



For a world without hunger

INVITATION TO TENDER

Humanitarian Aid for Syria – End of Project Evaluation
Our Ref. TUR1011-TND-001_MRD

Welthungerhilfe was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. Non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in Africa, Asia and Latin America. In addition, Welthungerhilfe receives grants from the Federal German Government, the European Union, USAID/OFDA, the United Nations and many others worldwide recognized donors.

Today we are in the market for the acquisition of **End of Project evaluation service** for our humanitarian aid activities in Turkey.

1. General remarks and special conditions

The required service must be in accordance with the specifications mentioned in the attached terms of reference (Annex-I).

2. Specification

The scope of the service must be as per attached terms of reference (Annex-I).

The Project locations are as below:

Türkiye (Mardin-City, Kiziltepe, Midyat, Nusaybin, Diyarbakir-City, Istanbul-City)

3. Delivery of service conditions

The generated reports must be submitted to WHH in PDF and Microsoft Word format.

4. Delivery schedule

Delivery schedule as mentioned in the Terms of Reference (Annex-I).

Mardin, 28.07.2022

Deutsche Welthungerhilfe e.V.
Binevler Mh. 23. Sk. No.8
Gaziantep
Turkey
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Procurement Department
procurement.turkey@welthungerhilfe.de

Patron:
Federal President Frank-Walter Steinmeier

Supervisory Board (honorary):
Marlehn Thieme, President
Prof. Dr. Joachim von Braun, Vice-President
Norbert Geisler, Chairman of the Finance Committee
Amadou Diallo
Rita Lanius-Heck
Prof. Dr. Conrad Justus Schetter
Dr. Tobias Schulz-Isenbeck

Chief Executive Officer:
Mathias Mogge

Donations account:
Sparkasse KölnBonn
IBAN: DE15 3705 0198 0000 0011 15
BIC: COLSDE33

Alliance 2015

towards the eradication of poverty
Member of Alliance 2015,
International NGO Network



5. Prices

All offered prices must be indicated in the EURO (€, Euro) currency only. Quotations stated in other currencies will not be considered during the awarding process. Prices must include, transportation, accommodation, Value added Tax VAT, Stamp tax, and all applicable taxes (local price).

6. Ordering Party

Welthungerhilfe Turkey
Binevler Mh. 23. Sk. No.8
Sehitkamil / Gaziantep
Turkey

7. Consignee

Welthungerhilfe Turkey
13 Mart Mah. Vali Ozan Cad.
Aykon Plaza Is Merkezi No :
2/39 Artuklu/Mardin
Turkey

8. Documents

Following documents must be submitted before tender closing:

- Written quotation in EURO currency included of prices as indicated in paragraph 5. (Prices) of this document on company's letter head paper, Prices must include, transportation, accommodation, Value added Tax VAT, Stamp tax, and all applicable taxes (duly stamped and signed in a PDF format).
- Registration form (commercial registry gazette, chamber of commerce registration, list of authorized signatures, company's owner's identity information) or company profile (applicable for new companies who did not previously sign contracts with Welthungerhilfe)
- VAT plate (updated)
- References/Work History, that includes types of projects that have been implemented previously
- Supplier Declaration Form (refer to Annex-II)
- FIN-WHH-02 – Service Provider/Supplier Privacy Notice & Explicit Consent (please sign the form, please refer to attached documents) (refer to Annex-VI)
- Qualified contractors are required to submit a detailed **proposal** as specified in the Terms of Reference.

The proposal should include

A. Technical proposals:

- It should also include a brief description of the overall design and methodology of the evaluation and a workplan/adaptations to the workplan at hand (maximum four pages).



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- The technical part of the offer should include a reference to the perceived feasibility of the ToR. (If required, including suggestions for specific evaluation questions.)
- Evaluation Report sample.
- CV with references.

B. Financial Proposals:

1. Detailed budget,

The financial part includes a proposed budget for the complete evaluation. It should state the fees per working day. Price in EURO must include, the number of working days proposed, and other costs (e.g., visa costs, transportation, accommodation, Value Added Tax(VAT), Stamp tax, and all applicable taxes (local price)).

2. Following document will be requested from the Seller after firm order:

Original Commercial Invoice (addressed to Welthungerhilfe, Turkey)

9. Payment Conditions

1- WHH shall generally make payment through banking channels to Contractor within 30 working days upon receipt of the the invoice and other documents/reports that may be specified in the Contract, to be sent directly to Welthungerhilfe Turkey, 13 Mart Mah. Vali Ozan Cad. Aykon Plaza Is Merkezi No: 2/39 Artuklu/Mardin.

2-Payment of submitted invoices by WHH does not imply acceptance of Goods or Services or any related work under the Contract. Unless otherwise specified in the Contract, the following provisions will apply concerning payment and supporting documents.

3-WHH will make payment to the bank account indicated by Contractor in its invoice, providing that the bank account is in the name of Contractor and located in its country of residence. Any request for payment to a bank account other than that of Contractor or to a bank other than one located in Contractor's country of residence must be specified and justified by Contractor at the time of making its offer.

4-WHH may withhold payment, in whole or in part, without liability and without prejudice to any other of its rights or remedies under the Contract, should Contractor fail to provide the documents required by this Article 26 of the Welthungerhilfe Terms and Conditions for International Procurement of Goods and Services or as otherwise specified in the Contract or in the event that Contractor fails to perform or comply with its obligations under the Contract, including without limitation the warranties for the Goods set forth in Article 10 of the said terms and conditions.

10. Penalties

1.The Contractor shall be liable according to statutory legal provisions, especially for its own negligent breach of duty and negligent breach of duty by its legal representatives or vicarious agents.

2. Contractor recognizes that the Contract concerns the delivery of Goods and/or provision of Services where "time is of the essence" and that failure to deliver the Goods and/or provide the Services by the scheduled date(s) or in accordance with the quantities and/or quality specified in the Contract may cause irreparable harm to WHH.

3. Therefore, if the Contractor culpably defaults in remedying a defect or making a delivery – fully and timely -, WHH shall have the right to request lump-sum damages due to default for the defective resp. Late delivery without further proof of damage, of 0.2 % of the net remuneration agreed for the defective resp. Late delivery and/or service for each period of default of 1 working day (Monday to Saturday) but at most 5 % of the agreed net remuneration for the defective resp. Late delivery and/or service. The Contractor shall, however, have the opportunity to prove to WHH that WHH has incurred no damage or materially lesser damage.

4. The remedy in Article 18 of the said regulation is without prejudice to any other right or remedy that may be available to WHH, including cancellation, for Contractor's non-performance or breach of any term or condition of the Contract. The above lump-sum damages shall however be set off in full against any further damage claim.

11. Selection Criteria

Welthungerhilfe will prioritize the quotations as follows:

- Tenderers not providing the requested quotation included of prices as indicated in the article 5 (Prices) of this document duly signed and stamped with the other documentation as listed in the article 8-(Documents) as requested will be by automatism excluded from this competition.

The following ranking criteria's will be considered for the contract granting:

1. 70 % technical (including technical proposal, sample report, and CV of evaluators.)
2. 30 % financial(price)

The following criteria shall be considered for the contract granting:

The evaluation of proposal shall be done in two stages. During the first stage, the technical part of the proposal will be evaluated and rated. **The technical part shall be evaluated based on:**

- **Understanding of the Terms of Reference**
(Proposal approach and demonstrate the offer or understanding of the ToR) (10 Points)
- **Technical approach & Methodology**
(Proposal clearly demonstrates how the offeror will achieve the objectives and the tasks of the ToR)(10 points)
- **Context knowledge and experience**
(Proposal clearly demonstrates the offeror knowledge of the context and ability to work in targeted area) (10 Points)
- **Personnel qualification and experience**
(Personnel expertise in conducting assessments and evaluations) (10 Points)
- **Proposed work Plan** (Illustrative work plan) (10 Points)
- **Evaluation Team Composition and Capacity**
(Number of proposed personnel is sufficient to meet the ToR) (10 Points)



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- **Profile and experience**
(Clearly demonstrate company's experience through past similar assessments) (10 points)

If the applicants did not meet the minimum 50 % out of technical scoring set by WHH, their financial offer may not be evaluated.

The assigned points per listed criteria will be calculated in reference to the obtained proportion from the best offers criteria's results in comparison to the offered value per criteria multiplied by 10 in order to obtain a grading scale per criteria in between 1 to 10 points per ranking criteria.

12. Force Majeure

Given the volatile situation in the region, the report submission might be cancelled or delayed due to the event of force majeure like changes in rules and regulations of Turkey, military operations, natural disasters etc. In such case, it is Welthungerhilfe's right to cancel/ terminate the contract or suspend.

13. Termination

The Company must act in accordance with the Core Humanitarian Standard (Annex-IV) and Anti-Terrorism Policy (Annex-V) and the laws of the country of operation (Turkey). If Welthungerhilfe finds that the Company is not discharging its duties according to the above-mentioned standards and to (Annex-1) term of reference; it may at any time unilaterally terminate the contract and holds the consultants liable for all damages, financial and otherwise including advance payments.

14. Terms and Conditions of Contract / Purchase Order

The granted contract/purchase order for the procurement of the stipulated goods is supposed to involve the application of the "**Welthungerhilfe Terms and Conditions for International Procurement of Goods and Services.**"

For more information, the said document can be found at the following web link:

<https://www.welthungerhilfe.org/news/publications/detail/terms-and-conditions-for-international-procurement-of-goods-and-services/>



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15. Offer Conditions

Quotations should be valid for at least three (3) months.

Quotations must specify all details according to the tender text. Suppliers who do not receive written feedback three week after the deadline for the bid submission will have to consider their bid being unsuccessful.

Application , (offer and documents required) must be performed online through the following web tendering portal not **later than the 10th of August 2022, 15:00 CET time** that is accessible through the following thread: <https://eu.eu-supply.com/ctm/supplier/publictenders>

The related EU-Supply RFT id reference of the tender invitation is **304460** and the tender reference is **TUR1011-TND-001_MRD**

Might you be a new applicant, to be able to use the EU supply web portal and to submit your application through it, you will have to register as new supplier through the following web thread: <https://eu.eu-supply.com/ctm/Company/CompanyRegistration/RegisterCompany>.

In general, all the inquiries about the concerned competition can be submitted through the EU Supply platform directly latest by **8th of August 2022 12:00 CET time**, but in case of having any additional questions on how to access to the EU Supply platform, please contact us on the following email address: procurement.turkey@welthungerhilfe.de (with mention: tender **(TUR1011-TND-001_MRD)**)

Interested vendors are encouraged to send their expression of interest to procurement.turkey@welthungerhilfe.de email address with **TUR1011-TND-001-MRD** subject. After receiving email, the vendors will be invited through eu-supply platform.

This tender invitation is valid without signatures!