*Version 1.0 /110621*

**INVITATION TO TENDER**

**VIETNAM**

**06/08/2025**

**SCIV-ITT-2025-002**

**FRAMEWORK AGREEMENT FOR FINANCE MONITORING SERVICE IN 2 YEARS (2025-2027)**

**SUBMISSION DEADLINE: <<24:00 PM ON 27/08/2025>>**

**QUESTIONS / CLARIFICATIONS:** [**vnsourcing@savethechildren.org**](mailto:vnsourcing@savethechildren.org)

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

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

|  |
| --- |
| **August 06, 2025** |
| **Invitation to tender: SCIV-ITT-2025-002** |

**Dear Company,**

Save the Children International (SCI), Vietnam Country Office, cordially invites your company to submit a bid for the Framework agreement to supply Finance monitoring services to Save the Children during the period 2025–2027. This Invitation to Tender (ITT) package is designed to provide all the necessary information to help bidders understand SCI’s requirements and prepare their tender submission should they wish to participate.

A summary of the ITT package is as follows:

* **Part 1: Invitation to Tender**
  1. Introduction to SCI
  2. Overview of the tender package and requirements
  3. Award criteria
  4. Instructions & key information
* **Part 2: Core Requirements and Technical Specifications**
  1. Detailed description of SCI’s specific requirements, such as volume, timeline/location, product specifications etc.
* **Part 3: Tender Response**
  1. Bidders must use the provided templates to submit their proposal for this package.
  2. Includes Terms & Conditions of Tender
  3. SCI’s Sustainability Policy

Tender submissions must be received no later than **24:00 on August 27, 2025**, using the Tender Response documents provided in **Part 3** of this package. For further instructions on how to submit your bid, please refer to the detailed guidance provided in **Part 5** of the ITT.

Any questions regarding this tender should be sent to: **vnsourcing@savethechildren.org**

We look forward to receiving your tender submission.

Sincerely,

**ON BEHALF OF COUNTRY DIRECTOR**

**DIRECTOR OF FINANCE AND SUPPORT SERVICE**

**Vu Tuong Anh**

# PART 1 – INVITATION TO TENDER

## **INTRODUCTION TO SAVE THE CHILDREN**

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** | * *Framework agreement for Financial Monitoring service in 2 years*   *(2025-2027)* |
| **Outcome of Tender** | * **Framework Agreement** **(Fixed Price)** *– the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement the terms of supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of 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 separate Purchase Orders which will be governed and linked to the original Framework Agreement.* |
| **Duration of Award** | * *2 years (2025-2027) for the FWA* |

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

## **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.

### **ESSENTIAL CRITERIA**

Criteria that bidders **must** meet 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’.

|  |  |
| --- | --- |
| **No.** | **Essential Criteria** |
| **1** | The bidder must have legitimate business/official premises or is registered for trading and tax as appropriate. (Suppliers who submitted these documents within 01 year are not required for re-submission).  Evidence: Supplier submits 01 scan/copy of Business Registration Certificate. |
| **2** | Adhere to all mandatories Save the Children policies.  Evidence: Supplier commits in the Appendix 1- RFQ |
| **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.  Evidence: Supplier commits in the Appendix 1- RFQ |
| **4** | Audit Firm must have a Certificate of eligibility to provide audit services. (Suppliers who submitted these documents within 01 year are not required for re-submission).  Evidence: Supplier submits 01 scan/ copy of certificate |

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

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

|  | **Capability Criteria** | **% Weight** |
| --- | --- | --- |
| **1** | **Technical proposal to implement the ToR, which included:**   1. Implementation planwith clear methodology and timeline: **20%**  * Number and CVs of staff assigned are clearly stated: **5%** * Number of days per trip are clearly stated: **5%** * Number of trips per project are clearly stated: **5%** * Methodology is well explained: **5%**  1. Proven track record of providing financial monitoring, auditing, or compliance services to INGOs or donor-funded projects: **10%**  * Names of agreements/contracts that have been executed are fully listed, with 02 sample agreements/contracts within the last 02 years submitted (sensitive information can be deleted/covered in the submission). For each agreement or contract provided: **5%**   *Evidence: Technical Proposal* | **30%** |
| **2** | **Experience of audit manager**   1. Years of experience as audit manager (minumum 2 years): **3%**  * More than 2 years: 3% * 2 years: 2% * Under 2 years: 0%  1. Experience working with INGOs: **3%**  * Minimum quantity of projects with INGOs within recent 2 years as Audit manager: 3 projects * The Bidder who provided audit manager who participated in the most projects will get the max score. Other prorate.   *Evidence: based on CV of audit manager/supplier proposal* | **6%** |
| **3** | **Experience of senior auditor:**   * + - * 1. Years of experience (minimum 3 years): **3%** * More than 3 years: 3% * 3 years: 2% * Under 3 years: 0%   + - * 1. Experience working with INGOs as senior auditor: **4%** * Minimum: 2 project within 2 current years * The Bidder who provided senior auditor who participated in the most projects will get the max score. Other prorate.   *Evidence: based on CV of senior auditor* | **7%** |
| **4** | **Experience of other team members:**  Auditing experience (min 1 year): **2%**   * If yes: 2% * If No: 0%   Bachelor's degree in finance or relevant field: **1%**   * If Yes: 1% * If No: 0%   + - * 1. Experience working with INGOs as senior auditor: **4%** * Minimum: 1 project within 2 current years * The Bidder who provided senior auditor who participated in the most projects will get the max score. Other prorate.   *Evidence: based on CV of other team members*. | **7%** |

### **COMMERCIAL CRITERIA (40%)**

|  |  |  |
| --- | --- | --- |
|  | **Commercial Criteria** | **% Weight** |
| **1** | The bidder with the most competitive price will get 35%, other bidders’ points to calculate follow pro-rata.  *Evidence*: *Appendix 1 - RFQ* | **35%** |
| **2** | The bidder accepts the payment term from 30 days upon acceptance of deliverables and full receipt of payment documents.  - If yes: 5%  - If no: 0%  *Evidence*: *Appendix 1 - RFQ* | **5%** |

### **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.

|  |  |  |
| --- | --- | --- |
|  | **Sustainability Criteria** | **% Weight** |
| **1** | The bidder demonstrates activities OR has processes in place within their organisation, aimed at improving sustainability (Suppliers who submitted these documents within 01 year are not required for re-submission): **5%, if not: 0%**  *Evidence: Supplier submit evidence for paperless offices, green technology in offices, training programmes, community outreach programmes etc* | **5%** |
| **2** | The bidder has their own Sustainability Policy (Suppliers who submitted these documents within 01 year are not required for re-submission): **5%, if not: 0%**  *Evidence: Supplier submit the policy* | **5%** |

## **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 | 06/8/2025 |
| Deadline for Bid Submission | 27/08/2025 |
| Bid Clarifications | 30/08/2025 |
| Award Contract | 08/09/2025 |

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 either:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Electronic Submission via Email**

* Email should be addressed to <<Save the Children International>> at <<Vietnam.quotation@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/<<SCIV-2025-ITT-002>>/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.

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

Your bid must be received, no later than **<<24.00 PM & 20/08/2025>>.**

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:

|  |  |
| --- | --- |
| Name | Email Address |
| Supply Chain Department | [vnsourcing@savethechildren.org](mailto:vnsourcing@savethechildren.org) |

Please be advised local working hours are Monday to Friday - 08.00 AM to 05.00 PM. Please allow up to 03 working days for a response.

Where the inquiry 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

## **SPECIFIC REQUIREMENTS**

We are inviting bidders for a Framework agreement to supply Finance monitoring service for SCI in 2 years (2025-2027). The estimated total spend is **around 1.500.000.000 VND.**

## **SPECIFICATIONS**

As per attached ToR **(attachment**)



# 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**

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | The bidder must have legitimate business/ official premises or is registered for trading and tax as appropriate. (Suppliers who submitted these documents within 01 year are not required for re-submission).  *Evidence: Supplier submits 01 scan/copy of Business Registration Certificate* | **Yes / No** | **Comments / Attachments** |
|  |  |
| **Requirements** | **Bidder response/Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***2*** | The bidder adhere to all mandatories Save the Children policies.  *Evidence: Supplier commits in the Appendix 1- RFQ* | **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.  *Evidence: Supplier commits in the Appendix 1- RFQ* | **Yes / No** | **Comments** |
|  |  |
| ***3*** | Audit Firm must have a Certificate of eligibility to provide audit services. (Suppliers who submitted these documents within 01 year are not required for re-submission)  *Evidence: Supplier submits 01 scan/ copy of certificate* | **Yes / No** | **Comments** |
|  |  |

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

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

| **Item** | **Question** | **Bidder Response** | |
| --- | --- | --- | --- |
| **I** | **Capability criteria** |  |  |
| **1** | **Technical proposal to implement the ToR, which included:**  Implementation planwith clear methodology and timeline: **20%**   * Number and CVs of staff assigned are clearly stated: **5%** * Number of days per trip are clearly stated: **5%** * Number of trips per project are clearly stated: **5%** * Methodology is well explained: **5%**   1. Proven track record of providing financial monitoring, auditing, or compliance services to INGOs or donor-funded projects: **10%** * Names of agreements/contracts that have been executed are fully listed, with 02 sample agreements/contracts within the last 02 years submitted (sensitive information can be deleted/covered in the submission). For each agreement or contract provided: **5%**   *Evidence: Technical Proposal* | **Bidder Response** | **Attachment** |
|  |  |
| **2** | **Experience of audit manager**  **a.** Years of experience as audit manager (minumum 2 years): **3%**   * More than 2 years: 3% * 2 years: 2% * Under 2 years: 0%   **b.** Experience working with INGOs: **3%**   * Minimum quantity of projects with INGOs within recent 2 years as Audit manager: 3 projects * The Bidder who provided audit manager who participated in the most projects will get the max score. Other prorate.   *Evidence: based on CV of audit manager/supplier proposal* | **Bidder Response** | **Attachment** |
|  |  |
| **3** | **Experience of senior auditor:**   * + - * 1. Years of experience (minimum 3 years): **3%** * More than 3 years: 3% * 3 years: 2% * Under 3 years: 0%   + - * 1. Experience working with INGOs as senior auditor: **4%** * Minimum: 2 project within 2 current years * The Bidder who provided senior auditor who participated in the most projects will get the max score. Other prorate.   *Evidence: based on CV of senior auditor* | **Bidder Response** | **Attachment** |
|  |  |
| **4** | **Experience of other team members:**  Auditing experience (min 1 year): **2%**   * If yes: 2% * If No: 0%   Bachelor's degree in finance or relevant field: **1%**   * If Yes: 1% * If No: 0%   + - * 1. Experience working with INGOs as senior auditor: **4%** * Minimum: 1 project within 2 current years * The Bidder who provided senior auditor who participated in the most projects will get the max score. Other prorate.   *Evidence: based on CV of other team members* | **Bidder Response** | **Attachment** |
|  |  |
| **II** | **Sustainability Criteria** |  |  |
| **1** | The bidder demonstrates activities OR has processes in place within their organisation, aimed at improving sustainability (Suppliers who submitted these documents within 01 year are not required for re-submission): **5%, if not: 0%**  *Evidence: Supplier submit evidence for paperless offices, green technology in offices, training programmes, community outreach programmes etc* | **Bidder response** | **Attachment (s)** |
|  |  |
| **2** | The bidder has their own Sustainability Policy (Suppliers who submitted these documents within 01 year are not required for re-submission): **5%, if not: 0%**  *Evidence: Supplier submit the policy* | **Bidder response** | **Attachment (s)** |
|  |  |

**SECTION 3 – COMMERCIAL QUESTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Question** | **Bidder Response** | **Item** |
| **4.1** | The bidder with the most competitive price will get 35%, other bidders’ points to calculate follow pro-rata.  *Evidence*: *Appendix 1 - RFQ* | **Bidder response** | **Attachment (s)** |
|  |  |
| **4.2** | The bidder accept the payment term of 30 days from the date of acceptance of deliverables and full receipt of all required payment documents  - If yes: 5%  - If no: 0%  *Evidence: Appendix 1 - RFQ* | **Bidder response** | **Attachment (s)** |
|  |  |

Refer to this link: <https://kobo-ee.savethechildren.net/x/iiZOzWcA>

Bidders are kindly requested to **print the completed form to PDF before submitting it via the link**, and send the PDF file to vietnam.quotations@savethechildren.org mailbox

## **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 Certificate of eligibility to provide audit services | | | |  |
| **Capability Criteria Evidence** | | Copy of 02 sample agreements/contracts within the last 02 years submitted | | | |  |
| CV of staff assigned | | | |  |
| Technical proposal as per Appendix 4 - Tentative schedule | | | |  |
| **Sustainability Evidence** | | Bidder activities or internal processes supporting sustainability improvement | | | |  |
| Bidder own sustainability policy | | | |  |
| **Commercial Criteria Evidence** | | RFQ 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 | | |  | |  | |
| Framework Agreement template | | |  | |  | |
| Supplier Sustainability Policy  and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  | |

|  |  |
| --- | --- |
| 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: | ………………………………………………….. |