

CONFIDENTIAL DOCUMENT

INVITATION TO BID  
FOR  
**COMMUNICATION & MEDIA PACKAGES**

Ref No: [\*ITB-TURXB-2023-2825\*](#)

**CARE International in Turkey**  
Emek mahallesi Ibrahimli Yolu caddesi,  
No: 13/B, Sehitkamil/Gaziantep

**ITB ISSUE DATE: 27 JULY 2023**

**ITB RESPONSE DATE: 03 AUGUST 2023**

CONFIDENTIAL DOCUMENT

*PREPARED BY*  
*CARE TURKEY®*

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## **1. SUMMARY AND BACKGROUND**

CARE International in Turkey is a non-profit, non-governmental organization that has been operating in Gaziantep, Turkey since 2013, providing much needed aid and support to the Syrian refugee population, through funds provided by various government and other donors. CARE International in Turkey has been providing emergency relief assistance (Food or Non-Food Commodities) to the Syrian refugee population over the past 8 years procuring from Turkey. For more information, please visit our website <https://www.care-international.org/where-we-work/turkey>

CARE International seeks interested qualified contractors to take part in the communication & media packages tender.

All interested companies /individual contractors who have the technical capacity to do similar works may show their interest by emailing CARE procurement department to get tender documents over below link:

## **2. PROPOSAL GUIDELINES**

This Invitation to Bid represents the requirements for an open and competitive process.

### **Submission of Bids**

Responses will only be accepted in the requested formats. Bids should be submitted electronically.

The ITB closing date and time is **03 August 2023** at 5:30 PM (Local time)

### **A: Electronic Submission:**

An email containing a copy of the bid:

- ✓ Email must be sent to: [Tur.xbtender@care.org](mailto:Tur.xbtender@care.org)
- ✓ Please note – this email box is a sealed tender box so DO NOT SEND QUESTIONS related to this tender to this email address.
- ✓ The subject of the email should be “ITB-TURXB-2023-2825 – Bidding Company Name – Date.”
- ✓ All documents should be clearly named so it is clear what each file relates to.
- ✓ Bid documents required shall be included as an attachment to the email in PDF, JPEG, TIF format, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats will result in the bid being disqualified.
- ✓ Email size should not exceed 15MB – if this limit is breached, bidder should split the submission into two or more e-mails. Please number your e-mails accordingly, i.e. as 1/3, 2/3 and 3/3 if it is 3 parts

**PLEASE NOTE: NO BIDS WILL BE ACCEPTED AFTER THE ABOVE CLOSING DATE and TIME.**

All documents and bids must be signed by an official agent or representative of the company submitting the proposal.

All costs must be itemized in **Annex C – Financial Bid Form** with a requirement to include in the quotes all fees, costs and tax coverage. All stamp tax arising from any agreement with CARE shall be payable by supplier and a copy of the tax payment receipt shall be shared with CARE within one month of signing the agreement.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this ITB. All contractual terms and conditions will be subject to review by the CARE Turkey legal department, and will include scope, budget, schedule and other necessary items pertaining to the project.

You must respond to every subsection including statement, question, and/or instruction without exception.

Any verbal information obtained from, or statements made by representatives of CARE Turkey shall not be construed as in any way amending this ITB. Only such corrections or addenda as are issued in writing by CARE Turkey to all ITB participants shall be official. CARE will not be responsible for verbal instructions.

**IMPORTANT INFORMATION REGARDING THIS ITB:**

- *If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in the proposals must be all-inclusive to include any outsourced or contracted work. Any proposals that call for outsourcing or contracting work must include the names and descriptions of the organizations being contracted.*
- *No advance payment will be paid to the awarded supplier. The awarded supplier is expected to mobilize its own resources to deliver the agreed material.*

### **3. PROJECT SCOPE**

CARE is issuing this ITB (Invitation to Bid) soliciting qualified bidders for producing audiovisual packages with each package (corresponding to a project component as defined in ToR) including as follows:

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- 20 Photos: 20 photos from each activity with captions, including photos from at least 3 different beneficiaries with their quotes, and at least 4 photos with 4-5 images from each sector clearly showing the CARE brand (logos) and the European Union brand as needed.
- 3 written stories: At least 3 Human-Interest stories with displaced individuals. The stories should be submitted in English and Arabic.
- 1 video: At least 1 final video per project component of a total duration of 2.30 minutes with subtitles in English (or duration may be 1.30 min, or 1min.)
- B-roll video: 1 b-roll compilation ranging from 7 to 10 minutes per project component.

This ITB is an invitation to bid, not an offer of contract. Bidders must submit a response that complies with the minimum requirements contained herein.

#### 4. INVITATION TO BID AND PROJECT TIMELINE

##### Invitation to Bid Timeline:

All bids in response to this ITB are due no later than **5:30 PM, 03 AUGUST 2023.**

Evaluation of bids will get started by **08th, August 2023.** The selection committee has the authority to request missing documents, but this doesn't include any budget or technical revision of the response. In case one bidder is given the chance for submission of missing documents all other bidders shall be given the same chance.

Any technical questions arising during the preparation of your response to this ITB should be submitted in writing via email to ([TURxb.procurement@care.org](mailto:TURxb.procurement@care.org)) no later than 21 December 2022.

ITB Issued	27 July 2023
Deadline for submission of clarification questions to CARE	02 August 2023, 5:30 PM
Deadline for submitting bids	03 August 2023, 5:30 PM

##### Project Timeline:

Project initiation phase must begin by **immediately after signing of the Purchase Order.**

#### 5. BUDGET

CARE Turkey will not provide advanced, nor deposited payments before a deliverable has been met, reviewed and approved by CARE Turkey.

All vendors are required to quote costs in **USD**, but the contract will be paid in **USD according to the following conditions:**

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- Payments for Turkey-based vendors (registration in Turkey) will be paid in USD. A Bank account should be provided.
- Payments to Syria-based vendors will only be paid based on contractual payment currency through PTT. The contractual payment currency is in USD; CARE will still process payment in USD, but depending on cash, USD liquidity in PTT vendor may receive the payment in USD or may receive it in TRY after PTT converts the amount to TRY with the exchange rate from the PTT system.
- CARE will not be responsible for any fluctuation in exchange rates.

**NOTE:** All costs and fees must be clearly described in each bid.

An expense which is not disclosed during the ITB process will become an expense provided to the client at no additional cost or could be reason for disqualification from the process.

## **6. BID EVALUATION AND AWARD CRITERIA**

CARE Turkey will evaluate all proposals based on the following criteria. To ensure consideration for this Invitation to Bid, your bid should be complete and include all of the following criteria:

### **BIDDER QUALIFICATIONS – ESSENTIAL CRITERIA**

Bidders should provide the following as part of their proposal for consideration:

If a bid does not meet the technical criteria, it will not be further evaluated against financial criteria.

Bidders must fill out the attached “Annex C -Financial Bid Form” and “Annex-B-2 Technical Bid.

Failure to provide above mentioned documents, will result in disqualification of the bidders.

### **EVALUATION CRITERIA**

- The evaluation criteria divided into 60% for technical and 40% for financial offer.

#### **Technical evaluation:**

Based on giving score to some criteria and not acceptable/acceptable to other according to list below:

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Technical specification	Mark	Technical Choices
The contractor must be familiar with the humanitarian crisis in the region, submitting previous work done in the field. Track record of having documented human interest stories in humanitarian settings, previous experience of working with INGOs, NGOs, multilateral organizations, UN agencies, or diplomatic missions	Years of experience: <b>10</b>	<ul style="list-style-type: none"> <li>Below 1 years = 0/10</li> <li>1-2 years = 5/10</li> <li>3-4 years = 7/10</li> <li>5+ years = 10/10</li> </ul>
	Portfolio with record of working with INGOs, NGOs, multilateral organizations, UN agencies, or diplomatic missions: <b>10</b>	<ul style="list-style-type: none"> <li>Working INGOs and local NGOs - 5/10</li> <li>UN agencies and multilateral- 5/10</li> </ul>
Proficiency in journalistic style of photographic and video documentation, including video editing, capacity and proven ability to extract stories and visuals from low-resource or challenging settings. Familiarity with the environment of Northwest Syria	40	<ul style="list-style-type: none"> <li>Proof of Journalistic style of photographic documentation, including human interest stories – 20/40</li> <li>Proof of journalistic style of video documentation – 20/40</li> </ul>
The contractor must be a registered company/freelancer able to operate in Northwest Syria or to obtain the necessary permissions and licenses swiftly.	Not Acceptable/Acceptable	
CARE places at the center of its program's women and girls. The contractor should be able to deploy female staff members (on its payroll or hires) to collect content from women and girls in activities.	Not Acceptable/Acceptable	
Ability to deploy staff who can speak Arabic and English.	Not Acceptable/Acceptable	

**Financial evaluation:**

will be determine according to the formula below:

(The lowest financial price / offer price) \* (Total financial score)

## **7. DOCUMENT CHECKLIST FOR BIDDERS**

The proposal shall include, as a minimum:

- **Annex A - Vendor Questionnaire Form & Essential Criteria** duly completed, signed and stamped. *(Please ignore if you have worked with CARE TURKEY past year.)*
- **Annex B1 – terms of reference – Annex B2 - Technical offer Check list** duly completed, signed and stamped.
- **Annex C - Financial Bid Form** duly completed, signed and stamped. Note that only budgets in <American dollar USD> will be accepted.
- Annex D – LPPD for Turkish Companies
- ITB, duly completed, signed and stamped(PDF) and
- Copy of Valid Commercial Registration Certificate in Turkey/Syria
- Copy of Valid Business License for operations in Turkey/Syria
- Copy of TAX Certificate (For Syrian companies the company registration document is applicable).
- Copy of Latest Business Financial Statement (For Syrian companies the company's previous signed contracts are applicable)
- PTT/ Bank Account Information.
- Copies of the company owner/s ID/

**Please Note: Failure to provide all of the above and in the formats stipulated might result in disqualification of the Tenderer's proposal.**



## **8. CARE TURKEY’S GENERAL CONDITIONS (RIGHTS)**

The enclosed document is not an offer to contract, but a solicitation of a vendor’s proposed intent. Acceptance of a proposal in no way commits CARE Turkey to award a contract for any or all products and services to any vendor.

CARE Turkey reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To exclude any parties that solicit information from anyone other than the procurement officer listed above after receipt of this ITB document.
- To determine whether the information provided does or does not substantially comply with the requirements of the ITB
- To contact any bidder after proposal submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a proposal in whole or part without justification to the bidder
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of submitted proposal
- To award another type of contract other than that described herein, or to award no contract;
- To enter into a contract or agreement for purchase with parties not responding to this ITB
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the proposal
- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.

Any material statements made orally or in writing in response to this ITB or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

## **9. CONFIDENTIALITY/ NON-DISCLOSURE**

All information gained by any vendor concerning CARE Turkey work practices is not to be disclosed to anyone outside those responsible for the preparation of this proposal. Any discussion by the vendor of CARE’s business practices could be reason for disqualification. CARE Turkey, at their discretion, reserves the right to require a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this ITB will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this ITB is confidential and is not to be disclosed or used for any other purpose by the vendor.

## **10. PUBLICITY**

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE Turkey.

## **11. LIABILITY**

The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions and will be liable for any damage caused by its employees, agents or subcontractors.

## **12. ERRORS AND OMISSIONS**

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's proposal and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the proposal made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

## **13. OWNERSHIP OF WORK**

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.