

INVITATION TO TENDER

RWANDA

November 7, 2025

ITT/SCI/RW/Legal Services/2025/01

Provision of Legal Services

SUBMISSION DEADLINE :27th November 2025

QUESTIONS / CLARIFICATIONS : rwanda.supplychain@savethechildren.org

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

[PART 1: INVITATION TO TENDER](#)

- o Introduction to SCI
- o Project Overview and Requirements
 - o Award Criteria
- o 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	Provision of Legal services
Outcome of Tender	Framework Agreements for the Period of 3 Years

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 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 bidder's ability, skill, innovation capacity 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

5.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	November 7, 2025
Deadline for questions from Bidders	November 14, 2025
Deadline for Bid Submission	November 27, 2025
Bid Clarifications	December 3, 2025
Award Contact	December 15, 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](#) 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 **SCI Supply Chain Rwanda** at rwanda.bid@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/SCI/RW/Legal Services/2025/01 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 **November 27,2025**

Bids must remain valid and open for consideration for a period of no less than 90 days.

5.4 KEY CONTACTS

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

Name	Email Address
Supply Chain Team	rwanda.supplychain@savethechildren.org

Please be advised local working hours are **9:00AM to 17:30PM** Please allow up to **24 hours** 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

Providing all related legal services to Save the Children Rwanda.

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 & Innovation 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.

For your bid response please complete all the sections in this Part 3 below.

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	
		Yes / No	Comments / Attachments
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.		
2	The Bidder and its staff (and any sub-contractors used) agree to comply with: i) 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 	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		Legitimate Business Address	
5	RDB Registration certificate	Yes / No	Comments/Attachments
6	VAT Registration Certificate	Yes / No	Comments / Attachments
7	Valid RSSB Clearance Certificate	Yes / No	Comments / Attachments
8	Valid RRA Tax Clearance certificate	Yes / No	Comments / Attachments
9	Proof of EBM use	Yes / No	Comments / Attachments

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SECTION 2 – CAPABILITY, SUSTAINABILITY, & INNOVATION QUESTIONS

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

Item	Question	Bidder Response		
		Client Name	Contact Details (Name & Email)	Project Description
1	REFERENCES Bidder shares Three (3) examples of their experience in providing services similar to those included within the scope of this tender. Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last Three (3) years. (Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)	1)		
		2)		
		3)		
2	Certificates of Good Service completion (Minimum 3)	Bidder Response		
		Attachment(s)		
3	The legal advisory services shall be undertaken and conducted by a qualified Law Firm in the field of law with proven experience and expertise in the legal activities. The Law Firm must be legally registered in Rwanda.	Yes / No		
4	The Law Firm should have a known address/ premise of work with necessary logistics to undertake the assignment;	Yes / No		

5	The Law Firm should have partners with bachelor's degree in law and minimum experience of 3 years of experience in advisory services to public, private or civil society institutions. A master's degree in law with relevant experience in the above fields of Partners will be an added advantage	Yes / No	Comments / Attachments
6	The Law Firm should be able to demonstrate high level of accomplishment in drafting contracts/agreements, negotiation, organizational analysis and legal report writing	Yes / No	Comments / Attachments
7	Advocates of the Law Firm should have excellent knowledge of spoken and written English	Yes / No	Comments / Attachments
8	The Firm's partners must be members of the Rwanda Bar Association with valid practicing certificates.	Yes / No	Comments / Attachments
SUSTAINABILITY QUESTIONS			
9	A site visit will be organized for these criteria (If the bidder is pre-selected)	Bidder Response	Attachment(s)
		N/A	N/A


SECTION 3 – COMMERCIAL QUESTIONS

S/N	Specification	Unit Price (VAT inclusive)	TOTAL PRICE (VAT Inclusive)
1.	Hourly rate for legal advice, to include document reviews, in-person or phone consultations, drafting legal analyses, and drafting communications with individuals or entities.		
2.	Fixed rate for representation with an administrative entity		
3.	Fixed rate for representation in court, to include appeals		
4.	Monthly retainer rate (contract)		
OTHER COMMERCIAL CONSIDERATIONS			
Duration for which pricing can be fixed (3 years)			

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 1 – Essential Criteria	
2.	Section 2 – Capability, Sustainability Questions	
3.	Section 3 – Commercial Questions	

We, the Bidder, confirm we have uploaded all the required information and supporting evidence:		
Section	Required Document / Evidence	Please Tick
Essential Criteria Evidence	Proof of legitimate business address	
	Accepted Save the Children's 'Terms and Conditions of Bidding'	
	Agreed to comply with SCI and the IAPG's policies	
	Provided a RDB Registration certificate	
	Provided a VAT Registration Certificate	
	Provided a Valid RSSB Clearance Certificate	
	Provided a Valid RRA Tax Clearance certificate	
	Provided a Proof of EBM use	
Capability & sustainability Criteria Evidence	Provided minimum 3 references contacts	
	Provided minimum 3 Certificates of Good Service Completion	
	A site visit will be organized for this criterion (If the bidder is pre-selected)	
Commercial Criteria Evidence	Completed Section 3 – commercial questions	

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 Bidding	
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: