



*Pre-Qualified Questionnaire Supplier Notice*

Supporting Earthquake Children Survivors through Psychosocial  
Support Provision in Hatay / Hassa, Turkey.  
Between 31.05.2023 and 30.09.2023

**Reference: HA/008/2023**

## **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.

## **Notice Summary:**

Human Appeal Turkey (HAT) calls pre-qualification suppliers notice for the purpose of reaching professional companies which have already experience work with INGO-NGO and Minister Of Education to provide for children from (5- 17) ages at a tent in Hassa/ Hatay.

- 1) Provision of Psychological First Aid in the form of individual and group counselling/therapy;
- 2) Provision of Educational Activities in the form of art, rhythm, drama, children's philosophy, fairytales, pantomime, face painting, juggling, arts and crafts, drawing and painting, handicrafts.

Main objective of that notice to establish to be more accountable base for before & after Tender & RFQ evaluation process and finalizing procurement process for activities which will be done in Hassa/ Turkey

Human Appeal invites documents / profiles or pre-qualifications for the year 2023-2024 from the registered Service Provider(s) / and registered companies engaged in the below- mentioned trades in Turkey.

- (3-5) Years of experience in implementation adults and children PSS program.
- Number of projects that implement in Psychosocial Support, Psychological First Aid, individual and group counselling/therapy, and Educations activities.
- The Curricula you used during your implementation process.
- The previous experience with NGOs and INGOs and with the Education ministry.
- The previous contracts or protocols that shall proof the party experiences on this field (that can be signed with ministry of education or any other official education representative parties etc...)
- The experiences list of staff with their CV and their training certificates that need to show they have enough capability potential service that we will receive for.
- The date of official registration and where it's registered as city.
- 2 samples of linked implementation projects.

## **Evaluation & Declaration of Documents:**

- Each uploaded document file name has to match with content of document.
- Submission will be evaluated, if Applicant submit all requested documents and on PAGE 4 “details of all contracts completed during the last two years.
- Applicant has to submit only requested documents, any irrelevant document submission may cancel to application
- If applicants don't upload or missed one of requested below document that submission will not be evaluated.

- After evaluation of pre-qualification application, a list of qualified companies will be prepared. Thereafter, only those companies that are pre-qualified for the works will be invited to RFQ or Tenders bids.

**Firstly, Pre-Qualified Supplier Notice documents need to be fill by writing company name, owner Name/Surname/ Title and stamping.**

**Interested manufacturers/authorized dealers/ wholesalers/vendors/ suppliers are requested to provide complete profile of firm/company including the following documents.**

1. Name, permanent address, email address telephone and fax numbers of company/firm.
2. Passport size photographs of Owner / Board of Director
3. Copy of passport of Owner / Board of Director
4. Certificate of registration with Turkish Government
5. Proof of registration with KDV department
6. Proof of financial standings
7. Bank certificate(s) and bank statement of last six months
8. List of Projects completed with nature, cost, and completion period in case of construction companies.
9. List of major active clients with complete address, contact number, and person name.
10. List of plant, machinery & equipment in case of manufacturers
11. **An affidavit that the firm/company have not been in litigation/black listed by any client/ government/ semi government and autonomous body.**
12. Cover letter from the company mentioning the category for which applied (in original)

After evaluation the selected vendors will be formally informed for the selection of suppliers/vendors for year 2021-2022. Human Appeal reserve the right to accept or reject any or all the documents without assigning any reason whatsoever.

**Last date for submission of profiles/documents is 25/05/2023**

Prepared documents should be sent e-mail to [ha0082023.Tender@humanappeal.org.uk](mailto:ha0082023.Tender@humanappeal.org.uk)

### **Declaration of Qualified Company**

I hereby state that I read and understood the terms indicated within the above PQN that I have carefully checked and examined all the provided documents. Qualified supplier will be 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** :

**Bidder's Full Name** :

**Official Stamp** :

**Title** :

**Signature** :

**DETAILS OF ALL CONTRACTS COMPLETED DURING THE LAST TWO YEARS**

<b>Sl. No.</b>	<b>Name of Organization &amp; Location</b>	<b>Description of Item</b>	<b>Amount of PO&amp;Contract</b>	<b>Period of contract</b>	<b>Name, Address &amp; Tele. No. of officer to Whom referencemay be made</b>	<b>Remark</b>
<b>1</b>						
<b>2</b>						
<b>3</b>						
<b>4</b>						
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<b>7</b>						
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<b>10</b>						

*(Signature of the Applicant)*