**BID CRITERIA**

**PR Ref:**

**April 2025**

## **SECTION 1 - ESSENTIAL CRITERIA**

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | Supplier accepts ADA and Save the Children’s ‘Terms and Conditions of Purchase’ included within RFP, and that any work awarded from this tender process will be completed under the attached ‘Terms and Conditions of Purchase’. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Supplier and its staff agree to comply with ADA, SCI and the IAPG’s policies and code of conducts listed below.  1) Child Safeguarding Policy  2) Anti-Bribery & Corruption Policy  3) Human Trafficking & Modern Slavery Policy  4) Protection from Sexual Exploitation and Abuse Policy  5) Anti-Harassment, Intimidation & Bullying Policy  6) IAPG Code of Conduct  7) Conditions of Tendering  included in the Link [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | **Yes / No** | **Attachments** |
|  |  |
| ***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 ADA and SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***5*** | The Supplier confirms it is fully qualified, licenses and registered to trade with ADA and Save the Children (including compliance with all relevant Afghanistan Country legislation).  This includes the Supplier submitting the following requirements (where applicable):  - Business registration certificate in Afghanistan  - Tax Identification Number  - Bank account details by the name of company  - NID of President or Vice President | **Yes / No** | **Attachments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
|  |  |

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## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS (45%)**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Score** | **Question** | | **Bidder Response** |
| ***1*** | 10 % | **Experience:**  Ensure 2 contracts copies provided which shows working in the similar/relevant area with UN, NGO/INGOs/ Government authorities for the last five years (from 2020 to 2024) . The minimum value of Each contract/PO should be 10,000 USD.  The suppliers are allowed to remove the confidential parts of the Contract while they are providing the contracts copies.  Please provide the contact details for all two provided contracts in below.  Each Contract will get 5marks | |  |
| *Name:* | |  | *Name:* |  |
| *Contact No* | |  | *Contact No* |  |
| *Email* | |  | *Email* |  |
| *Contract Value* | |  | *Contract Value* |  |
| ***2*** | 5% | **Quotation Validity:**  The supplier must confirm in the Response Column that, their bid/quotation is valid for at least 3 months.   * Only the auditor who confirm that their bid/quotation will be valid for 3 months will get 5 marks.      * The suppliers who do not confirm 3 months bid/quotation validity, will get zero marks. | |  |
| ***3*** | 20% | **Technical Methodology,**  The Supplier to provide a detailed Methodology & work quality and criteria for the project which includes:  1) - Lead Time  2) - Mobilization  3) - Inspection Dates  4) - Quality Assurance Processes  5) - Key Staff,  6) - Risk Assessments  20 - Bidder provides quality Methodology providing confidence of ability to deliver the project. Will get 20 mark  10 - Bidder provides basic Methodology that meets the core expectations, will get 10 mark  0 - Bidder provides poor quality Methodology and / or serious concerns about the bidders capability and capacity to deliver the project. Will get Zero mark | |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Evaluation Criteria** | **Sustainability Criteria Description**  **(Minimum Weighting is 10%)** | **Bidder Response** |
| ***1*** | 10 % | The bidder’s workforce is staffed from the local community / region.  10/10 - 75% of staff are from the local region  5/10 - 50% of staff are from the local region  0/10 - <25% of staff are from the local region |  |

**Evaluation of proposal**

The evaluation method will be the quality and cost based selection. A two-stage procedure shall be utilised in evaluating the Proposals: a technical evaluation and a financial evaluation.

Proposals will be ranked according to their combined technical (*St*) and financial (*Sf*) scores using the weights <45>% for the technical proposal; and <55>% for the offered price. Each proposal’s overall score shall therefore be: St X <45>% + Sf X <55>%.

**Technical evaluation**

For the evaluation of the technical proposal, the Contracting Authority shall take the above SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS (45%) criteria into consideration with the indicated weights.

#### Financial evaluation

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The formula for determining the financial scores shall be the following:

Sf = 100 x Fm/F, in which

Sf is the financial score

Fm is the lowest price and

F is the price of the proposal under evaluation