# 3. General Conditions for Tender “FINANCIAL AUDIT of country programme with multiple projects (hereinafter 'Audit')”

**1.** **Scope:** Solidar invite tenders for the works described and summarized in accordance with procedures, conditions, and contract terms, as prescribed in the tender documents. Solidar reserve the right to vary the quantity of work/materials specified in the Tender Documents without any changes in unit price or other terms and conditions and to accept or reject any, all, or part of submitted offers.

**2.** **Language:** As determined by Solidar, the working language of this tender is **English***.* Other languages will not be accepted.

**3.** **Source of Financing:** The program and project are financed by International Donors

The Investor is considered Solidar for contracting purposes.

**4.** **Qualifying and Conditions:** The main criteria for admission to the tender are as follows:

1. Certificate of Registration
2. Adequate equipment and workshops
3. Sufficient trained managers and workers
4. Good track-record and references from previous clients
5. Recognized international bank account (Solidar will make all payments in bank checks or through bank transfers)

Proof of the above must be provided if requested.

**5. Tender Basis:**

* All Tender Documents must be completed in full, or the application will be disqualified.
* All bids shall be made in accordance with the Tender Documents including technical specification, drawings, bill of quantities, and/or activity schedule and the draft of the contract intended to sign with the successful applicant.
* All Applicants will receive identical documents: No applicant should add, omit, or change any item, term or condition on original papers.
* If Applicants have any additional request and conditions, this shall be stipulated in a separate letter accompanying the bid.
* Each applicant may make one bid only.
* Each bid shall be valid for the period of *15* days for its date of submission.
* Bids shall be made in writing calculated in *USD* only and clearly stated on the appropriate forms.
* All prices must include all taxes, compulsory payments, levies and duties, including VAT.
* The bill of quantities or item list must include all information requested, including origin of materials.
* The applicant shall attach a detailed timetable for implementation.

**6. Terms of References:** The terms of references concern all expectations related to purchase, delivery, and maintenance.

**7. Payments:** Payments will be made in *USD.*

**8. Performance Standards:** The works must be undertaken in accordance with all relevant rules, regulations, and statutes currently in force in Turkey.

**9. Tender Documents:** All Tender Documents included in this package are listed on the Tender Document Receipt Form, signed by each recipient.

**10. Eligibility of Applicants:** Applicants cannot apply if they are found non-compliant to any points on the Exclusion Criteria list found in the Tender Documents. Each supplier must provide a signed copy within the Tender Package. Additionally, each Tender must include a certificate of registration.

**11. Bid Delivery:** All tenders will be delivered in standard format to Solidar via email to *cihan.demir@solidar.ch* by the date stated in Tender Documents. Tenders delivered after the specified time will not be accepted.

**12. Bid Opening:** The bids will be opened only in the presence of the Selection Committee, at the address and on the date specified in the Tender Documents.

**13. Bid Evaluation:** The Committee will check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors.

**Technical Evaluation:** The offers will first be evaluated on technical merits. The technical evaluation assesses the capacity of the company on the basis of submitted technical documents. The evaluation criteria, methodology and weighing can be found in ToR.

**Financial Evaluation:** The financial evaluation is based on the methodology specified in the tender LPC and PQM

**Other Evaluations:** After ranking companies according to financial and technical criteria, the Committee may take into account other criteria, including, but not limited to record of past performance, integrity, and community rapport, when assigning companies to the designated short list.

**14. Selection of Tender:** Selection of the successful applicant will be based on the ranking of companies according to financial and technical criteria, as well as any other criteria suggested by the Committee. Based on this the Committee will then make a recommendation.

**15. Acceptance of Successful Tender:** Solidar will make the final choice of the awarded firm. Solidar will then send a letter of acceptance to the successful applicant. After submitted documentation from the selected firm has been verified, the firm will then be obliged to sign the contract for the stated amount. Any amendment to the awarded tender will be documented as an “Annex” to the contract and will be determined by Solidar.