



FORMAL QUOTE

BDI

September 2024

CF/SCI/BDI/2024/001

Invitation to tender for the installation of a solar system in the [Bujumbura, Ruyingi and Muyinga](#) office of Save the Children with one year (12 months) maintenance.

SUBMISSION DEADLINE: **01 October-2024 at 00:00**

QUESTIONS/CLARIFICATIONS: burundi.supplychain@savethechildren.org

BID FORMAT: [BIDDER RESPONSE DOCUMENT](#)

[PART 1: CALL FOR TENDER](#)

- Presentation of SCI
- Project Overview and Requirements
 - Award criteria
- Instructions and key information

[PART 2: ESSENTIAL CONDITIONS AND SPECIFICATIONS](#)

Detailed description of SCI's specific conditions (e.g. volumes, delivery dates and locations, product characteristics, etc.).

[PART 3: BIDDER RESPONSE DOCUMENT](#)

Template to be used to submit a proposal in response to this call for tenders.

PART 1 – Formal Quotation

1. INTRODUCING SAVE THE CHILDREN

Save the Children International (SCI) is the world's leading independent organization working for children. We save children's lives, we fight for children's rights, we help children realize their full potential. Together with our partners, we strive to profoundly change the way the world treats children and have an immediate and lasting impact on their lives.

Our vision : a world in which every child exercises their rights to survival, protection, development and participation.

Our mission : to profoundly change the way the world treats children and to have an immediate and lasting impact on their lives.

To do this, we are implementing a set of actions and programs with the following objectives:

- provide basic necessities and psychological support to child victims of disasters (e.g. floods, famine, wars);
- advocate for long-term changes to improve children's lives;
- improve children's access to the food and care they need to survive;
- guarantee good quality education to the children who need it most;
- protect the world's most vulnerable children, including those separated from their families due to war, natural disasters, extreme poverty or exploitation;
- work with families to help them escape the vicious circle of poverty so that they can provide for the needs of their children and support them in their development.

For more information about our work and recent achievements, visit our [website](#).

2. PROJECT OVERVIEW

Element	Description
Description of goods/services	<i>Invitation to tender for the purchase and installation of Solar Installation at Burundi in the Bujumbura, Ruyigi and Muyinga office of Save the Children with maintenance for one year (12 months).</i>
Rating result	Contract (fixed price) - the selected supplier(s) will be awarded a "contract" which will specify the terms of the agreement (e.g.: compensation, responsibilities, guarantees, etc.) and the conditions for the provision of services (e.g. : specifications, deadlines). The framework agreement does not commit SCI to specific purchases or volumes. All future purchases made will be governed by and subject to this master agreement.
Duration of award	2 weeks

Further information on the specific conditions of the project (e.g. volumes, dates, specifications, etc.) can be found in [Part 2 \("Essential conditions and specifications"\)](#) of this tender dossier.

3. AWARD CRITERIA

SCI is committed to conducting a fair and transparent tender process and ensuring that all suppliers are treated and evaluated equally during this process. Bidders' responses will be evaluated based on three weighted categories of criteria: essential criteria, sustainable development criteria, capacity criteria and commercial criteria.

3.1 ESSENTIAL CRITERIA

Criteria that bidders **must** meet to advance to the next evaluation stage. If a bidder does not meet any of the essential criteria, it will be immediately excluded from the tender procedure. The result of evaluating these criteria is either "Yes" or "No".

3.2 SUSTAINABLE DEVELOPMENT CRITERIA (10%)

Criteria used to evaluate a supplier's impact on the environment, local economy and community. Offers will be evaluated based on the same previously agreed criteria.

3.3 CAPACITY CRITERIA (50%)

Criteria used to evaluate the capacity, skills and experience of suppliers in relation to the conditions. All offers meeting the essential criteria will be evaluated against the same capacity criteria agreed in advance.

3.4 COMMERCIAL CRITERIA (40%)

Criteria used to evaluate the commercial competitiveness of an offer. All offers meeting the essential criteria will be evaluated against the same commercial criteria agreed in advance.

4. VERIFICATION

Successful bidders must be investigated, including whether their organization and key personnel are on international surveillance, enhanced due diligence or politically exposed persons lists.

This verification will be carried out after the award decision and before the signing of any contract or the placing of any order. If during this procedure (or at any other time) it becomes apparent that the Bidder has provided incorrect information, SCI may reverse its award decision.

5. GUIDELINES FOR BIDDERS

6.1 CALENDAR

Activity	Date
Publication of the call for tenders	17 september 2024
Deadline for bidder questions	01 October 2024
Deadline for submission of offers	01 October 2024 at 00:00,
Clarifications of offers	01 October 2024
Contract award	
Launch	

The dates above are given for information purposes only and are subject to change. However, SCI is committed to ensuring that all bidders are informed fairly and transparently of any changes to the schedule.

6.2 BID FORMAT AND BIDDER RESPONSE DOCUMENT

Suppliers wishing to submit an offer **must use the Bidder Response Template contained in Part 3 of this tender document**. Offers that are incomplete or submitted in a different format will be rejected.

The Bidder's Response Document allows the Bidder to present all required information and to be evaluated fairly and equitably against the Essential Criteria, Capacity Criteria and Commercial Criteria. Suppliers may be asked to provide supporting documents. You will find additional instructions in the Bidder's response document included in Part 3 of this file.

Offers can be submitted :

Submission through e-mail

- Please note that this address is only used to receive bids and will not be accessed until the tender closes. Also, don't use it to ask questions about the tender, you won't get any answers.
- The email must have the subject line **"Formal Quotation No. CF/SCI/BDI/2024/001/Submission - "Name of Bidder", "Date" ,**
- The name of each attached document should clearly indicate what the document is about.
- Emails should not exceed **15 MB per submission** – if files are large, please split the submission into two emails.
- Do not copy other SCI email addresses into the submission email as this will render the bid invalid.

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6.4 DEADLINE FOR SUBMISSION OF OFFERS

Your offer must be received via the link that will be shared with you or, if applicable, physically no later than **October 1, 2024 at 12:00 a.m.**

Offers must remain valid and eligible for review for a period of at least **90 days**.

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6.5 CONTACT PEOPLE

Any questions relating to the call for tenders should be sent by email to the following address:

Name	Email address
SCI-BDI supply Chain unit	Burundi.supplychain@savethechildren.org

Please note that the opening hours of the SCI BDI office are **Monday to Thursday between 8 a.m. and 5:00 p.m. and Friday 8 a.m. to 2 p.m.**

If you have any questions that may impact other bidders in the process, Save the Children will inform all other bidders to keep the process fair and transparent.

PART 2 – ESSENTIAL CONDITIONS AND SPECIFICATIONS

1. SPECIFICATIONS

SCI wishes to contract with a supplier for the supply and installation of a solar system in its office in Bujumbura, Ruyigi and Muyinga.

A preliminary assessment of the energy needs that must be supported by the system are attached to this document and will be the reference for sizing. Some equipment will also be communicated to you to include in your offer.

The supplier must be a structure with the capacity and experience in the supply and installation of solar systems with good experience in Victron Energy equipment and technologies.

PART 3 – BIDDER RESPONSE DOCUMENT

1. INTRODUCTION

Bidders **MUST USE** this document to submit a bid. It contains four sections:

- [Section 1 – Essential criteria](#)
- [Section 2 – Capacity](#)
- [Section 3 – Commercial aspects](#)
- [Section 4 – Bidder Checklist](#)

The checklist in Section 4 forms part of the bid and must be signed by the bidder .

2. INSTRUCTIONS

Each section contains instructions telling the bidder what information is required. These instructions correspond to the **MINIMUM conditions** required by SCI. A bidder may add additional information if they wish, but this must be limited to items relevant to the tender.

- For the avoidance of doubt: Unless expressly stated otherwise, Bidders are required to complete all fields in the Bidder Response Document.
- If a bidder does not complete the entire Bidder Response Document, their bid may be declared void.
- If a Bidder is unable to complete any part of the Bidder Response Document, they should contact Save the Children using the contact details provided in the instructions.

By submitting a bid, the bidder certifies that all information provided is correct and accurate.

SECTION 1 – ESSENTIAL CRITERIA

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

Element	Question	Bidder's response	
		Yes/No	Comments/Attachments
1	The tenderer accepts the "General Conditions of Purchase" of Save the Children, and agrees that any contract awarded to it will be governed by the general conditions contained in section 5 of this file.		
2	Throughout the tender process, and future activities if the Bidder is awarded a contract, the Bidder and its personnel (and any subcontractors, if applicable) undertake to comply with the policies of SCI and the Inter-Agency Procurement Group (IAPG) listed in section 5 of this file.	Yes/No	Comments
3	The bidder certifies that it is not an entity subject to prohibition measures under applicable laws relating to sanctions or the fight against terrorism, that it does not supply goods subject to sanctions of from the United States of America or the European Union, and agrees to SCI carrying out independent verifications to confirm this.	Yes/No	Comments
4	<ul style="list-style-type: none"> - The Bidder certifies that it is fully qualified, authorized and registered to establish a business relationship with Save the Children (which includes compliance with all relevant local country legislation). - In particular, the Bidder must submit the following information (if applicable): <ul style="list-style-type: none"> - Business address - Tax ID and corresponding supporting documentation - Company registration certificate - Certificate of non-bankruptcy and non-liquidation of assets - Tax status certificate valid for at least 3 months 	Yes/No	Comments
		To be provided	Bidder Response/Attachments
		<i>Business address</i>	
		<i>Tax status certificate valid for at least 3 months,</i>	
		<i>Tax ID and corresponding supporting documentation</i>	
		<i>Company registration certificate</i>	
		<i>Certificate of non-bankruptcy and non-liquidation of assets</i>	
Attach a copy of the document attesting to this aggregation (license, contract, other documents)			



	- Be in the field (Approved seller of solar equipment)		
5	The purchasing manager must evaluate the costs proposed by the suppliers in section 3 and award the maximum score to the best-quoting supplier, the second-best-quoting supplier - 1, etc.	Yes/No	Comments
6	Is the supplier able to offer a discount on its offer ?	Yes/No	Comments/Attachments
10	Give three (03) professional reference contacts in relation to the evidence provided (at least 03 copies of Purchase Order or similar contracts obtained during the last three years); that these are professional addresses and possible to contact them	Yes/No	Comments/Attachments

SECTION 2 – QUESTIONS ON CAPACITY AND SUSTAINABILITY

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

This section is divided into four subsections that each bidder must compete against - given the complexity of some money transfer services, bidders may use their discretion to provide additional information to explain their services.

1. Experience
2. Geographic coverage
3. Operations
4. Sustainability

Item	Question	Bidder Responses
Section 2.1 Experience in providing money transfer services		
1	Explain how your services meet SCI's needs (as detailed above in the service description section) and what your competitive advantage is over other organizations	Attach the technical offer including sizing details
2	Similar experiences (5 p ts/similar markets) 15% attach the cover page of the contract and the signature page, or BC and the copy of	Attach the Evidence

	the delivery slip or the certificate of completion	
3	Have after-sales service and material warranty and installation warranty	
3	Experience in sales of solar system equipment	Yes – Proof if possible No
	Experience in the technologies of the manufacturer Victron Energy?	Yes – Proof if possible No
	Emergency response times	<ul style="list-style-type: none"> - Less than 4 hours - Between 4 a.m. and 12 p.m. - Between 12h and 24h - More than 24 hours
	Warranty on equipment and installations	<ul style="list-style-type: none"> - Less than a year - 1 year - 2 years - 3 years - 4 years - 5 years - More than 5 years

INNOVATION

4	The bidder proposes solutions that can improve service efficiency and/or reduce costs	Proposal
	The Bidder proposes new technologies that could add value to the service.	Proposal
5	Bidder presents unique selling points and additional benefits or services that are of value to Save the Children	Proposal

QUALITY

6	Quality and certification of equipment to be provided as part of the installation of the solar system	
	Source of supply of batteries and solar panels	

Section	Question	Bidder's Response
Section 2.4 Sustainability		
Sustainability criteria Check the services your organization can offer to SCI?	10/10 - The bidder uses 100% of equipment that meets environmental standards.	[]
	5/10 - The bidder uses some equipment that meets environmental standards	[]
	0/10 - The bidder does not use equipment that meets environmental standards	[]

SECTION 3 – COMMERCIAL ASPECTS

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

The provider must submit in Section 3 a full breakdown of costs related to the services offered in Section 2. Note - SCI as a non-profit organization and we urge financial service providers to absorb, waive or minimize fees wherever possible to support the communities in which you operate.

Section 3.1 – Cost Proposal

The supplier must submit all related costs excluding tax

Bidders are required to comply with the quotation framework provided and are required to respond to at least 20% of the items listed in the quotation framework below.

The best bidder will have the maximum points and the calculation will be done on a pro rata basis.

Financial evaluation criteria: 40%

Description of criteria for financial evaluation

N*	Description	Weighting
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1	Number of items with competitive price out of the total items required (competitive = Price score 100%)	22%
2	Price validity	10%
3	Payment method	4%
4	Response/delivery times	4%
TOTAL WEIGHTING		40%
TOTAL SCORE		40%
MINIMUM REQUIRED		20%

Energy needs and equipment to consider for the offer proposal

Equipment to be supported by the system

DEVICES	UNITS	Power Per unit	Total Power	H/day
LAPTOPS	30	40	1200	8
DESKTOP COMPUTERS	2	150	300	8
PRINTER	1	1000	1000	8
LAMPS	70	12	840	2
REFRIGERATOR	3	100	300	3
MICROWAVE	1	1200	1200	2
COOKER	1	2400	2400	8
VENTILATOR	10	75	750	8
Modem TPLink	1	55	55	8

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Equipment specification Bujumbura Large Option 1

10.8 kWp solar system (24 solar panels + 1 spare, 450 Wp)

20 kWh lithium battery bank (4 x BYD LV Flex 5 kWh)

8 kVA inverter / charger (Victron Multi II 8 kVA / 48 V DC)

2 x Victron Smart Solar MPPT Charger 250/100 TR

Display and Communication Device (Cerbo GX + Display)

DC + AC protections, cabling, and small material

Solar PV Structure for metal sheet with Aluminum rails

Equipment specification Bujumbura Small Option 2

8.1 kWp solar system (18 solar panels + 1 spare, 450 Wp)

15 kWh lithium battery bank (3 x BYD LV Flex 5 kWh)

8 kVA inverter / charger (Victron Multi II 8 kVA / 48 V DC)
 2 x Victron Smart Solar MPPT Charger 150/100 TR
 Display and Communication Device (Cerbo GX + Display)
 DC + AC protections, cabling, and small material
 Solar PV Structure for metal sheet with Aluminum rails

Equipment specification Ruyingi & Munyiga Large Option 1

5.4 kWp solar system (12 solar panels + 1 spare, 450 Wp)
 10 kWh lithium battery bank (2 x BYD LV Flex 5 kWh)
 5 kVA inverter / charger (Victron Multi II 5 kVA / 48 V DC)
 1 x Victron Smart Solar MPPT Charger 250/100 TR
 Display and Communication Device (Cerbo GX + Display)
 DC + AC protections, cabling, and small material
 Solar PV Structure for metal sheet with Aluminum rails

Equipment specification Ruyingi & Munyiga Small Option 1

4 kWp solar system (9 solar panels + 1 spare, 450 Wp)
 10 kWh lithium battery bank (2 x BYD LV Flex 5 kWh)
 3 kVA inverter / charger (Victron Multi II 3 kVA / 48 V DC - GX) + Communication and display
 1 x Victron Smart Solar MPPT Charger 150/85 TR
 DC + AC protections, cabling, and small material
 Solar PV Structure for metal sheet with Aluminum rails

Frame quote

No.	Designation	Unit	Qty	Unit Price	Total Price
A- Equipment according to sizing					
1		Unit			
2		Unit			
3		Unit			
.....		Unit			
B-Mandatory equipment to be integrated					
1	Quattro Inverter/Charger	Unit			
2	Cerbo GX	Unit			
3	SmartSolar MPPT	Unit			



C-Maintenance

1	Annual maintenance	Unit			
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NB/Details

Equipment/Component	Purpose
Quattro Inverter/Charger	Inverter/Charger
Cerbo GX	Monitoring and management via internet
SmartSolar MPPT	Solar Charge Controller

NB/ In addition to the electronic copy to be submitted through ProSave, or the hard copy to be submitted with stamp, also submit your technical and financial offer on digital media (USB key)

1 Response time to a request (One option of your choice) 4 %	1. from 12 to 24 hours: 4pts 2. More than 24h to 48h 3. from more than 48 hours to 72 hours:
2 Payment method (One option to choose from) 4%	1. VB- 4 pts 2. Check: 1 point 3. Others - 0 Points
3 Offer validity 10 % (One option to choose from)	1. 24 months: 10pts 2. 12 months: 5pts 3. 6 months: 2pts
4. SCI will make payment to the supplier in Burundi Francs (BIF) currency - do you confirm this is acceptable?	
5. Do you confirm if you are able to offer commercial invoices for the services you provide?	
6. Confirm if prices are fixed for the duration of this Framework Agreement (2 years). If no, describe what factors will impact which services and what the price variation will be	
7. Confirm your payment terms when billing for specific services	

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SECTION 4 – BIDDER CHECKLIST

We, the Bidder, hereby certify that we have completed all sections of the Bidder Response Document:








No.	Section	Check the corresponding boxes
1.	Section 2 – Essential criteria	
2.	Section 3 – Capacity and Sustainability Criteria	

3.	Section 4 – Commercial aspects	
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We, the bidder, certify that we have provided all the requested information and supporting documents:

Section	Document/Support requested	Check the corresponding boxes
Essential criteria - Justification	Proof of business address	
	Tax ID and copy of the corresponding certificate	
	Proof of business registration	
Capacity – Proof	Completed Bidder Response Document	
	Supporting financial documents	
	Copy of license to provide financial services, including electronic transfer	
	Copy of cash delivery authorization	
	Security procedures for distributing funds	
	Supporting financial documents from the last 3 years	
	Standard operating procedures or manual	
Commercial criteria - Justification	Completed Bidder Response Document	
	The bidder provided a company presentation	

We, the Bidder, hereby confirm our acceptance of the following policies and conditions:

Policy	Policy/Document	Signature
Terms and conditions of the call for tenders	 1. Terms & Conditions of Bidder	
General purchasing conditions	 6. Annexe (C) Termes et conditions d'Ach:	
Child Safeguarding Policy	 Child Safeguarding Policy.pdf	
Anti-corruption and bribery policy	 Anti-Bribery & Corruption Policy.pc	
Human Trafficking and Modern Slavery Policy	 Human Trafficking & Modern Slavery Pt	
Policy on protection against sexual exploitation and abuse	 Protection from Sexual Exploitation	
Policy to combat harassment, intimidation and moral harassment	 Anti-Harassment, Intimidation & Bully	



IAPG Code of Conduct	 IAPG Code of Conduct for Agenci	
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We certify that, in reviewing our offer and thereafter, Save the Children may rely on the representations made herein.

Signature :

Name :

Function :

Business :

Date :