

11/24/2021
Tender Ref #:
Good Neighbors Global Partnership Center

Request For Quotation for 2022 GN Global Procurement Program

Warm greetings from Good Neighbors Global Partnership Center (hereinafter GN GPC).

GN GPC would like to invite supplying partners to procure quality items for children and people in need around the world. All supplying partners suitable for the tender are welcomed.

1. Introduction

Good Neighbors is an international humanitarian development NGO founded in 1991. We are committed to implementing community development and humanitarian programs in partnership with the United Nations, governments, NGOs and other partners with the aim of realizing children's rights and communities' self-reliance. We were granted General Consultative Status in 1996 from the United Nations Economic and Social Council (UN ECOSOC) and currently we work in 48 countries.

Good Neighbors' Mission

Good Neighbors exists to make the world a place without hunger, where people live together in harmony. We respect the human rights of our neighbors suffering from poverty, disaster, and oppression, and help them to achieve self-reliance and enable them to rebuild their hope.

Good Neighbors' Core Values

- We serve people in need beyond ethnicity, religion, belief, and nationality.
- We promote self-reliance in sustainable development for individuals, families, and communities.
- We implement the rights of the child as top priority.
- We prosper global citizenship in mutual respect.
- We organize local volunteers to contribute in developing their own communities.
- We cooperate with all people who understand our mission and program.
- We work with professionalism, and pursue financial and operational transparency.
- We strive to induce more people to join our work as Good Neighbors members.

2. Tender Overview

GN GPC is planning a procurement program to improve the quality of child sponsorship and ensure children's rights in our Partnership Countries around the globe. Below is the list of kit items we would like to procure by this tender; school kit, dignity kit, psychosocial support (PSS) kit, and survival kit. This tender includes item sourcing, packaging as kit, and related all procedures. All the kits will be consolidated in Vietnam and shipped to Good Neighbors Partnership countries (Asia, Africa, L&C)

1) Requirement and Specification of Items

Product	Description	Quantity
School Kit	[Components] Pencil*12, Pen, Pencil case, Eraser, Pencil sharpener, Ruler, 12 Color pencil for drawing, Mini Wax crayon for kids (12 colors), Note Book (Small), Note Book (Big). [Package] Gift box (made by carton box)	52,800 Kit
Dignity Kit	[Components] Re-usable sanitary pads*3, Hair Scrunchies (Hair Band), Handkerchief, Whistle, Pouch, Comb, Under wear for girl (Bottom), Warm sleeping socks, Inner pants. [Package] Gift box (made by carton box)	6,800 Kit
PSS Kit	[Components] Play clay, Coloring book, Board game, 12 color pencil for drawing, Pencil*12, Eraser. [Package] Gift box (made by carton box)	16,800 Kit
Survival Kit	[Components] Face Mask*5 Whistle, Rope, Small sewing box, Flashlight (self-charging), Emergency	8,840 Kit

	Blanket, Foldable water bottle, Poncho, Small wet wipe, Gloves, Portable first aid kit (Pressure bandage, Bandage, Medical tape, Gauze, Pincette), Portable Bag [Package] Portable Bag which can be used as a survival bag	
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**Please check specifications in 'Appendix 1. Item specification List'*

3. Qualifications and Requirements

- 1) All supplying partners responding to this tender are considered to agree to participate in the Good Neighbors movements (Mission and Core Values) with good faith.
- 2) All supplying partners responding to this tender should comply with environmental principles to promote greater environmental responsibility and to maximize resources efficiency and minimize risk. They shall carry out periodic checks on chemicals being used and maintenance of records and minimize use of hazardous substances during the sourcing process.
- 3) All supplying partners responding to this tender should comply with Good Neighbors Child and Adult Safeguarding policy. Additionally, the partners who selected in the tender should sign and submit the GN Safeguarding Policy acknowledgement form along with the agreement. The main contents are as follows.
 - All supplying partners who participate in this procurement program shall comply with the Convention on the Rights of the Child which requires that a child shall be protected from economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral or social development. (Article 32)
 - All supplying partners who participate in this procurement program shall take all appropriate measures to prevent sexual harassment and sexual exploitation and abuse of anyone by its employees, related personnel and controlled by the supplier to perform any services under the agreement. Sexual activity with any person under the age of 18 is prohibited regardless of any laws relating to consent. Exchange of money, employment, goods, or services for sex is prohibited. Any of these practices shall be grounds for termination of agreement.

4. Role & Responsibilities

Supplying partner's role & responsibilities are as below

- 1) Sourcing items for the four kits
- 2) Inspection of items
- 3) Packaging kits according to GN GPC described on the 'Appendix 1. Item Specification List'
- 4) Transporting items to the place designated by GN GPC (Saigon port in Ho Chi Minh, Vietnam) at the requested time.
- 5) Preparing the documents as the request of GN GPC (If needed)

** Multiple suppliers can be selected depending on tender evaluation result.*

5. Payment terms

In this procurement program, basic payment terms are as below.

- 1) First payment: 50% of total payments, it will be proceeded within 15 business days from contract date.
- 2) Second payment: 50% of total payments, it will be proceeded within 15 business days from when the cargo is being picked up by GN GPC's designated logistic forwarders.

6. Schedule

This procurement programs' tender will be proceeded as below

- 1) Quotation submission: December 13th, 2021
- 2) Quotation review result announcement: December 14th, 2021
- 3) Bidding presentation: December 21st, 2021 or December 22nd, 2021
- 4) Sample due date: December 29th, 2021 (Need to arrive in buyer's office located in Seoul, Korea)
- 5) Bidding presentation result announcement: January 7th, 2022
- 6) Contract: January, 2022

* The date mentioned above may be subject to change.

7. Preferential treatment

- If supplying partners proposes additional offer or service in conjunction with this procurement program, preferential treatment can be given to the partner while selection process.
- It is preferred if supplying partners can source the items in Vietnam,

8. Main Contact

- 1) Contract Manager: Jeffrey Keuntae Kim
- 2) Address for submission of offers: gngpc@goodneighbors.org

* Except inquiries through the official email above, personal contact with GN staff is strictly prohibited during the tender period.

9. Documents to be submitted

- 1) A copy of Company Introduction Document (*Free form*)
- 2) A copy of Business Registration (*Official document authorized by the registered country*)
- 3) A copy of Financial Statements in 2020 (*Submitted documents to registered country*)
- 4) Quotation_2022 Global Procurement Program (*As is enclosed form*)

10. Appendix

- 1) Attachment 1. Item Specification list.
- 2) Attachment 2. Quotation_2022 Good Neighbors Global Procurement Program.

By participating in this tender, all supplying partners are considered agree on all of the above clauses and schedules.



Minho Choi
Secretary General,
Good Neighbors Global Partnership Center

Good Neighbors Global Partnership Center

