

**REQUEST FOR INFORMATION (RFI)**

**VETERINARY MEDICATION**

**CARE International in Turkey**  
Emek mahallesi Ibrahimli Yolu caddesi,  
No: 13/B, Sehitkamil/Gaziantep

**EOI Ref No: TURxb-2020-1004**

**RFI ISSUE DATE: 15<sup>th</sup> 07 2021**

**RFI RESPONSE DATE: 30<sup>th</sup> 07.2021**

**CONFIDENTIAL DOCUMENT**

*PREPARED BY*  
*CARE TURKEY®*



**TABLE OF CONTENTS**

1.	SUMMARY AND BACKGROUND.....	2
2.	REQUEST FOR INFORMATION GUIDELINES .....	2
3.	PROJECT PURPOSE AND DESCRIPTION.....	3
4.	PROJECT SCOPE .....	4
5.	REQUEST FOR INFORMATION AND PROJECT TIMELINE.....	5
6.	CARE TURKEY’S GENERAL CONDITIONS (RIGHTS) .....	6
7.	CONFIDENTIALITY/ NON-DISCLOSURE .....	6
8.	PUBLICITY .....	6
9.	LIABILITY .....	7
10.	ERRORS AND OMISSIONS .....	7
11.	OWNERSHIP OF WORK.....	7



*PROPERTY OF CARE TURKEY®*

**CONFIDENTIAL**

## **REQUEST FOR INFORMATION – SHELTER KITS**

### **1. SUMMARY AND BACKGROUND**

CARE International in Turkey is a non-profit, non-governmental organization that has been operating in Gaziantep, Turkey since 2013, providing much needed aid and support to the Syrian refugee population, through funds provided by various government and other donors. CARE International in Turkey has been providing emergency relief assistance (Medical, Food or Non-Food Commodities) to the Syrian refugee population over the past 3/4 years procuring from Turkey.

### **2. REQUEST FOR INFORMATION GUIDELINES**

This Request for Information represents the requirements for an open and competitive process.

#### **Submission of RFIs**

Responses will only be accepted in the requested format. Documents should be submitted as electronically

#### ***Electronic Submission:***

*An email containing a copy of the documents:*

- *Email must be sent to [Tur.xbprocurement@care.org](mailto:Tur.xbprocurement@care.org)*
- *The subject of the email should be "Request for Information **VETERINARY MEDICATION** Supplier Response – 'Company Name', 'Date'"*
- *All documents should be clearly labelled so it is clear to understand what each file relates to.*
- *RFI documents required, shall be included as an attachment to the email in PDF, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the RFI being disqualified.*
- *Email size should not exceed 15mb – if this limit is breached supplier should split the submission into two or more emails.*

**PLEASE NOTE: NO RESPONSE WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DATE**

All documents must be signed by an official agent or representative of the company submitting the proposal.



**PROPERTY OF CARE TURKEY®**

**CONFIDENTIAL**

## **REQUEST FOR INFORMATION – SHELTER KITS**

Any verbal information obtained from, or statements made by representatives of CARE Turkey shall not be construed as in any way amending this RFI. Only such corrections or addenda as are issued in writing by CARE Turkey to all RFI participants shall be official. CARE will not be responsible for verbal instructions.

### **IMPORTANT INFORMATION REGARDING THIS RFI:**

- *This RFI is being sought strictly for the purpose of gaining knowledge of ONLY availability of various VETERINARY MEDICATION suppliers in Turkish Market and should not be construed as intent, commitment, or promise to acquire services, supplies, or solutions offered. No contract will result from any response to this RFI.*
- *Information submitted in response to this RFI will become the property of CARE INTERNATIONAL TURKEY and will not pay for any information herein requested nor is it liable for any costs.*

### **3. PROJECT PURPOSE AND DESCRIPTION**

#### **Statement of Purpose**

CARE is issuing this RFI (Request for Information) to gain the knowledge of availability of **VETERINARY MEDICATION** Suppliers in Turkey

This RFI is an invitation to gain the knowledge of ONLY availability of **VETERINARY MEDICATION** suppliers, not an offer of contract.

#### **Description**

- **VETERINARY MEDICATION** as a term includes # Ivermectin 100 ml, # Levamisol 1 L , AD3E Vitamin 100 ml and B complex vitamin 100 ml



VETERINARY MEDICATION						
Medicament Name	Category	composition	Quantity	Unit of measure	capacity	EXP date
Ivermectin	Anti-parasitic	Ivermectin 0.1%	6100	bottle	100 ml	At least 18 months
Levamisole	Anti-parasitic	Each ml contains 30 mg of levamisole	6100	bottle	1 L	
Vitamin AD3 E	vitamins	Each ml contains: 80,000 IU vit A 20,000 IU vit D3 20 mg vit E	7750	bottle	100 ml	
Vitamin B complex	vitamins	Each ml contains: 10 mg vit B1 2 mg vit B2 3 mg vit B6 50 mg vit B12	7750	bottle	100 ml	

#### 4. PROJECT SCOPE

The following criteria must be met to achieve a successful evaluation:

1. Original copy of “Imza sirküleri” (Signature Circulars)
  2. Original copy of “Faaliyet belgesi” (Operating Certificate)
  3. Original copy of chamber of commerce membership.
  4. Original copy of the announcement in the official newspaper.
  5. Original copy of the Tax registration form.
  6. Vendor`s bank information signed and stamped by the bank and by the legal representative of the vendor / company and it should be dated no more than 6 months from now.
    - A signed letter from Supplier on the supplier's official letter head dated within last 6 months
- And,



**CONFIDENTIAL**

**REQUEST FOR INFORMATION – SHELTER KITS**

- A signed letter from the supplier's bank or financial institution to which payment is to be made, dated within the last 6 months.

7. Annex-A completed and signed

**NOTE: Please note ; additional technical documents might be requested from the bidders.**

<b>Country</b>		Turkey
<b>Implementation Area</b>		Jarablus - North West Syria
<b>Description of goods</b>		The Country Office of Turkey has a requirement for the knowledge of availability of <b>VETERINARY MEDICATION</b> for our partner organisation's implementation
<b>Delivery Location and Terms</b>		Jarablus - North West Syria

## 5. REQUEST FOR INFORMATION AND PROJECT TIMELINE

### Request for Information Timeline:

All response to this RFI are due no later than **30<sup>th</sup>, 07, 2021 5.30 PM GMT+03:00 (istanbul)**

The responses have to be sent to the email address [Tur.xbprocurement@care.org](mailto:Tur.xbprocurement@care.org), no later than **30,07, 2021**.

If additional information or discussions are needed, responder(s) will be notified.

Any technical questions arising during the preparation of your response to this RFI should be submitted in writing via email to [Tur.xbprocurement@care.org](mailto:Tur.xbprocurement@care.org), no later than **29.07. 2021**.

RFI Issued	15.07. 2021
Deadline for submission of clarification questions to CARE	29.07.2021 at 17:30 GMT+03:00 (Istanbul)
<b>Proposal Responses due to CARE</b>	<b>30.07.2021 at 17:30 GMT+03:00 (istanbul)</b>



**CONFIDENTIAL**

**REQUEST FOR INFORMATION – SHELTER KITS**

**6. CARE TURKEY’S GENERAL CONDITIONS (RIGHTS)**

The enclosed document is not an offer to contract, but a solicitation of a vendor’s proposed intent. Acceptance of a proposal in no way commits CARE Turkey to award a contract for any or all products and services to any vendor.

CARE Turkey reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To exclude any parties that solicit information from anyone other than the procurement officer listed above after receipt of this RFP document.
- To determine whether the information provided does or does not substantially comply with the requirements of the RFP
- To contact any responder after proposal submittal for clarification of any information provided.
- To accept or reject a proposal in whole or part without justification to the responder
- To enter into a contract or agreement for purchase with parties not responding to this RFI
- To request, at its sole discretion, selected responder to provide a more detailed presentation of the proposal
- To not share the responses of the proposal with other responder and to award contracts based on whatever is in the best interest of CARE.

**7. CONFIDENTIALITY/ NON-DISCLOSURE**

All information gained by any vendor concerning CARE Turkey work practices is not to be disclosed to anyone outside those responsible for the preparation of this proposal. Any discussion by the vendor of CARE’s business practices could be reason for disqualification. CARE Turkey, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFI will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFI is confidential and is not to be disclosed or used for any other purpose by the vendor.

**8. PUBLICITY**

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE Turkey.



*PROPERTY OF CARE TURKEY®*

**CONFIDENTIAL**

**REQUEST FOR INFORMATION – SHELTER KITS**

**9. LIABILITY**

The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions, and will be liable for any damage caused by its employees, agents or subcontractors.

**10. ERRORS AND OMISSIONS**

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's proposal and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the proposal made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

**11. OWNERSHIP OF WORK**

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.