

Save the Children is an international Non-Governmental Organisation working to create lasting and positive change in the lives of children in need.

We kindly request your best quotation for the below items.

**THIS IS NOT A PURCHASE ORDER.** Should a purchase order be placed subsequent to this quotation, the terms and conditions of purchase on the back of this document will apply.

Save the Children may, unless the supplier expressly stipulates to the contrary, accept whatever part of the offer that we so wish.

<b>PR no(s):</b>	PR/NP/2018/001	<b>Date RFQ sent out:</b>	
		<b>Date quotation due back:</b>	
		<b>Procurement person responsible:</b>	Neda Pasuljevic Brankovic

<b>SUPPLIER NAME:</b>		<b>RETURN QUOTATION TO: SAVE THE CHILDREN</b>	
<b>Contact name</b>		<b>Contact name</b>	Neda Pasuljevic Brankovic
<b>E-mail</b>		<b>E-mail</b>	<a href="mailto:neda.pasuljevic@savethechildren.org">neda.pasuljevic@savethechildren.org</a>
<b>Phone</b>		<b>Phone</b>	00381642315050
<b>Fax</b>		<b>Fax</b>	
<b>Mobile</b>		<b>Mobile</b>	00381642315050
<b>Address</b>		<b>Address</b>	Simina 18, 11000 Beograd

<b>Date items required by:</b>	
<b>Delivery address:</b>	
<b>Delivery method (if applicable):</b>	
<b>Payment terms:</b>	

Line item no.	Description of Goods / Services (add attachment for technical specification if very detailed)	Unit / Form	Quantity required	For supplier to fill in:			
				Currency	Unit Price	Total Price	Availability date
1	Development of the methodology adapted to the research topic, users and geographical area where it is to be implemented, in Serbian or English - includes : Preparation and delivery of the first draft of the Policy Paper Delivery of the final version of the Policy Paper document	service	1				
	Additional information can be found in ToR						

Add more lines to the RFQ if required

<b>Subtotal</b>	
<b>Sales tax (if applicable)</b>	
<b>Delivery charge (if applicable)</b>	
<b>Other charges (if applicable)</b>	
<b>TOTAL</b>	

<b>Additional information required from supplier:</b>	
<b>[1] Quote validity period</b>	
<b>[2]</b>	
<b>[3]</b>	
<b>[4]</b>	

<b>Supplier confirmation of offer</b>	<b>Supplier stamp</b>
<b>Name</b>	
<b>Title</b>	
<b>Signature</b>	

## TERMS AND CONDITIONS OF PURCHASE

### 1 Definitions and Interpretation

These terms and conditions ("**Conditions**") provide the basis of the contract between the supplier ("**Supplier**") and Save the Children International (the "**Customer**"), in relation to the purchase order ("**Order**") (the Order and the Conditions are together referred to as the "**Contract**"). All references in these terms and conditions to defined terms - Goods, Services, Prices and Delivery - refer to the relevant provisions of the Order.

### 2 Quality and Defects

- 2.1 The Goods and the Services shall, as appropriate:
- correspond with their description in the Order and any applicable specification;
  - comply with all applicable statutory and regulatory requirements;
  - be of the highest quality and fit for any purposes held out by the Supplier or made known to the Supplier by the Customer;
  - be free from defects in design, material, workmanship and installation; and
  - be performed with the best care, skill and diligence in accordance with best practice in the Supplier's industry, profession or trade.
- 2.2 The Customer (including its representatives or agents) reserves the right at any time to audit the Supplier's records, inspect work being undertaken in relation to the supply of the Goods and Services and, in the case of Goods, to test them.

### 3 Ethical Standards

- 3.1 The Supplier shall observe the highest ethical standards during the performance of its obligations under this Contract including international labour standards promoted by the International Labour Organisation specifically in the areas of child labour and forced labour.
- 3.2 The Supplier, its suppliers and sub-contractors shall comply with all environmental statutory and regulatory requirements and shall not in any way be involved in (a) the manufacture or sale of arms or have any business relations with armed groups or governments for any war related purpose; or (b) terrorism, including checking its staff, suppliers and sub-contractors against the following sanctions lists: UK Treasury List, EC List, OFAC List and US Treasury List.
- 3.3 The Supplier shall comply with the following Customer Policies, which are available upon request: Child Safeguarding; and Anti-Bribery and Corruption.

### 4 Delivery / Performance

- 4.1 The Goods shall be delivered to, and the Services shall be performed at the address and on the date or within the period stated in the Order, and in either case during the Customer's usual business hours, except where otherwise agreed in the Order. Time shall be of the essence in respect of this Condition 4.1.
- 4.2 Where the date of delivery of the Goods or of performance of Services is to be specified after issue of the Order, the Supplier shall give the Customer reasonable written notice of the specified date.
- 4.3 Delivery of the goods shall take place and title in the Goods will pass on the completion of the physical transfer of the goods from the Supplier or its agents to the Customer or its agents at the address specified in the Order.
- 4.4 Risk of damage to or loss of the Goods shall pass to the Customer in accordance with the relevant provisions of Incoterms rules as in force at the date the Contract is made or, where Incoterms do not apply, risk in the Goods shall pass to the Customer on completion of delivery.
- 4.5 The Customer shall not be deemed to have accepted any Goods or Services until the Customer has had reasonable time to inspect them following delivery and/or performance by the Supplier.
- 4.6 The Customer shall be entitled to reject any Goods delivered or Services supplied which are not in accordance with the Contract. If any Goods or Services are so rejected, at the Customer's option, the Supplier shall forthwith re-supply substitute Goods or Services which conform with the Contract. Alternatively, the Customer may cancel the Contract and return any rejected Goods to the Supplier at the Supplier's risk and expense.

### 5 Indemnity

The Supplier shall indemnify the Customer in full against all liability, loss, damages, costs and expenses (including legal expenses) awarded against or incurred or paid by the Customer as a result of or in connection with any act or omission of the Supplier or its employees, agents or sub-contractors in performing its obligations under this Contract, and any claims made against the Customer by

third parties (including claims for death, personal injury or damage to property) arising out of, or in connection with, the supply of the Goods or Services.

### 6 Price and Payment

Payment in arrears will be made as set out in the Order and the Customer shall be entitled to off-set against the price set out in the Order all sums owed to the Customer by the Supplier.

### 7 Termination

- 7.1 The Customer may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Supplier at least one month's written notice.
- 7.2 The Customer may terminate the Contract with immediate effect by giving written notice to the Supplier and claim any losses (including all associated costs, liabilities and expenses including legal costs) back from the Supplier at any time if the Supplier:
- becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or
  - is in material breach of its obligations under the Contract or is in breach of its obligations and fails to remedy such breach within 14 days of written request from the Customer.
- 7.3 In the event of termination, all existing purchase orders must be completed.

### 8 Supplier's Warranties

- 8.1 The Supplier warrants to the Customer that:
- it has all necessary internal authorisations and all authorisations from all relevant third parties to enable it to supply the Goods and the Services without infringing any applicable law, regulation, code or practice or any third party's rights;
  - it will not and will procure that none of its employees will accept any commission, gift, inducement or other financial benefit from any supplier or potential supplier of the Customer; and
  - the Services will be performed by appropriately qualified and trained personnel, with the best care, skill and diligence and to such high standard of quality as it is reasonable for the Customer to expect in all the circumstances.

### 9 Force majeure

- 9.1 Neither party shall be liable for any failure or delay in performing its obligations under the Contract to the extent that such failure or delay is caused by an event that is beyond that party's reasonable control (a "**Force Majeure Event**") provided that the Supplier shall use best endeavours to cure such Force Majeure Event and resume performance under the Contract.
- 9.2 If any events or circumstances prevent the Supplier from carrying out its obligations under the Contract for a continuous period of more than 14 days, the Customer may terminate the Contract immediately by giving written notice to the Supplier.

### 10 General

- 10.1 The Supplier shall not use the Customer's name, branding or logo other than in accordance with the Customer's written instructions or authorisation.
- 10.2 The Supplier may not assign, transfer, charge, subcontract, novate or deal in any other manner with any or all of its rights or obligations under the Contract without the Customer's prior written consent.
- 10.3 Any notice under or in connection with the Contract shall be given in writing to the address specified in the Order or to such other address as shall be notified from time to time. For the purposes of this Condition, "writing" shall include e-mails and faxes.
- 10.4 If any court or competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed to be deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.
- 10.5 Any variation to the Contract, including the introduction of any additional terms and conditions, shall only be binding when agreed in writing and signed by both parties.
- 10.6 The Contract shall be governed by and construed in accordance with English law. The parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales to settle any dispute or claim arising out of or in connection with the Contract or its subject matter or formation.
- 10.7 A person who is not a party to the Contract shall not have any rights under or in connection with it.

## Annex 4- SC-PR-10 - Request for Quotation\_analysis (1)

### Form Guidance

The Request for Quotation is a form that is given to suppliers to ask them to provide price and other required information to bid to supply the goods and services required by Save the Children.

Clear information on the specification and other requirements should be provided to the suppliers to enable them to quote. It is not critical for suppliers to use this form, however it can be useful in many circumstances.

Header	Explanation
<b>PR no.</b>	Reference to original procurement request number. Multiple numbers can be listed here if the procurement has been consolidated
<b>Date RFQ sent out</b>	Date RFQs sent / given to prospective bidders
<b>Date quotation due back</b>	Advise the suppliers here of the date that you expect them to submit quotes by. This should include enough time for them to complete it.
<b>Procurement person responsible</b>	List here the person who is managing the procurement, so that if quotes are returned to Reception, they know who to give them to
<b>Supplier</b>	Fill out the supplier name that you are giving this copy of the RFQ to
<b>Supplier contact details</b>	The supplier can fill out their own contact details
<b>Return quotation to</b>	Complete the details of where the suppliers should send / hand in their quotations
<b>Date items required by</b>	Inform the supplier of the delivery deadline for the items being quoted for
<b>Delivery address</b>	Indicate here where the supplier will have to deliver the items (if appropriate) if they win the bid
<b>Delivery method</b>	If applicable, the supplier can be advised how the items should be freighted
<b>Payment terms</b>	Instruct the supplier of the payment terms that you will be using for this order. Please note SC policy does not allow advance payments unless in exceptional circumstances.
<b>Line item</b>	Line item of the goods
<b>Description of Goods / Services</b>	Description of item and any specifications required. Indicate all information on the technical specification of the goods. If the description of the goods requires a longer specification to be provided in order for suppliers to be able to quote properly, indicate 'attached' here and attach the spec to the RFQ
<b>Unit</b>	Standard unit of distribution, ie. Kit, piece, book, roll, box, packet of 100g, tablet, bottle, jar vial etc
<b>Quantity required</b>	Number of units required
<b>Currency</b>	Leave blank for the supplier to fill in the currency of quotation
<b>Unit Price</b>	Leave blank for supplier to put their price per unit in
<b>Total price</b>	Leave blank for supplier to put their total price
<b>Availability date</b>	Leave blank for supplier to confirm if they can meet the required availability date for the goods
<b>Sales tax &amp; delivery charge</b>	Supplier should also add these if appropriate
<b>Additional information required from supplier</b>	The Procurement Team should write here any additional questions that they would like the suppliers to answer to show that they provide value for money. The criteria of purchase that the programme have written on the PR can be used to draft these questions. For example: <ul style="list-style-type: none"> <li>- How long is the quote valid for?</li> <li>- What goods are in stock?</li> <li>- What quality standards are used?</li> </ul>
<b>Supplier confirmation of offer</b>	The supplier should sign and stamp the form to confirm that their offer is bonafide and that they accept the terms and conditions on the back

## Annex 4- SC-PR-10 - Request for Quotation\_analysis (1)

***The Terms and Conditions of Purchase should be sent to the supplier, on the back of the RFQ or as a separate document attached.***

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<b>PR no(s):</b>	PR/JAC/2012/004	<b>Date RFQ sent out:</b>	13/09/2012
	PR/JAC/2012/006	<b>Date quotation due back:</b>	20/09/2012
		<b>Procurement person responsible:</b>	G. Philora

<b>SUPPLIER NAME: Stationary Express</b>		<b>RETURN QUOTATION TO: SAVE THE CHILDREN</b>	
<b>Contact name</b>	Mr. Laplune	<b>Contact name</b>	G. Philora
<b>E-mail</b>		<b>E-mail</b>	<a href="mailto:gurmeet.philora@savethechildren.org">gurmeet.philora@savethechildren.org</a>
<b>Phone</b>		<b>Phone</b>	+509 0000000
<b>Fax</b>		<b>Fax</b>	+509 0000001
<b>Mobile</b>		<b>Mobile</b>	+509 0000002
<b>Address</b>		<b>Address</b>	Building no. 1, Jacmel

<b>Date items required by:</b>	30/09/2012
<b>Delivery address:</b>	Building no. 1 Jacmel
<b>Delivery method (if applicable):</b>	Sea & inland transport
<b>Payment terms:</b>	30 days

Line item no.	Description of Goods / Services (add attachment for technical specification if very detailed)	Unit / Form	Quantity required	For supplier to fill in:			
				Currency	Unit Price	Total Price	Availability date
1	Book, exercise, A4	pce	15				
2	Pen, ballpoint, blue	box of 20	10				
3	Flipchart paper	pad	12				
4	Paper A4	ream	20				
5	Notepad, A5	pce	20				
6	Paper clips	box	10				

Add more lines to the RFQ if required

<b>Subtotal</b>	
<b>Sales tax (if applicable)</b>	
<b>Delivery charge (if applicable)</b>	
<b>Other charges (if applicable)</b>	
<b>TOTAL</b>	

<b>Additional information required from supplier:</b>	
<b>[1] Quote validity period</b>	
<b>[2] Packed weights &amp; dimensions of goods</b>	
<b>[3] Alternatives for any goods not able to supply</b>	
<b>[4] Provide samples of paper quality</b>	

<b>Supplier confirmation of offer</b>	<b>Supplier stamp</b>
<b>Name</b>	
<b>Title</b>	
<b>Signature</b>	