***Invitation to Tender (ITT)***

Tender for Supply to purchase male sheep (Awassi) for Qurbani

**Reference:** HA/001/2020

**BACKGROUND**

Human Appeal is a UK-based, international development and relief charity having its offices in Manchester. It was established in 1991 with a mission to alleviate sufferings of poor people around the world. Since 2013, HA has set up an office in Turkey to provide emergency aid and services to people affected by the conflict in Syria.

**OUR VISION**

To become the global agent of change for a just, caring, and sustainable world.

**OUR MISSION**

We are a global humanitarian and development organization. We save lives, alleviate poverty, transform and empower local communities whilst championing humanity, impartiality, neutrality, and independence.

**INTRODUCTION**

Human Appeal Turkey(HAT) is based in Gaziantep, from where we are providing support and aid to the Syrian people displaced inside Syria as well as refugees in Turkey.

Currently, Human Appeal project will be implemented in Syria. The project aims to sacrifice 150 sheep,

compatible with the Islamic rituals, each sheep will be distributed to 7 families with a total number of 1,050 families and with total number of 5,250 beneficiaries, this distribution will be in Aleppo and Idleb governorates in Syria After coordination with FSL cluster, under the direct supervision of HA by its office in Sarmada in Idleb governorate in between 10/7/2020 and 20/8/2020.

**HAT intends to procure sheeps along with slaughters, at selected area at North of Syria. All items are required to be delivered at the locations specified on contract later.**

**2-Delivery details**

|  |  |  |
| --- | --- | --- |
| **Case** | **Delivery Destination** | **Comment** |
| **Supplier must be registered in Syria and possess all legal permissions to do the business in its totality as outlined in this ITT.** | Delivered Duty Paid to defined destinations inside Syria  |  |

**3-Bill of Quantities (BOQ)**

**Notes: Please attach any related catalogues, specifications or certificates and insert the type in the following table.**

Bidders are requested to submit documentation about relevant permits to manufacture, to buy, to sell and to store materials mentioned in the BOQ below. **Please use our table when filling the prices. If you do not have the item just keep it empty. Your offer should be for the quantity that we request, not less and not more.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item Name and Specifications** | Total  |  **Unit** |  **Price**  |
| **Unit Price (USD)** | **Total Amount (USD)** |
| 1 | A complete Qurbani male sheep (Awassi) according to the Islamic rituals, 160 sheep at least,weights: average 45KG, age: no less than 1-year-old,to be slaughtered on the first day of Eid al-Adha, the 10th of Thel Hejah 1441, approximately on 31/07/2020, cut into 7 pieces (2 arms – 2 legs – 2 chests – neck – head + innards + the sheepskin), each piece is bagged in 2 plastic bags (the first is a seeing through bag, while the outer one is a non-seeing through white bag), the outer bag has an A5 size printed sticker, with 2 different logos (1600 ), kept in -30 degrees’ temperature refrigerators, and to be distributed in the following day to the beneficiaries locations, no more than 5,00 PM | 45 | K.G | USD | USD |
|  | **Total** |  |  |  | USD |

**Note: Human Appeal will select Supplier according to the competitive analysis and prices and qualifications as well as delivery time.**

**Delivery Time: the first day of Eid al-Adha, the 10th of Thel Hejah 1441, approximately on 31/07/2020**

**Note: All prices should be quoted in USD only.**

All tenders are required to be submitted by **Wednesday 15th July 2020, 23: 59 pm Turkey time** pursuant to the attached guidelines. Bidders are required to deliver their bids to Below e-mail address

 within the specified time, please email directly to:**tendering@humanappeal.org.uk**

**All bidders are requested to fill in Appendix 1 below when submitting their proposal. It should be printed on official letterheads and attached with the bid document.**

**Appendix 1**

**INVITATION TO TENDER LETTER**

Tender for Supply to purchase male sheep (Awassi) for Qurbani

**To:**

**Name/ Title:**

**Address:**

**Telephone:**

**e-mail:**

**Dear Sirs**

1. You are invited to make an offer to tender for Supply Please read the instructions on the tendering procedures carefully. to purchase male sheep (Awassi) for Qurbani You should complete requested informations correctly.
2. All of the offers should carry the same conditions and specializations that is listed in this invitation. The offers that are not qualifed for the tender will not consider as acceptable.
3. Please note that any offers that are received after deadline or contains false information about bidder itself or supplies will not be considered as acceptable.
4. Other details (payment procedure, regulations for terminations etc., delivery options) will regulate with The Contract if the HAT agrees on bidder’s offer.
5. HAT does not have any obligation to accept your offer or any other offer even if the offer contains the lowest prices or best conditions. HAT also does not guarantee to give feedback about your offer.
6. You are confirming that the contents of your offer have not been agreed or arranged with any prospective competitor or trade association and will not be communicated to any third party.
7. This offer preserves its validity after deadline for …20. Days/ until 5th of August/ The Bidder abides that the offer will be binding for himself and may be accepted at any time
8. After the deadline and receiving of bids our field team will visit the farm to inspect quality of sheep and evaluate the capacity of supplier.

**Summary of Bid Prices**

|  |  |  |
| --- | --- | --- |
| ***No.***  | ***Description*** | ***Total Price (*USD*)*** |
| **1** | **Grand Total Bid Price** |  |
| **2** | **Discount Ratio (if any) … % and the amount**  |  |
| **3** | **Grand Total after Discount**  |  |

We state that we have carefully checked and examined all bid documents and we are offering the costs above on a fixed basis and they are not subject to any changes or alterations including those due to currency fluctuations. Also the offers are fully inclusive of all charges, supervision, preliminary costs, payroll costs and out of pocket expenses (excluding overnight stays etc.), of all kinds including printing costs, telephone calls and travel/subsistence expenses necessary for the completion of the Services.

Total Price (USD):

**In words [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**

**10.** Bidders are required to stamp this document with their legal company stamp and NO bid will be accepted without a genuine company stamp.

**11-** The information in this ITT letter is confidential and the parties agree upon that unless occurrence of any requirement by law, the information in this letter will be preserved and won’t be accessible for third parties.

**12. The supplier should attached a copy of PTT account with ITT otherwise, we will exclude any bidder** **with PTT account.**

Signed by ….

On Behalf of….

Bidder’s Signature Stamp Date

**Appendix 2**

**GENERAL CONDITIONS**

1. Please note that this ITT document should signed by the bidder’s itself or representative. All the ITT pages and attached documents should carry official stamp of the bidder.
2. Bidders should be aware that The ITT forms that has received after deadline will not be considered as acceptable. Also by receiving this ITT letter, HAT does not guarantee signing a contract with bidder.
3. Bidder who signed and sealed/stamped this ITT form accepts and declares all the conditions and aware of the consequences that are carried along.
4. All of the taxes and financial obligations due to this offer are under responsibility of bidder.
5. If a dispute occurs, The Turkish Laws will be applied and Istanbul Courts and Execution Office’s will be authorized for settlement. Also parties can choose alternative dispute resolutions for settlement. In case of any ambiguity, true intentions of parties will be taken into consideration.

**Appendix 3**

**LİST OF ATTACHMENTS**

**Please ensure you have reviewed and attached the below in the envelop with this letter.**

1. Updated Company Profile with all registration certificates
2. Provide copy of previous awarded Contracts / Purchase Orders completed in last 02 years for similar trade
3. Total value of contracts completed in last 2 years for similar trade
4. Evidence having own manufacturing faculties or sole distributor of mentioned items
5. Expertise and experience in the NGO sector or Human Appeal
6. Legal document that shows Company’s capital (Sermayah).