**INVITATION TO BID**

**TURKEY**

**31.03.2023**

**Provision of Daily Labour Services for Warehouse and Field Operations in Gaziantep and Hatay Provinces**

**SUBMISSION DEADLINE : <<17:00 ON 06/04/2023>>**

**QUESTIONS / CLARIFICATIONS :** procurement.turkey@savethechildren.org

**FORMAT FOR SUBMISSION :** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *Provision of Daily Labour Services for Warehouse and Field Operations in Gaziantep and Hatay Provinces* |
| **Outcome of Tender** | ***Framework Agreement*** *(Fixed Price) – the successful supplier(s) will be awarded a ‘Framework Agreement’. Within the Framework Agreement the terms of supply (e.g. indemnities, liabilities, warranties etc.) shall be agreed, as will the conditions of supply (e.g. specifications, lead times etc.). The Framework Agreement does not commit SCI to any purchases or specific volumes. Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement..* |
| **Duration of Award** | *12 months from the date of signing the agreement* |

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process, and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### **3.3 CAPABILITY CRITERIA (50%)**

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Bid | 31/03/2023 |
| Deadline for questions from Bidders | 04/04/2023 |
| Deadline for Bid Submission | 06/04/2023 |
| Bid Clarifications | 07/04/2023 |
| Award Contact | 10/04/2023 |

### **3.5 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **17:00 (GMT+3) 6 April 2023**

Bids must remain valid and open for consideration for a period of no less than 60 days.

The bids must be submitted by e-mail to **procurement.turkey@savethechildren.org** **with subject line *ITB – Provision of Daily Labour Services / Supplier Name***

### **3.6 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Procurement Committee | procurement.turkey@savethechildren.org |

Please be advised local working hours are 09.00AM to 17:00PM Please allow up to 2 days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **SPECIFICATIONS**

Services that may be procured under this contract(s) include the below. These services can be procured for both Hatay and Gaziantep Warehouse locations. Exact location of the Warehouses will be shared with awarded bidders. SCI have the right to make changes in the warehouse locations during the agreement period.

The commercial offers are requested for 2 lots for the same services listed below. The bidders have right to quote for one or all lots.

|  |  |  |  |
| --- | --- | --- | --- |
| **No:** | **Service Description** | **Unit** | **Service Details** |
| 1 | Daily Labour for Warehouse Operations – Full Day – 8 hours | Per Person Per Day | *For details see Terms of Reference for Daily Labour* |
| 2 | Daily Labour for Warehouse Operations – Half Day – 4 hours | Per Person Per Day | *For details see Terms of Reference for Daily Labour* |
| 3 | Loading / Offloading for Pick Up Truck / (17,6m3) | Per Truck | *For details see Terms of Reference for Truck Loading - Offloading* |
| 4 | Loading / Offloading for Large Pick Up Truck / (22,5m3) | Per Truck | *For details see Terms of Reference for Truck Loading - Offloading* |
| 5 | Loading / Offloading for Standart Truck / (45m3) | Per Truck | *For details see Terms of Reference for Truck Loading - Offloading* |
| 6 | Loading / Offloading for Large Truck / (50m3) | Per Truck | *For details see Terms of Reference for Truck Loading - Offloading* |
| 7 | Loading / Offloading for TIR (80m3) | Per Truck | *For details see Terms of Reference for Truck Loading - Offloading* |
| 8 | Loading / Offloading for Mega TIR (90m3) | Per Truck | *For details see Terms of Reference for Truck Loading - Offloading* |
| 9 | Daily Labour for Field Operations – Full Day – 8 hours | Per Person Per Day | *For details see Terms of Reference for Daily Labour* |

**Terms of Reference for Daily Labour**

* Support with packing and shipping products, labeling boxes, assembling packages, and preparing items for shipment
* Support with counting and checking stock levels, locating and organizing products, and updating inventory records
* Support with loading and unloading trucks, operating equipment such as pallet jacks, or hand trucks
* Support with cleaning and maintaining the warehouse, including sweeping the floors, disposing of waste, and keeping the warehouse organized.
* Support with assembling or disassembling products, such as furniture or equipment • Support with conducting quality control checks, such as inspecting products for defects, damage, or missing parts

**Terms of Reference for Truck Loading and Offloading**

* The service provider must ensure enough number of daily workers are present to offload/load the truck based on the size of the truck and nature of the goods that will be communicated at least 24 hours in advance by SCI.
* For offloading, the staff provided by the service provider must offload the goods from the truck and stack them in the designated area of the SCI WH as instructed by the Warehouse staff of SCI.
* For loading, the service provider’s staff must collect the items from SCI WH and load the truck as per the instructions of the SCI staff.
* SCI will not assign any other duties (e.g. cleaning, kitting) to the staff hired for loading/offloading.

**Hired Labour provided by the Supplier:**

* The service provider must hire workers from the targeted areas as notified by SCI.
* Hired workers must be above 18 years of age and registered in Turkish Social Security System as per the rules and regulations of Ministry of Labour.
* Have legal contracts and are insured ( Medical and Life) by the Supplier.
* Must be physically fit for carrying up to 50kg of load.
* SCI have the right to request the workers criminal record.
* SCI have the right to test and chose the workers who will be hired for the services. Any worker nominated by the supplier was found not fit, SCI can request to be replaced
* All hired workers must adhere to SCI policies for Safeguarding.
* The Supplier is expected to have in place some form of vetting procedure to validate the capability and qualifications of the workers to be used.
* For the avoidance of doubt, Save the Children will consider the service provider responsible for the workers throughout the service period.
* Suppliers hold legally full accountable towards their worker’s behaviours & attitude.
* Speak Turkish minimum intermediate level.
* The net salary is not less than minimum wage defined by MINISTRY OF LABOUR AND SOCIAL SECURITY of Turkey. It should include all the benefits legally required by Turkish Labour Law.

# **PART 3 – BIDDER RESPONSE DOCUMENT**

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***2*** | The Bidder and its staff agree to comply with SCI and the IAPG’s policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).This includes the Bidder submitting the following requirements (where applicable):* Legitimate business address
* Tax registration number & certificate
* Business registration certificate
* Trading license
 | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***4*** | The bidder confirms it is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual-Purpose goods / services that may be used in a terror related activity. | **Yes / No** | **Comments** |
|  |  |
| ***5*** | The Bidder confirms that all workforce that will be provided during the agreement is inline with the Terms of Reference stated under *Section 2.Specifications* of this document. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***6*** | Bidder’s willingness to accept 100% payment to be paid until the maximum of 30 days from submission of invoice (after complete delivery) with all valid supporting documents, payment method will be by bank transfer. The payment currency will be in TRY(Turkish Liras) which will be calculated based on the USD-Selling rate announced by Turkish Central Bank a day prior to the invoice date. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | The bidder commits to pay the workers at least the minimum wage defined by MINISTRY OF LABOUR AND SOCIAL SECURITY of Turkey.  | **Yes / No** | **Comments / Attachments** |
|  |  |

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |
| --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** |
| ***1*** | **Area of Coverage**Bidder can supply services both at Warehouse and Field Locations for the lot applied (Distict and Subdistricts of Adıyaman, Kahramanmaraş and Hatay)*Please select only one response***Weightage: 10%** | **Bidder Response** |
| Can provide for all locations and project sites |  |
| Can provide only for Warehousing Operations |  |
| ***2*** | **Number of Workers in Service Provider’s pool**The bidders must mention here number of available workers they could provide or have already on the payroll.**Weightage: 20%** | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***3*** | **Delivery Lead time for Services Upon Request for 3 Labours:**The bidder must mention here in hours or days the delivery lead time of services to be provided.The bidder must mention here in hours or days the delivery lead time of services to be provided.Bidder to choose one option only: 12 hours12-24 hours24-48 hoursAbove 48 hours**Weightage: 20%** | **Bidder Response** | **Attachment(s)** |
|  |  |
|  | **Sustainability Criteria**The bidder is registered in Gaziantep or Hatay Provinces**Weightage (10%)** | **Bidder Response** | **Comments** |
|  |  |

|  |
| --- |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** |
| **Policy** | **Policy / Document** | **Signature** |
| Terms & Conditions of Bidding |  |  |
| Terms & Conditions of Purchase |  |  |
| Supplier Sustainability Policyand the included mandatory policies | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) |  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

**Commercial Offer for Lot 1: Gaziantep**

|  |  |  |  |
| --- | --- | --- | --- |
| **No:** | **Service Description** | **Unit** | **Unit Price (Excluding VAT)** |
| 1 | Daily Labour for Warehouse Operations – Full Day – 8 hours | Per Person Per Day |  |
| 2 | Daily Labour for Warehouse Operations – Half Day – 4 hours | Per Person Per Day |  |
| 3 | Loading / Offloading for Pick Up Truck / (17,6m3) | Per Truck |  |
| 4 | Loading / Offloading for Large Pick Up Truck / (22,5m3) | Per Truck |  |
| 5 | Loading / Offloading for Standart Truck / (45m3) | Per Truck |  |
| 6 | Loading / Offloading for Large Truck / (50m3) | Per Truck |  |
| 7 | Loading / Offloading for TIR (80m3) | Per Truck |  |
| 8 | Loading / Offloading for Mega TIR (90m3) | Per Truck |  |
| 9 | Daily Labour for Field Operations (Adıyaman Subdistricts , K.Maraş Subdistricts) | Per Person Per Day |  |

**Commercial Offer for Lot 2: Hatay**

|  |  |  |  |
| --- | --- | --- | --- |
| **No:** | **Service Description** | **Unit** | **Unit Price (Excluding VAT)** |
| 1 | Daily Labour for Warehouse Operations – Full Day – 8 hours | Per Person Per Day |  |
| 2 | Daily Labour for Warehouse Operations – Half Day – 4 hours | Per Person Per Day |  |
| 3 | Loading / Offloading for Pick Up Truck / (17,6m3) | Per Truck |  |
| 4 | Loading / Offloading for Large Pick Up Truck / (22,5m3) | Per Truck |  |
| 5 | Loading / Offloading for Standart Truck / (45m3) | Per Truck |  |
| 6 | Loading / Offloading for Large Truck / (50m3) | Per Truck |  |
| 7 | Loading / Offloading for TIR (80m3) | Per Truck |  |
| 8 | Loading / Offloading for Mega TIR (90m3) | Per Truck |  |
| 9 | Daily Labour for Field Operations (Adıyaman Subdistricts , K.Maraş Subdistricts) | Per Person Per Day |  |

For the avoidance of doubt, the pricing provided in the above table should be inclusive of all costs associated to the supply of labour (including Net month salary, Social Security Payments(SGK), Medical & Health insurance, recruitment costs, vetting costs, wage costs etc).

|  |
| --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein.  |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |