**INVITATION TO TENDER**

**TURKEY**

**28.03.2023**

**RFQ-ER-TUR-0009**

**Provision of Fuel**

**SUBMISSION DEADLINE : <<17:00 ON 05/04/2023>>**

**QUESTIONS / CLARIFICATIONS :** [procurement.turkey@savethechildren.org](mailto:procurement.turkey@savethechildren.org)

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

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

**PART 1 – INVITATION TO TENDER**

## **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 Fuel* |
| **Outcome of Tender** | ***Framework Agreement*** *– 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* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **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 bidder’s 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 highest discount is provided.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 28/03/2023 |
| Deadline for questions from Bidders | 01/04/2023 |
| Deadline for Bid Submission | 05/04/2023 |
| Bid Clarifications | 08/04/2023 |
| Award Contact | 10/04/2023 |

The above dates are for indicative purposes only and are subject to change.

### **6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Electronic Submission via Email**

* Email should be addressed to Procurement Department at [tender.turkey@savethechildren.org](mailto:tender.turkey@savethechildren.org)
* Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, do not send tender related questions to this email address as they will not be answered.
* The subject of the email should be “ITT/ RFQ-ER-TUR-0009/Bidder Response – ‘Bidder Name’, ‘Date’’.
* All attached documents should be clearly labelled so it is clear to understand what each file relates to.
* Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
* Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

**Paper Submission**

* Paper submissions will not be accepted for this tender.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **17:00 (GMT+3) 05 April 2023**

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

### **6.5 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. **SPECIFIC REQUIREMENTS**

Save the Children operate a fleet of vehicles to support the delivery of its programmes. Vehicles are used to transport goods, colleagues and beneficiaries to and from various locations. Given the nature of the use of the vehicles, it is crucial that Save the Children has access to a reliable and safe fleet of vehicles.

Save the Children’s key interests in bidder’s submissions will be:

* **Quality** – Save the Children require quality fuel which can increase the performance of the vehicles and reduce the maintenance requirements.
* **Pricing** – Save the Children has a duty to its beneficiaries and donors to ensure it manages its financial resources effectively to deliver best value.

**Indicative information**

The following volumes of these services are estimated by Save the Children at the moment of this tender publication.

1. **SPECIFICATIONS**

Items that may be procured under this contract(s) include the below:

|  |  |
| --- | --- |
| Item | Approximate monthly consumption of fuel |
| Provision of Fuel in Gaziantep, Hatay, Kahramanmaras, Adiyaman and Kilis | **1000 Unleaded/ Benzin Litres** |
| Provision of Fuel in Gaziantep, Hatay, Kahramanmaras, Adiyaman and Kilis | **1000 Diesel Litres** |

These quantities are for information purposes only, are subject to variations under the framework award contract, and are under no circumstances a guaranteed level of purchase by Save the Children under this contract.

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the MINIMUM requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **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 they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | 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*** |  |
| ***5*** | 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** |
|  |  |
| ***6*** | The Bidder confirms that all fuel supplied are met with minimum criteria set by Turkish Authorities. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | 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** |
|  |  |

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **REFERENCES**  Bidder shares three (3) letter of reference e.g. recommendation letter, agreement, etc. of their experience in providing services similar to those included within the scope of this tender.  Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.  *(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)*  **Weightage: 5%** | **Client Name** | **Contact Details (Name – Email – Phone Number)** | **Project Description** |
|  |  |  |
|  |  |  |
|  |  |  |
| ***2*** | **Provision of Fuel Cards**  **Weightage: 5%** | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***3*** | **Provision of Plate Recognition System**  **Weightage: 5%** | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***4*** | **Provision of Vehicle Recognition System with Device**  **Weightage 5%** | **Bidder Response** | | **Comments** |
|  | |  |
| ***5*** | **Number of working petrol stations in Gaziantep**  **Weightage (6%)** | **Bidder Response** | | **Comments** |
|  | |  |
| ***6*** | **Number of working petrol stations in Adiyaman**  **Weightage (6%)** | **Bidder Response** | | **Comments** |
|  | |  |
| ***7*** | **Number of working petrol stations in Hatay**  **Weightage (6%)** | **Bidder Response** | | **Comments** |
|  | |  |
| ***8*** | **Number of working petrol stations in Kahramanmaras**  **Weightage (6%)** | **Bidder Response** | | **Comments** |
|  | |  |
| ***9*** | **Payment biweekly /monthly against invoice (post-paid) or prepaid credit basis**  **Weightage (6%)** | **Bidder Response** | | **Comments** |
|  | |  |
|  | **SUSTAINABILITY 10%**  Do you have environmental/sustainability policy?  And/Or  Do you have any certification related to ISO 14001?  **Weightage (10%)** | **Bidder Response** | | **Attachment(s)** |
|  | |  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

|  |  |
| --- | --- |
| ***Fuel Type*** | ***Discount Percentage*** |
| ***Benzin/Unleaded*** |  |
| ***Diesel*** |  |

If the vendor is able to fix the prices:

|  |  |  |
| --- | --- | --- |
| ***Fuel Type*** | ***Fixed Price*** | ***Period of fixing price*** |
| ***Benzin/Unleaded*** |  |  |
| ***Diesel*** |  |  |

**SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | | |
| **No** | **Section** | | | **Please Tick** | | |
| 1. | Section 1 – Essential Criteria | | |  | | |
| 2. | Section 2 – Capability & Sustainability Questions | | |  | | |
| 3. | Section 3 – Commercial Questions | | |  | | |
|  | | | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | | |
| **Section** | | **Required Document / Evidence** | | | | **Please Tick** |
| **Essential Criteria Evidence** | | Please refer to the required documents in the above essential table | | | |  |
| **Capability Criteria Evidence** | | Please refer to the required documents in the above capability table | | | |  |
| **Commercial Criteria Evidence** | | Please refer to the required documents in the above Commercial table | | | |  |
|  | | | | | | |
| **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 Policy  and the included mandatory policies | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  | |

|  |  |
| --- | --- |
| 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: | ………………………………………………….. |