

INVITATION TO TENDER

ASRO & SCT

10th April 2024

ITT-ASRO-2024-001

**Provision of Accommodation & Conference Facility Service on
Framework Agreement**

SUBMISSION DEADLINE: 05:00 PM. on 7th May 2024

PRE-SUBMISSION CLARIFICATION MEETING: 10:00 AM. on 17th April 2024

QUESTIONS / CLARIFICATIONS : pariyaporn.lertvanichsutha@savethechildren.org

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

PART 1 : INVITATION TO TENDER

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

PART 2 : CORE REQUIREMENTS AND SPECIFICATION

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

PART 3 : BIDDER RESPONSE DOCUMENT

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

PART 1 – INVITATION TO TENDER

1. 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](#).

2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	<i>Provision of Accommodation & Conference Facility Services to SCI-ASRO in Bangkok, Chiang Rai, Chiang Mai, Mae Hong Son, Mae Sarieng, and Mae Sot.</i>
Outcome of Tender	<i>Provision of Accommodation & Conference Facility Service on Framework Agreement (Fixed or Non-Fixed Price) - the successful supplier(s) will be awarded a 'Framework Agreement'. Within the Framework Agreement the terms of service & supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of service & supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under</i>

	<i>separate Purchase Orders which will be governed and linked to the original Framework Agreement.</i>
Duration of Award	Two (2) years , with a possible extension of a further One (1) year .

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

3. AWARD CRITERIA

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.

3.1 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 SUSTAINABILITY 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.

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.

3.4 COMMERCIAL CRITERIA (40%)

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

4. 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.

5. BIDDER INSTRUCTIONS

6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	10 th April 2024
Pre-Submission Clarification Meeting	17 th April 2024
Deadline for questions from Bidders	23 rd April 2024
Deadline for Bid Submission	7 th May 2024
Bid Clarifications	21 st - 24 th May 2024
Award Contact	1 st July 2024

The above dates are for indicative purposes only and are subject to change. However, SCI commits to ensure all Bidders receive notification of changes to timescales in a fair and transparent manner.

6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [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 either:

Electronic Submission via Email

- Email should be addressed to **Supply Chain Team** at THA_Procurement_BKK@savethechildren.org
- Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
- The subject of the email should be **“ITT-ASRO-2024-001-Bidder Response – ‘Bidder Name’, ‘Date’”**.
- All attached documents should be clearly labelled so it is clear to understand what each file relates to.
- Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
- Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

Paper Submission

- Two paper copies submitted on headed paper to **Save the Children International**
Asia Sub-Regional Office
518/5 Maneeya Centre Building, 14th Floor, Ploenchit Rd., Lumpini, Pathumwan, Bangkok 10330, Thailand.
- Bids should be submitted in a single sealed envelope addressed to **Pariyaporn Lertvanichsutha**.
- The envelope should clearly indicate the Invitation to tender reference number (**ITT-ASRO-2024-001**) 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.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **05:00 pm. on 7th May 2024**.

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

6.5 KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
Pariyaporn Lertvanichsutha	pariyaporn.lertvanichsutha@savethechildren.org

Please be advised local working hours are **08:30 am - 05:30 pm**. Please allow up to **3 working 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 is dedicated to promoting continuous improvement of Education Systems and creating a supportive operating environment on Child Protection, Health and Nutrition, and WASH sectors to improve the living conditions of children in need along the Thailand-Myanmar borders and in Bangkok. We are seeking offers for provision of accommodation and conference facilities to accommodate our participants with professional coordination and timely manner arrangement.

In the last year Save the Children organized around 68 national and international events. The number of participants varied between 10 and 200 depending on the type of the event. The average number of participants is about 31-50 persons. Save the Children's personnel travelled around the working areas and needed accommodation for 296 times for a total budget of 5.437 million THB.

Objective:

- Save the Children is seeking to partner and contract with Hotel Accommodation and Conference Services Provider
- Save the Children is looking to achieve the most competitive rates possible, whilst receiving the highest-level quality. We are committed to reducing the charity's operating costs so that maximum resource can be spent on programmes, which directly benefit children.
- Due to the environment SCI operates within, and the changing nature of the programmes SCI delivers, the demand for Accommodation and Conference / Meeting services fluctuates and can change at very short notice when responding to emergencies. Save the Children are therefore seeking a Supplier, which has the flexibility and capacity to cater for Save the Children's requirements.
- In the year 2023 Save the Children International ASRO and Save the Children (Thailand) Foundation have expenses for Accommodation services and Conference / Meeting Services with a value of approximately 10 million THB, then about 5.437 million THB for Accommodations mainly in Bangkok, Mae Sot, and Chaing Mai details in the table below:

Accommodation	Total Value (THB)	Conference package	Total Value (THB)
Bangkok	4,449,146.75	Bangkok	3,727,482.00
Chaing Mai	287,940.00	Cha-Am	70,730.00
Chaing Rai	54,500.00	Chaing Mai	133,200.00
Kanchanaburi	70,800.00	Kanchanaburi	20,724.00
Mae Hong Son	83,120.00	Mae Hong Son	1,350.00
Mae Sarieng	130,900.00	Mae Sarieng	57,960.62
Mae Sot	361,364.25	Mae Sot	1,223,241.50
Total	5,437,771.00	Total	5,234,688.12

- Save the Children projects for its another year spending cost for accommodation and conference services between 15-20 million THB.
- Save the Children intends to enter into **an exclusive fixed price Framework Agreements (FWA)** with successful bidders for a period of **Two (2) years** with a possible extension of a further **One (1) year** to provide Accommodation and Conference/Meeting Services to Save the Children.
- Within the Framework Agreement the terms of service & supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of service & supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit Save the Children to any purchases or specific volumes. Any

future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement.

Locations of the services:

The Contract is referring to the daily and monthly Provision of Hotel Services for Accommodation and Conference facilities in the areas of Save the Children activities such as Bangkok, Chiang Rai, Chiang Mai, Mae Hong Son, Mae Sarieng, Mae Sod, and Sangklaburi.

Services requirements:

The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement (s).

- The Service Provider shall apply international standards in providing the services and shall have a rating of at least 3 stars: an average level of comfort and well-equipped room design, and services. The standard amenities typically include a single/twin cozy bed, a private bathroom with toiletries, a television, phone, air conditioning, a mini fridge, a safe for valuables, and a coffee maker. Daily housekeeping services are included in the price, as are essential toiletries, towels, and water.
- The Service Provider as Guest Houses are welcome to submit their interest.
- Save the Children reserves the right to request the successful bidder and their staff to undergo a security and supplier vetting process.
- Save the Children reserves the right to approve all Accommodation and Conference/Meeting services.
- The successful bidders must ensure that all relevant documentation (Receipts and Invoices) are presented to Save the Children in good condition and time without alteration to facilitate timely payment.
- The successful bidder will be provided as and when requested by Save the Children (signed PO linked to the FWA)
- The successful bidder's staff must ensure cleanliness and dress appropriately when serving Save the Children guests,
- Save the Children will not be held responsible in any way for the damages, losses, theft of equipment or any valuables of the successful bidder or injury of his/her employees while in the execution of their duties.

Accommodation Services

The successful bidder will be expected to provide high quality accommodation services for Save the Children staff and guests, meeting the below **minimum specifications**:

- Minimum room space between 18-30sq.m
- Self-contained standard rooms with amenities e.g., bathroom, working toilet, wardrobe, toiletries, drinking water, hot shower
- Rooms cleaned and maintained to a high standard with proper aeration.
- Safe and secure environment
- Fire exit/fire extinguisher and smoke detectors fitted in all required areas
- Smoking and non-smoking rooms
- Air conditioning
- A lockable safe or in house arrangement to secure the safety of valuables
- Breakfast (vegetarian, non-vegetarian and Halal options should be available)
- Easily accessible and disability friendly
- Refundable up to day of arrival with flexible cancellation policy

The successful bidder will also be expected to provide a high quality of accommodation service in relation to the below:

- Extras of value to Save the Children – TV in room with DSTV connection, Air Conditioning
- Ability to assist SCI when responding to an emergency e.g. to accept a high volume of bookings at short notice
- A good quality of service relating to the following:
 - experienced hotel staff and managers
 - customer service (dedicated account manager is desirable)
 - Flexible check in and check out times
 - Close to key facilities and amenities e.g. SCI offices, shops, hospitals, forex bureaus
 - Airport transfer service if applicable
 - Ambulance if applicable
 - Parking space
 - First Aid kit available

Conference/Meeting Services

The Supplier will be expected to provide high quality conference / meeting services for use by Save the Children Staff and guests, meeting the below **minimum specifications**:

- Main Room/Hall of a minimum **40-50sq.m.**, which is able to host **10-15 participants** comfortably with 24-hour access for facilitators.
- Main Room/Hall of a maximum **350-550sq.m.**, which is able to host **200 participants** comfortably with 24-hour access for facilitators.
- Safe and secure environment
- Fire and smoke detectors fitted in all required areas
- Fire exit/fire extinguisher
- First Aid Kit
- Easily accessible and disability friendly
- A named contact for SCI to liaise with before and during the event
- Adequate parking space for at least 5-20 attendees depending on the size of activity event
- Natural lighting
- Wired and wireless reliable internet with a high bandwidth
- Free Wi-Fi access available in conference/meeting and breakout rooms
- Main room able to cater for the following layouts theatre style, U shape style, classroom, cabaret style
- Audiovisual equipment
- High resolution, colour projector from ceiling in main room
- All required connecting cables and extension cords for equipment
- Flipcharts, stands, appropriate writing materials and replacement flipchart paper if needed all available
- Pen and notepad for all attendees
- IT assistance available for entirety of meeting/conference/workshop
- Warm Buffet Lunch (with vegetarian, non-vegetarian and halal options). The buffet lunch should be designed to cater for a diverse audience
- Water dispenser and glasses
- Morning and afternoon coffee/tea breaks with soft drinks and juices also available.
- Biscuits/ Sweets /Mints available
- Fresh fruit available
- Food ingredients must be highlighted for all food served

Restaurants

Hotels and Restaurants that provide Breakfast, Lunch, and Group Dinner services with a wide variety of Menus with vegetarian, non-vegetarian and halal options. The successful bidder will also be expected to provide a high quality of conference / meeting service in relation to the below:

- Natural lighting

- Safe and secure environment
- Fire exit/fire extinguisher and smoke detectors fitted in all required areas
- First Aid Kit
- Easily accessible and disability friendly
- Other meeting room options in addition to the main room
- A good quality of service relating to the following
- Experienced hotel staff and managers
- Customer service (dedicated account manager is desirable)
- Close to key facilities and amenities
- Extras of value to Save the Children

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 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

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

2. 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

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

Item	Questions	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's Supplier Sustainability Policy set out under Section 4 of this document, throughout this process and during the term of any future contract awarded.	Yes / No	Comments
3	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
4	<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <ul style="list-style-type: none"> - Legitimate business address - Tax registration number & certificate - Business registration certificate - Trading license 	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		<i>Legitimate Business Address</i>	
		<i>Tax Registration Number & Certificate</i>	
		<i>Business Registration Certificate</i>	
		<i>Trading License</i>	
5	The bidder 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
6	Supplier agrees to SCI conducting a Security and Suitability Assessment of the facilities prior to the award of any contract.	Yes / No	Comments / Attachments
7	Supplier agrees to load contracted accommodation rates onto SCI's online hotel booking tool if awarded a contract.	Yes / No	Comments / Attachments



8	Supplier has and can provide evidence of the necessary food hygiene and health and safety certificates.	Yes / No	Comments / Attachments

SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

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

Item	Bidder Response			
1. Please indicate the services you are bidding for and note any variations to the specification	Service	Bidding for	As per the specification?	Please list any variations / notes to specification
	Accommodation	Yes / No	Yes / No	
	Conferences / Meeting	Yes / No	Yes / No	
ACCOMMODATION SERVICES: Please only complete this section if you are bidding for accommodation services				
2. Please confirm that the minimum specifications are met for the following accommodation services	Description	Yes No	Comments	
	Self-contained standard rooms with amenities e.g., bathroom, working toilet, wardrobe, toiletries, drinking water, hot shower			
	Rooms cleaned to a high standard with proper aeration			
	Safe and secure environment			
	Fire and smoke detectors fitted			
	Air conditioning			
	Smoking and non-smoking rooms			
	Refundable up to date of arrival			
	Reliable Wi-Fi connection			
Disability friendly				
3. Please provide detail of the accommodation facilities and amenities using the table below	Description	Response		
	Standard room, King size bed, minimum 18-30 sq.m.			
	Standard room Twin beds, minimum 18-30 sq.m.			
	Deluxe room, King size bed, minimum 25-35sq.m.			
	Deluxe room, Twin size bed, minimum 25-35sq.m.			
	Deluxe, Triple bedrooms, minimum 40-45sq.m.			
	Family room: 4-6 person, minimum 80sq.m.			
	Extra bed			
Additional room types available e.g. studio, suite, villa, etc.				



	List the amenities each type of room contains	
	Breakfast	
	Quantity of rooms for each room type	
	Speed and reliability of free of charge Wi-Fi connection	
	Hotel star rating (1-2-3-4-5)	
	Security screening in place at hotel entrance	
	Fire and smoke detectors	
	Safe deposit box in each room?	
	CCTV	
	Key card access/Lock	
	Safety & Security Map in room	
	Check-in / check-out times and any flexibility	
	Parking capacity	
	Airport transfer	
Any additional benefits of value to Save the Children		

CONFERENCE / MEETING SERVICES : Please only complete this section if you are bidding for conferences / meetings services)

	Description	Yes No	Comments
4. Please confirm that the below minimum specifications are met for conference/meeting services	1 x Main room/hall of a minimum 40-50 sq.m, able to host 10-20 participants comfortably with 24-hour access for facilitators		
	1 x Main room/hall of a minimum 100-150 square meter (able to host 21-50 participants comfortably) with 24-hour access for facilitators		
	1 x Main room/hall of a minimum 150-250 square meter (able to host 51-100 participants comfortably) with 24-hour access for facilitators		
	1 x Main room/hall of a minimum 150-250 square meter (able to host 101-150 participants comfortably) with 24-hour access for facilitators		
	1 x Main room/hall of a minimum 400-500 square meter (able to host 151-200 participants comfortably) with 24-hour access for facilitators		
	Fit for purpose wired and wireless internet with a high bandwidth		



	A named contact for SCI to liaise with before and during the event		
	Easily accessible and disability friendly		
	Free Wi-Fi access available in conference and breakout rooms		
	Audio-visual equipment		
	High resolution, colour projector from ceiling		
	All required connecting cables and extension cords for equipment		
	IT assistance available for entirety of meeting/conference/workshop		
	Water dispenser and glasses		
	Pen and notepad for all attendees/participants		
	Flipcharts, stands, appropriate writing materials and replacement flipchart paper if needed		
	Microphones		
	Biscuits/Sweets/mints/ Fresh fruit		
	Morning and afternoon coffee/tea breaks with soft drinks and juices also available, free flow is an asset		
	Warm buffet lunch/Set Lunch Menu/A la Carte		
	Vegetarian, non-vegetarian and Halal food options		
	International food selection to cater for diverse audience		
	Food ingredients highlighted for all food served		
5. Please provide detail of the conference/meeting facilities and amenities using the table below	Description	Response	
	Specify the rooms and the layouts that are possible to provide. Include detail as to the number and types of tables and chairs available		
	Confirm whether the room/s has natural daylight and opened windows (if applicable)		
	Provide an overview of the conference facilities and amenities available		
	Parking capacity		
	Specify any additional benefits of value to Save the Children		
GENERAL CAPABILITY: ALL suppliers should complete the following questions			



<p>6. Please detail your relevant experience of providing the services. Experience providing the services to other INGO/NGO clients is desirable.</p>			
<p>7. Please provide details of at least 2 client references which Save the Children may contact (preferably NGOs)</p>	Client Organisation	Contact Details	Details of contract
<p>8. Please detail the experience and training of your staff. <i>CV's may be attached (not mandated) to your response where applicable</i></p>			
<p>9. Please detail the systems and measures you have in place to ensure the safety of SCI personnel and the property of SCI personnel.</p>			
<p>10. Please detail the warranties and guarantees you can offer as part of this contract.</p>			
<p>11. Please detail your customer service approach <i>Your response should include how quickly you can guarantee a response to customer requests, the level of support that will be available, such as a dedicated account manager, when providing either or both conference and accommodation services</i></p>			



12. Please describe your standard working hours, level of flexibility around check-in /check-out times, after-hours services and the support you provide in the event of an emergency?	
13. Please detail the geographic location of your hotel and conference/meeting room facilities, highlighting the proximity to key facilities such as Forex Bureaus, shops etc.	
14. Please detail your cancellation policy for the services. All accommodation services must be refundable	

SECTION 3 – COMMERCIAL QUESTIONS

Criteria					
1. Please indicate here the prices including taxes you are offering to Save the Children as part of this contract, including the currency. Please refer to specification for details of what must be included. Save the Children’s financial vision is that every penny counts for children. We are committed to reducing the Charity’s operating cost so that maximum resource can be spent on programmes which directly benefit children.					
Description of Goods / Services	Unit	Quantity	Corporate cost	Discounted SCI cost	number of rooms available
Standard room, King bed with breakfast	Per night and per month	1			
Standard room, King bed without breakfast	Per night and per month	1			
Standard room, twin beds with breakfast	Per night and per month	1			



Standard room, twin beds without breakfast	Per night and per month	1			
Deluxe room, King bed with breakfast	Per night and per month	1			
Deluxe room, King bed without breakfast	Per night and per month	1			
Deluxe room, twin beds with breakfast	Per night and per month	1			
Deluxe room, twin beds without breakfast	Per night and per month	1			
Deluxe triple beds room with breakfast	Per night and per month	1			
Deluxe triple beds room without breakfast	Per night and per month	1			
Family room: 4-6 person with breakfast	Per night and per month	1			
Family room: 4-6 person without breakfast	Per night and per month	1			
Extra bed	Per night	1			

2. Please indicate here the prices including taxes you are offering to Save the Children as part of this contract, including the currency. Please refer to specification for details of what must be included.

Description of Goods / Services	Unit	Quantity	Corporate cost per person	Discounted SCI cost per person	Capacity
Full day conference/meeting service with one lunch and two coffee/tea breaks	Per person	10-20 pax			
Half day (morning or afternoon) conference/meeting service with one lunch and one coffee/tea break	Per person	10-20 pax			
Half day (morning or afternoon) conference/meeting service with one coffee/tea break, no lunch	Per person	10-20 pax			
Full day conference/meeting room rental without lunch nor coffee/tea breaks	Per person	10-20 pax			



Full day conference/meeting service with one lunch and two coffee/tea breaks	Per person	21-50 pax			
Half day (morning or afternoon) conference/meeting service with one lunch and one coffee/tea break	Per person	21-50 pax			
Half day (morning or afternoon) conference/meeting service with one coffee/tea break, no lunch	Per person	21-50 pax			
Full day Conference/meeting room rental without lunch nor coffee/tea breaks	Per person	21-50 pax			
Full day conference service with one lunch and two coffee/tea breaks	Per person	51-100 pax			
Half day (morning or afternoon) conference/meeting service with one lunch and one coffee/tea break	Per person	51-100 pax			
Half day (morning or afternoon) conference/meeting service with one coffee/tea break, no lunch	Per person	51-100 pax			
Full day Conference/meeting room rental without lunch nor coffee/tea breaks	Per person	51-100 pax			
Full day conference/meeting service with one lunch and two coffee/tea breaks	Per person	100-150 pax			
Half day (morning or afternoon) conference/meeting service with one lunch and one coffee/tea break	Per person	100-150 pax			
Half day (morning or afternoon) conference/meeting service with one coffee/tea break, no lunch	Per person	100-150 pax			
Full day conference/meeting service with one lunch and two coffee/tea breaks	Per person	150-200 pax			
Half day (morning or afternoon) conference/meeting service with one lunch and one coffee/tea break	Per person	150-200 pax			
Half day (morning or afternoon) conference/meeting service with one coffee/tea break, no lunch	Per person	150-200 pax			

3. Can you fix these prices for the duration of the contract?	Yes or No
4. If prices cannot be fixed for the duration of the contract, please specify factors that would affect the price and indicate how changes in these factors would affect the price of the stated products	If not, please provide details of how long they will remain fixed? Or do you have any other options to propose? <i>(If supplier cannot fix price, Please provide how suppliers can inform Save the Children Country Office about price changes)</i>
5. Please detail any cancellation charges	
6. Please detail any additional seasonal discounts you can offer	
7. Please detail any long stay discounts you can offer	
8. Please detail the cost of airport transfer per way	

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	

	Copy of Business Permit or relevant membership	
Sustainability Criteria Evidence	Green Hotel Award	
	ISO certification	
	SHA or SHA Plus Certification	
	Hygiene Certification by EHC	
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	 1. Terms & Conditions of Biddir	
Terms & Conditions of Purchase	 App 2 Terms and Conditions of Purchas	
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	

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: