

INVITATION TO TENDER

TURKEY

28-September-2023

Tender Reference: RFQ-ER-TUR-0015 IT FWA

Establishing fixed price FWA for supplying IT materials according to the attached Annex 1 for all SCI offices-Turkey, for one year with the possibility of extension

SUBMISSION DEADLINE: 20-Oct-2023

QUESTIONS / CLARIFICATIONS: procurement.turkey@savethechildren.org

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

PART 1 : INVITATION TO TENDER

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

PART 2 : CORE REQUIREMENTS AND SPECIFICATION

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

PART 3 : BIDDER RESPONSE DOCUMENT

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

PART 1 – INVITATION TO TENDER

1. 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](#).

2. PROJECT OVERVIEW

Item	Description
Description of Goods / Services	Establishing fixed price FWA for supplying IT materials according to the attached Annex 1 for all SCI offices-Turkey, for one year with the possibility of extension
Outcome of Tender	<i>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 agree one upon, 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 will be governed and linked to the original Framework Agreement.</i>
Duration of Award	One year from the date of signing the agreement with possibility to extension

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

3. AWARD CRITERIA

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.

3.1 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 COMMERCIAL CRITERIA (40%)

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

4. 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.

5. BIDDER INSTRUCTIONS

6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	28-09-2023
Deadline for questions from Bidders	16-10-2023
Deadline for Bid Submission	20-10-2023
Bid Clarifications	27-10-2023
Award Contact	31-10-2023

6.2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT

Bidders wishing to submit a bid **must use the Bidder Response Document template in [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:



Bidding on a
Sourcing Event.pptx

Electronic Submission via Email

Email should be addressed to Procurement Department at

tender.turkey@savethechildren.org

- The subject of the email should be "ITT/ RFQ-ER-TUR-0015/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) 20 October 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 send 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

- a. Establishing fixed price FWA for supplying IT materials according to the attached **Annex 1** for all SCI offices-Turkey, for one year with the possibility of extension.
- b. Quantities / volumes will be decided according to the request, it's unlimited.
- c. Locations overall Turkey (SCI offices located in **Istanbul, Gaziantep, Hatay**)

2. SPECIFICATIONS

The specifications mentioned for each item in the attached **Annex 1**.

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 – Capability & Sustainability Questions](#)
- [Section 3 – Commercial Questions](#)
- [Section 4 – Bidder Submission Checklist](#)

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

2. 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.

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's Supplier Sustainability Policy [set out under Section 4 of this document] throughout this process and during the term of any future contract awarded.	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): <ul style="list-style-type: none"> - 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 confirm that he will not supply the below band brands: (Huawei, ZTE, Hytera Hangzhou Hikvision, Dahau technology).	Yes / No	Comments
6	The bidder confirm that the price of the IT listen in Annex 1 Include the transportations fees to overall Turkey (SCI offices in Turkey located in Istanbul, Gaziantep, Hatay).	Yes / No	Comments
7	The bidder confirms that the price of the IT listen in Annex 1 Include the government VAT .	Yes / No	Comments
8	The bidder confirms on-site repair and maintenance services for laptops in SCI offices (Istanbul, Gaziantep, Hatay)	Yes / No	Comments

SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS 60%

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

Question		Bidder Response		
1	Commitment 1: Reference (Weightage 10%) Does the company have any experience in this sector (supplying IT materials) and relevant work (Yes or NO), please provide a copy of two contracts as below in the last two years? please provide below: Please provide details of at least 2 client references which Save the Children may contact (preferably NGOs): <u>For procurement committee only</u> <ul style="list-style-type: none"> • 10/10 - Bidder meets the required experience required • 2-9/10 - Bidder has limited relevant experience, • 00/10 - Bidder has little / no relevant experience, 		Contact Details (Name & Email)	Project Description
		1)		
		2)		
		3)		
		4)		
		5)		
5	Commitment 2: Lead-time (Weightage 15%) How long will it take to deliver batches of these items? Delivery time (order to delivery) please chose one of the below options: <ul style="list-style-type: none"> • Within 5 working days • More than 5 working days. <u>For procurement committee only</u> <ul style="list-style-type: none"> • 15/15 - Within 5 working days (maximum) • 0-5/15 - More than 5 working days 	Bidder Response		Comments
6	Commitment 3: Required specification (Weightage 15%) Do you comply with the mentioned specifications? Otherwise, the goods will be rejected, and you are confirming to change it and provide the item according to the request? <u>For procurement committee only</u> <ul style="list-style-type: none"> • 15/15 - Bidder agree to this point. • 0/15 - Bidder didn't agree to this point. 	Bidder Response		Comments
8		Bidder Response		Comments

Commitment 4: Payment term (Weightage 10%)

Are you willing to accept 100% payment upon delivery the goods and to be paid until the maximum of 15 days from submission of invoice with all valid supporting documents?

For procurement committee only

- 10/10 - Bidder agree to this point with a confirmation letter.
- 0/10 - Bidder didn't agree to this point

SUSTAINABILITY QUESTIONS 10%

		Bidder Response	Comments
1	<p>Bidder provides the opportunity for SCI to return any hardware equipment (e.g. laptops, keyboards etc), which will be safely re-used, recycled or disposed. (Weightage 10%)</p> <p><u>For procurement committee only</u></p> <ul style="list-style-type: none"> • 10/10 - bidder allows items to be returned and reused / disposed with zero cost. • 5/10 bidder allows items to be returned and reused / disposed with a reasonable cost. • 0/10 - bidder allows items to be returned and reused / disposed but with a prohibitively high cost OR no return service offered. 		

SECTION 3 – COMMERCIAL QUESTIONS

**Please fill-out the prices of each item in the attached Annex 1 including
(Transportation & VAT)**

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 above section	
Capability Criteria Evidence	Please refer to above section	
Commercial Criteria Evidence	Please refer to above section	

--	--	--

We, the Bidder, hereby confirm we compliance with the following policies and requirements:

Policy	Policy / Document	Signature
Terms & Conditions of Bidding	 1. Terms & Conditions of Biddii	
Terms & Conditions of Purchase	 SC-C-03B FWA (GDPR) Goods (EN).pc	
Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	

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: