

SAVE THE CHILDREN INVITATION TO TENDER (ITT) REFERENCE NO: GHT2019-001

Save the Children invites your submission of a tender to provide goods/services in accordance with the conditions detailed in the attached documents. Save the Children intends to issue a contract for the following goods/services: Cisco-Meraki, Ubiquity, Cradle Point and Fortinet networking equipment for a duration of three years with potential annual extensions up to a maximum of two further years (Maximum contract term of 5 years overall).

We include the following information for your review:

Part 1: Tender Information

Part 2: Conditions of Tendering

Part 3: Framework Agreement Template incorporating Save the Children's standard terms and conditions.

Bidder response document template Instructions

Instructions

Your tender response must be received in the following format:

Bids must only be sent by email to connectivity-rfp@savethechildren.org using the bidder response document.

The Bidder response document (Word template attached) must be returned by email attachment in PDF format. Attached files may be compressed in ZIP format, but other formats such as RAR may be rejected if they cannot be opened.

Do not copy emails to any other email address at Save the Children.

Corporate accounts to be attached for the past three years.

Your bid must be received by email **not later than 1600 GMT on Friday 1 March 2019** (“**the Closing Date**”). Failure to meet the Closing Date may result in the bid being void. Returned bids must remain open for consideration for a period of not less than 60 days from the Closing Date. Save the Children is under no obligation to award the contract or to award it to the lowest bidder. Should you require further information or clarification on the tender requirements, please send an email to ict-tenders@savethechildren.org. Questions asked and answers given will be shared with all bidders participating.

We look forward to receiving a tender from you and thank you for your interest in our account.

SAVE THE CHILDREN IT TEAM