



Invitation to Tender (ITT)

Tender for vehicle rental offers for Healthcare Response within
North-West Syria

مناقصة لاستئجار عروض لاستئجار سيارات ضمن الاستجابة الطبية في شمال غرب
سورية

Reference: HA/008/2021



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 the 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.

Section A: Invitation to Tender

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Tender Summary:

Human Appeal Turkey HAT announces this tender for the purpose of renting 4 car for RRTs transportation, 1 car to transport the referred cases, and 1 service car, the car will be used by the admin field staff. This tender is intended for transportation service providers in Idlib and its countryside (and in some cases, transportation services may be requested in the northern countryside of Aleppo).

1. Technical Specification/s:

- Bidders are requested to submit their bids according to the bills of quantities (BoQs) attached as well as the terms indicated within this invitation to tender.
- The offer will not be considered unless all the conditions described below are met.
- This is an invitation to rent five vans and one 4W (Santafe or Sportage ... etc) to provide transportation services in North-West Syria (bids may be submitted for one or more cars).
- The duration of the contract is 11 months, with ability of extension according to the availability of fund (the extension can be made for only one or more cars).

2. Site/s of Delivery:

The selected bidder shall commit to deliver the requested service at the following location/s:

- Human Appeal office in Sarmada Town/ Dana Sub-District/ Harim District/ Idleb governorate

3. Schedule/s of Delivery:

- The selected bidder/s will be asked to start provision the services after signing the contract and according to the transportation plan will be provided by HA.

4. Bid Folder Components:

The interested bidders are requested to provide the below information through e-mail to:

HA0082021.tender@humanappeal.org.uk

- **The annexes filled, signed and stamped from the bidder side as PDF files.**
- Copy of the identity card, Passport, or any official document that confirms the identity of the bidder.
- **In case the bidder is different from the owner of the company, establishment, or entity on behalf of which the bid is provided, the bidder must provide a delegation/ authorization signed and stamped by the owner of the company, establishment or entity AND a copy of the identity card, Passport or any official document that confirms the identity of the owner of the company,**

establishment or entity on behalf of which the bid is provided.

- **Bank account details for the bidders that will issue their invoices from within Turkey or PTT account details for that will issue their invoices from within Syria.**
- Bid Proposal Form filled with the all needed information (As indicated later in this invitation to tender), signed and stamped by the bidder including:
 - The bidder surname, middle and surname.
 - Bidder Address (Country/ Governorate/ District/ Sub-District/ Community).
 - The bidder contact information (Phone Number and Email).
 - Unit price (In USD).
 - Quotation validity date.
 - Time (In working days) following the signature of the contract that is required to start providing the service.
- Whenever feasible, the bidders are requested to provide copies/ list of the awarded Contracts/ with NGOs that have been conducted in last 2 years for the provision of similar item/s.

5. Quoted Pricing:

- The interested bidders shall provide the prices within their individual quotations in US Dollar USD.

6. Tender Closing Date:

- All interested bidders shall provide their quotations before **Sunday the 25th of July 2021/ 05:00 PM** Turkey Time.
- Any quotation received after the aforementioned deadline will not be considered for review by HAT.

7. Mean/s of Delivering the Bids:

- Please send the bid folder to email directly to: HA0082021.tender@humanappeal.org.uk

8. Selection Criteria:

- To be eligible for involvement in the competitive bid analysis (CBA), the interested bidders shall fulfil all of the requested bid components detailed above.
- The received bids will undergo competitive bid analysis by HAT, where the following factors will be evaluated to select the most appropriate bidder:

1. Financial offer.

2. Quotation validity date.

3. The technical condition according to the technical conditions.

1. Unit costs of the individual unit.
2. The quantities that the bidder can provide (It may be one to six Vehicle).
3. Time (In working days) following the signature of the contract that is required to start provision the service.
4. Also, the copies/ list of the awarded Contracts/ with NGOs that have been conducted in last 2 years for the provision of similar item/s might be considered as an added value for the bidders.

9. General Considerations:

- HAT reserves the right to not ask for the whole quantities requested within the BoQs attached to this ITT.
- HAT reserves the right to contract with more than one supplier if the supplier per se was not able to provide the whole items listed within the required BoQ, or in case of getting more suitable prices for some items from other bidders.
- Human Appeal is not obligated to pay the driver's wages, fuel or maintenance allowance, but rather it is

the responsibility of the supplier.

- Human Appeal is not obligated to pay compensation for accidents that the car may be exposed to during or outside work or traffic fines.
- In the event that there is a difference between the total price and the individual price, the individual price is calculated as the basis for calculating the final price of the offer.
- The price in the bid must be fixed and unchanged throughout the contract period.
- Human Appeal has the right to deduct compensation if the supplier breaches one or more of the contract terms without a justified reason acceptable to the Human Appeal administration.
- The supplier must provide an alternative transport vehicle directly in the event of a malfunction or unavailability of any rented vehicle, and in the case of delay or failure to insure an alternative vehicle, Human Appeal has the right to deduct compensation.
- The payment will be made according to the policy in force in Human Appeal.
- The supplier is not entitled to request a price increase after signing the contract, and he is not entitled to replace any car with another car (except on a temporary basis such as maintenance or repair of an alternative insurance condition).
- The expected monthly mileage is 2500 km as a maximum for each vehicle
- The daily log sheet will be filled by the driver and certified by the Human Appeal employee accompanying him on a daily basis.
- By signing this tender form, the individual bidders accept and declare all of its terms and conditions.
- As a preliminary condition to be eligible for involvement in the competitive bid analysis (CBA), the interested bidders shall fulfil all of the requested bid components detailed above. However, HAT reserves the right to not consider any of the quoted bids without providing any justification to the individual bidders.
- Other details including the payment procedures, and the regulations for terminations will be outlined within the contract with the selected bidder.
- By signing this tender form, the bidders consent that their individual bids have not been agreed or arranged with any prospective competitor or trade association and will not be communicated to any third party. And that failure to comply with this might render the relevant bids ineligible or the relevant contracts terminated from HAT side.
- Bidders are required to stamp every page of this document as well as that of the required annexes with their legal/adopted company stamp and NO bid will be accepted without a genuine company stamp.
- Online bidding
- Any quotation received after the aforementioned deadline will not be considered for review by HAT.
- All taxes and financial obligations external to this tender, the provided RFQ or the consequent contract are the responsibility of the selected bidder to solely deal with.
- If a dispute occurs, The Turkish Law will be applied for settlement. Also parties can agree on alternative dispute resolutions for settlement. In case of any ambiguity, true intentions of parties will be taken into consideration.

Section B: Bid Folder

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a. Bid Proposal Form

The interested bidders are requested to provide information within the below table:

Description	Bidder Inputs
Name, Middle and Surname of the Bidder	
Bidder Address (Country/ Governorate/ District/ Sub-District/ Community)	
Phone Number of the Bidder	
Email Address of the Bidder	
Quotation Validity Date	
Time (In working days) following the signature of the contract that is required to start provision the service.	
Total Cost (In US Dollar): Please provide the total cost <u>in numbers</u> within the box to the right:	_____ USD
Total Cost (In US Dollar): Please provide the total cost <u>in words</u> within the box to the right:	_____ USD

b. Bid Folder Attachment (Documents to be provided by the bidder):

- **The annex filled, signed and stamped from the bidder side as PDF files.**
- **The annex filled from the bidder side as Excel sheets.**

The annex is one page and labelled as follows:

1. Vehicle List.

- Copy of the identity card, Passport or any official document that confirms the identity of the bidder.
- In case the bidder is different from the owner of the company, establishment or entity on behalf of which the bid is provided, the bidder must provide a delegation/ authorization signed and stamped by the owner of the company, establishment or entity AND a copy of the identity card, Passport or any official document that confirms the identity of the owner of the company, establishment or entity on behalf of which the bid is provided.
- Bank account details for the bidders that will issue their invoices from within Turkey or PTT account details for that will issue their invoices from within Syria. (**A Must**)
- The bidders are requested to provide the brand of items, specifications and certificates (if any) relevant to demonstrating the bidder capacity to provide the requested goods/ services.
- Whenever feasible, the bidders are requested to provide copies/ list of the awarded Contracts/ with NGOs that have been conducted in last 2 years for the provision of similar item/s.

c. Bidder's Declaration

I hereby state that I read and understood the terms indicated within the above invitation to tender form, and that I have carefully checked and examined all the provided bid related documents. I also confirm that the provided pricing is a fixed and not subject to any changes or alterations including those due to currency fluctuations. 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.

Company Name :

Bidder's Full Name :

Official Stamp :

Title :

Signature :

