability & Sustainability Criteria Questions 60%** | **Weight**  **60%** | **Bidder Response** | | |
| ***1*** | **REFERENCES**  Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this tender (Booking of a Hotel and venue with meals**).**  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.  *(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)*   * *Proven experience with contractual amount more than 5,000 USD with (INGOs/UN Agencies in similar fields to the project) will get 5 %.* * *Proven experience with contractual amount from 5,000 to 1,001 USD with (INGOs/UN Agencies, in similar fields to the project) will get 3 %.* * *You will have proven experience with a contractual amount of less than 1,001 USD with (international NGOs/UN agencies, in areas similar to the project) 2 %.* * *No Proven experience will get 0%.* | **5%** | **Client Name** | **Contact Details (Name & Email)** | **Project Description(Attach the contract)** |
| 1) |  |  |
| 2) |  |  |
| **Note: if the supplier did not attach the documents(Past experience) will not get any mark for experience** | | | | | |
| ***2*** | ***Quality of Items:***   * Room space 10% * Capacity of AC 10% * Availability of electricity power, Is there generator. If yes. the capacity for its 10% * Number of WC s 5% * Is there Cleanliness ( Hygiene condition in Kitchen ) 5% * Number of workers 2.5 % * Internet service 2.5% | **45%** |  | | |
| ***3*** | *The supplier is based in Northeast Syria (Sustainability).* | **10%** | **Bidder Response** | | **Comments** |
|  | |  |

## **SECTION 3 – COMMERCIAL QUESTIONS 40%**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Line item** | **Description of Goods / Services وصف السلع/ الخدمات** (if TIM code is known, add this here) | **Unit of Measure وحدة القياس** | **Quantity الكمية** | **Currency العملة** | **Estimated Unit Cost الكلفة التقديرية للوحدة** |
| **1** | **Room wit two single bed for two person غرفة مع سريرين مفردين لشخصين اثنين** | **Day يوم** | **1** | **USD** |  |
| **2** | **Room with one double bed for one person غرفة مع سرير عريض لشخص واحد** | **Day يوم** | **1** | **USD** |  |
| **3** | **Room with three single bed for three person غرفة مع ثلاثة اسرة مفردة لثلاثة اشخاص** | **Day يوم** | **1** | **USD** |  |
| **4** | **Hotel reservation with breakfast for one person for one dayحجز فندقي مع وجبة فطور لشخص واحد ليوم واحد** | **Day يوم** | **1** | **USD** |  |
| **5** | **Suite with one double bed for one person جناح مع سرير واحد عريض لشخص واحد** | **Day يوم** | **1** | **USD** |  |
| **6** | **Reservation of a lounge with AC , chairs and desks with screen and internet capacity 50 person حجز صالة تدريبات مع التكييف والكراسي والطاولات مع شاشة وانترنيت تسع ل 50 شخص** | **Day يوم** | **1** | **USD** |  |
| **7** | **Reservation a Resturant with AC , chairs and desks with screen and internet capacity 200 person حجز صالة المطعم مع التكييف والكراسي والطاولات مع شاشة وانترنيت تسع ل 200 شخص** | **Day يوم** | **1** | **USD** |  |
| **8** | **Buffet(Tea and coffe,Cappuccino rest) for one person استراحة شاي وقهوة وكابتشينو لشخص واحد** | **person شخص** | **1** | **USD** |  |
| **9** | **A lunch meal for one person, consisting of 350 g of meat, mixed Mashawi, cola 250 ml, fattoush salad plate250 g, Motabl plate 250 g- potato plate 250g)   -وجبة غداء لشخص واحد سفرية مؤلفة من 350 غ من اللحم مشاوي مشكلة كولا250مل- صحن سلطة فتوش 250غ -صحن متبل 250غ -صحن بطاطا مقلية 250غ** | **meal وجبة** | **1** | **USD** |  |
| **10** | **A table for 4 person consisting of 1 kg and a half of mixed Mashawi - English plate500 g - potato plate - large salad plate (fattoush - soft or coarse salad) - family cola طاولة لاربعة اشخاص مكونة من 1 كغ ونصف مشاوي مشكلة -صحن انجليزي-صحن بطاطا صحن سلطة كبير(فتوش-سلطة ناعمة او خشنة)-كولا عائلي** | **table طاولة** | **1** | **USD** |  |
| **11** | **A table for 4 people consisting of 500 g of (Kalia meat) with a plate of 500 g Alkabsa rice - 1 kg of mixed Mashawi - English plate - potato plate - a large salad plate (fattoush - soft or coarse salad) - family cola طاولة لاربعة اشخاص تتضمن 500 غ من القلية مع صحن رزكبسة 500 غ - 1 كغ مشاوي مشكلة -صحن انجليزي-صحن بطاطا صحن سلطة كبير(فتوش-سلطة ناعمة او خشنة)-كولا عائلي** | **table طاولة** | **1** | **USD** |  |
| **12** | **A table for 4 people consisting of : 500 (Kalia meat) with a plate of Al kabsa rice 500 g - 1 whole boneless chicken - 250 g of veal with mushrooms from Toshka - 3 medium dishes (250 g of salad, tabbouleh and beetroot salad - 1 family cola 2000 ml - 1 English plate 500 g صحن لاربعة اشخاص تحتوي على :500 غ لحم القلية مع صحن رز كبسة-1 دجاج كامل مسحب-250 غ لحم العجل بالفطر من التوشكا-3 اطباق متوسطة( 250 )غ من السلطة والتبولة و سلطة الشوندر)-صحن بطاطا مقلية-1 كولا عائلي2000مل-1 طبق انجليزي 500** | **table طاولة** | **1** | **USD** |  |
| **13** | **A vegetarian meal for one person without meat - Motabl plate 250 g - potato plate - salad plate 250 g (fattoush - soft or coarse salad) - cola 250 ml وجبة نباتية لشخص واحد بدون لحم -صحن متبل 250 غ-صحن بطاطا -صحن سلطة غ250(فتوش-سلطة ناعمة او خشنة)-كولا 250 مل** | **meal وجبة** | **1** | **USD** |  |
| **14** | **Rice 250 g رز** | **plate صحن** | **1** | **USD** |  |
| **15** | **شيش( Maeal of shish 250 g** | **plate صحن** | **1** | **USD** |  |
| **16** | **كباب Meal of Kabab250 g** | **plate صحن** | **1** | **USD** |  |
| **17** | **شقف Shakaf 250g** | **plate صحن** | **1** | **USD** |  |
| **18** | **ماريا Maria 250 g** | **plate صحن** | **1** | **USD** |  |
| **19** | **كستليتة Kastalita 250 g** | **plate صحن** | **1** | **USD** |  |
| **20** | **Mansaf with lamb (half a kilo of rice, half a kilo of freekeh and a kilo of meat for each Mansafمنسف مع لحم خروف ( نص كيلو رز ونص كيلو فريكة وكيلو لحم لكل منسف)** | **plate صحن** | **1** | **USD** |  |
| **21** | **Mansaf with chicken (half a kilo of rice, half a kilo of freekeh and 2.5 kilo of chicken for each Mansafمنسف مع لحم دجاج ( نص كيلو رز ونص كيلو فريكه 2 كيلو دجاج لكل منسف)** | **plate صحن** | **1** | **USD** |  |
| **22** | **Krasbe 250 G كرسبي** | **plate صحن** | **1** | **USD** |  |
| **23** | **Fried potatos 500 G جاط بطاطا مقلية 500 غرام** | **plate صحن** | **1** | **USD** |  |
| **24** | **Scalob 250G سكالوب** | **plate صحن** | **1** | **USD** |  |
| **25** | **قليَة Qali 250g** | **plate صحن** | **1** | **USD** |  |
| **26** | **Taboula (small plate ) 500 Gتبولة** | **plate صحن** | **1** | **USD** |  |
| **27** | **Taboula (big plate ) 1000 G جاط تبولة 1000 غرام** | **plate صحن** | **1** | **USD** |  |
| **28** | **Fatosh ( small plate ) 500 G صحن فتوش 500 غرام** | **plate صحن** | **1** | **USD** |  |
| **29** | **Fatosh (bog plate ) 1000 G جاط فتوش 1000 غرام** | **plate صحن** | **1** | **USD** |  |
| **30** | **صحن سلطة صغير Smal pale salad 500 g** | **plate صحن** | **1** | **USD** |  |
| **31** | **جاط سلطة لأربع أشخاص Big plate salad 1000 g** | **plate صحن** | **1** | **USD** |  |
| **32** | **متبل Matable 250 g** | **plate صحن** | **1** | **USD** |  |
| **33** | **مايونيز Maeonez 250g** | **plate صحن** | **1** | **USD** |  |
| **34** | **طراطور Tarator 250g** | **plate صحن** | **1** | **USD** |  |
| **35** | **حمص Hamos 250g** | **plate صحن** | **1** | **USD** |  |
| **36** | **مخلل Pickled 250g** | **plate صحن** | **1** | **USD** |  |
| **37** | **كولا Cola 250ml** | **Bottle علبة** | **1** | **USD** |  |
| **38** | **كولا عاىلي كبير Cola 2.25 L** | **Bottle قنينة** | **1** | **USD** |  |
| **39** | **مياه معدنية (مجموعة 12 ) Water 0.45 L** | **set طرد** | **1** | **USD** |  |
| **40** | **مياه معدنية(مجموعة 24) Water 0.33 L** | **set طرد** | **1** | **USD** |  |
| **41** | **مياه معدنية (مجموعة 6) Water 1.5 L** | **set طرد** | **1** | **USD** |  |
| **42** | **Mabrouma مبرومه** | **Kg كيلو غرام** | **1** | **USD** |  |
| **43** | **بيتيفور مشكل Bitoufor** | **Kg كيلو غرام** | **1** | **USD** |  |
| **44** | **بلورية Balouria** | **Kg كيلو غرام** | **1** | **USD** |  |
| **45** | **Fresh Juice-Glass Bottle-250 ML- عصير طبيعي ضمن علبة زجاج 250 مل** | **Bottle قنينة** | **1** | **USD** |  |
| **46** | **Cup of yugurt size 500 Ml كوب عيران سعة 500 مل** | **Cup كوب** | **1** | **USD** |  |
| **47** | **A naturally formed cocktail size 500 Ml كوب كوكتيل مشكل طبيعي سعة 500 مل** | **Cup كوب** | **1** | **USD** |  |
| **48** | **Nuts (Almonds-cashews-hazelnuts-pistachios ) 250 gr صحن مكسرات ( لوز - كاجو - بندق - فستق حلبي ) وزن 250 غرام** | **plate صحن** | **1** | **USD** |  |
| **49** | **Mixed fruit plate 1 kg جاط فواكه مشكل وزن اكغ** | **plate صحن** | **1** | **USD** |  |

## **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 & Conditions of Purchase | | |  | |  | |
| Child Safeguarding Policy | | |  | |  | |
| Anti-Bribery & Corruption Policy | | |  | |  | |
| Human Trafficking & Modern Slavery Policy | | |  | |  | |
| Protection from Sexual Exploitation & Abuse | | |  | |  | |
| Anti-Harassment, Intimidation & Bullying Policy | | |  | |  | |
| IAPG Code of Conduct | | |  | |  | |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |