



## *Invitation to Tender (ITT)*

Tender for Money Transfer service to North-West Syria

مناقصة لخدمة نقل الاموال في شمال غرب سوريا

**Reference:** HA/01/2022

## 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

Tender for Money Transfer service for North-West Syria

مناقصة لخدمة نقل الاموال في شمال غرب سوريا

### Tender Summary:

Human Appeal Turkey (HAT) announces this tender for the purpose of ensuring equal competitive bids for providing Tender for Money Transfer service within North-West Syria:

#### 1. Technical Specification/s:

- The interested bidders are asked to provide their bids according to financial bid folder attached as well as the terms indicated within this invitation to tender.

#### 2. Site/s of Delivery:

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

- Northwest Syria Mostly- Saramada-Idlib-Azaz

#### 3. Schedule/s of Delivery:

- The selected bidder/s will be asked to deliver whole amount requested in one-shot or more.

#### 4. Inquiries for bids:

The bidders can send their questions related to this tender to the following:

[Procurement.hat@humanappeal.org.uk](mailto:Procurement.hat@humanappeal.org.uk)

**Important Note: Any competitive bid sent to the designated mail for receiving inquiries will not be subject to inclusion in the competitive bid analysis process, even if it is sent at the same time to the email designated for receiving competitive offers.**

## 5. Technical Bid Folder Components:

- **There shall be two types of bids folders as financial bid folder and Technical Bid Folder**
- **Technical Bid folder shall include company information and its owner's commercial documents**
- **Technical information of offered items shall be present without prices.**
- 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.**
- **Technical Bid folder** 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).
- 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.
- How many Branches do you have inside Syria or Turkey?  
.....
- Do you have registered company in Turkey, if yes please provide your official documents  
.....  
...YES / ...NO
- What sort of proof you are able to provide us? Digital copy or hard copy of each receipt.  
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- What sort of proof you are able to provide us? Can you provide service to follow payments instantly from your online system?  
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## 6. Quoted Pricing (Financial Bid Folder)

The annexe filled, signed and stamped from the bidder side as PDF The annexe filled from the bidder side as Excel sheets.

- **Financial Bid** Form filled with the all needed information (As attached to tender file), signed and stamped by the bidder including:
- The interested bidders shall provide the prices within their individual quotations in US Dollar USD.
- When providing the pricing, the interested bidders shall take into consideration that this shall also cover the costs of delivering the requested items at the indicated locations.
  - Unit price (In USD). In Financial bid folder- by stamp and signature
  - ITT shall be signed and stamp by company owner
  - Quotation validity date

## 7. Tender Closing Date:

- All interested bidders shall provide their quotations before **Thursday the 24th of January 2022/ 15:00 PM Turkey Time.**
- Any quotation received after the aforementioned deadline will not be considered for review by HAT.

## 8. Mean/s of Delivering the Bids:

- Please send the bid folder to email directly to: [HA0012022.tender@humanappeal.org.uk](mailto:HA0012022.tender@humanappeal.org.uk)

## 9. 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. There shall be two different Bids Folder.
  2. **Financial Bid folder** and **Technical Bid Folder, Bidder must prepare and send two different files as Financial and Technical bid folder** ..... **5 Points**
  3. Unit percentage of the each requested services (Financial Bid Folder). **75 points**
  4. There shall be present a registration document which shows company (or sole proprietorship) officially registered in Turkey. .... **5 Points**
  5. Supplier shall be deliver all requested amount to in the Syria the locations we requested. .... **IF Yes  5 Points/ No  0 Point**
  6. Capability of delivered transferred amount in working days
    - in 1 - 5 days ..... **5 Points**
    - in 6 - 10 days ..... **3 Points**
    - in 11-15 days ..... **0 Points**
  7. 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. (As references) ..... **5 Points**

## 10. 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 ask for quantities exceeding the requested ones 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.
- 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 annex 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.

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

- **The Financial bid folder filled, signed and stamped from the bidder side as PDF file.**
- 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** :

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**Bidder's Full Name** :

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**Official Stamp** :

**Title** :

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**Signature** :