

TENDER RESPONSE SUPPLIES

Procurement Ref No. *Tender/SCI/CO/016/2016*

Please provide information against each requirement.
Additional rows can be inserted for all questions as necessary.

Section I - Bidder's general business details

I. General information

| | |
|-----------------------|---------------------------------|
| Organisation Name: | |
| Contact Name: | |
| Phone: | Fax: |
| Email: | Parent company (if applicable): |
| Physical Address: | |
| Year of registration: | e-TIN: |

2. Please provide details of the type of your organisation (manufacturer, distributor, wholesaler, retailer, sole proprietorship, partnership, etc):

| |
|--|
| |
|--|

3. Please provide details of the primary products/services of your organisation:

| |
|--|
| |
|--|

4. Please list your employees who would be involved with Save the Children. One employee should be the key point of contact for Save the Children:

| Name | Job title | Role for Save the Children account | Direct telephone number | Email address |
|-------------|------------------|---|--------------------------------|----------------------|
| | | | | |
| | | | | |

5. Please list at least two directors of the company / firm for purpose of SC internal compliance check:

| Name | Job title | Date of birth | Telephone number | Email address |
|-------------|------------------|----------------------|-------------------------|----------------------|
| | | | | |
| | | | | |

6. Please provide details of at least 2 or more client references which Save the Children may contact (preferably NGOs):

| Client Organisation | Contact | Phone no. | E-mail address | Details of contract |
|----------------------------|----------------|------------------|-----------------------|----------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Section 2: Bidder Capacity

1. Detail the Product/Services you are ready to provide? List and describe any other services available? *(Attached details of technical specifications if any)*

| Category | Product/Description | Indicate which service you are bidding for |
|-----------------|--|---|
| Service | Proposal for provision of external audit services to SC. Refer to the attached TOR for detailed specifications. | Yes / No |

2. List the areas within Uganda where your company has a physical presence (business operation outlet):

| District | County | City / Town |
|-----------------|---------------|--------------------|
| | | |
| | | |
| | | |
| | | |

3. Provide copies of legal and financial documents (certificate of registration, incorporation, valid trading license, certificate of e-tax registration, e-tax clearance certificate and bank statement copy of the company for the last three consecutive months (August, September, October 2016):

4. How quickly can you guarantee a response time to proposal requests?

| |
|--|
| |
|--|

Section 3: Pricing proposal

1. Please indicate here the prices you are offering to Save the Children as part of this contract, including the currency. Indicate taxes applicable separately.

| Category | Product | Currency | Unit rate | Total amount |
|----------|--|----------|-----------|--------------|
| Lot 1 | Proposal for provision of external audit services to SC. Refer to the attached TOR for detailed specifications. | | | |

2. What standard payment terms is your company willing to offer Save the Children Uganda?

| |
|--|
| |
|--|

3. Indicate the terms and conditions of supplies:

- a) Currency of offer
- b) Quote validity
- c) Discounts on volumes / value of services
- d) Payment terms
- e) Delivery period
- f) Warranty (if applicable)

4. Is your company able to provide Save the Children Uganda with any discounts for early payment on your standard payment terms? If so, please provide the percentage discount and terms your company is willing to offer?

Section 4: Confirmation of Bidder's compliance

We, the Bidder, hereby confirm compliance with
(Please tick against each, where necessary?)

- The required specification for the products
- The Conditions of Tendering
- Save the Children's Terms and Conditions of Purchase
- Save the Children's Child Safeguarding policy
- Save the Children's Anti-Bribery and Corruption policy
- The IAPG Code of Conduct

The following documents and items are included in our bid: (Please tick against each, where necessary?)

- Section 1: General business details
- Section 2: Bidder capacity
- Section 3: Pricing proposal
- Certificate of Registration
- E-Tax Registration Certificate / tax clearance
- Valid trading license /import permit
- Tender response form
- Bank statement for the last three consecutive months

We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.

Acceptance by the Bidder

Signature _____

Name _____

Job Title _____

Company _____

Date _____