

INVITATION TO TENDER
TURKEY
22 NOVEMBER 2023
RFQ-ER-TUR-0018
Hatay Accommodation Services for Staff and Guests

SUBMISSION DEADLINE : 14 December 2023 at 17:00

QUESTIONS / CLARIFICATIONS : procurement.turkey@savethechildren.org

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

BID SUBMISSION VIA EMAIL : tender.turkey@savethechildren.org

[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 I – 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	
Outcome of Tender	Framework Agreement (Fixed Price or Non-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 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	30 June 2024

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 (30%)

Criteria used to evaluate the bidders ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

3.4 COMMERCIAL CRITERIA (60%)

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	22 November 2023
Deadline for questions from Bidders	12 December 2023
Deadline for Bid Submission	14 December 2023
Bid Clarifications	16 December 2023
Award Contact	19 December 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](#) 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 v2_fr

Electronic Submission via Email

- Email should be addressed to the procurement department at 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-0018/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 submission will not be accepted for this tender.

6.4 CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **14 December 2023 at 17:00**.

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
Save the Children Procurement Committee	procurement.turkey@savethechildren.org

Please be advised local working hours are 09:00 – 17:00. 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

Specifications given below is for accommodation needs of the Save the Children staff and visitors. The requested service is including the accommodation excluding the breakfast, including the cleaning, security, housekeeping services etc. The given service will either be for double or single room. Save the Children reserves to make any changes on the number of staff accommodating in the same room, yet this would not exceed more than 2 people in the same room. The accommodation space could be wooden, prefabricated, or reinforced concrete (only if the building does not exceed more than 2 (two) floors in total).

2. SPECIFICATIONS

Each room shall contain the specific elements as stated below;

- Self-contained standard rooms with amenities e.g. bathroom, working toilet, wardrobe, toiletries, drinking water, hot shower
- Rooms cleaned and maintained to a high standard with proper aeration.
- Safe and secure environment
- Fire and smoke detectors fitted in all required areas.
- Air conditioning
- Easily accessible.

3. ADDITIONAL INFORMATION

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 Check list 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 I - ESSENTIAL CRITERIA

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

Item	Question	Bidder Response	
		Yes / No	Comments / Attachments
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.		
2	The Bidder and its staff (and any sub-contractors used) 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	Yes / No	Comments

	accepts that SCI will undertake independent checks to validate this.		
4	<p>The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).</p> <p>This includes the Bidder submitting the following requirements (where applicable):</p> <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	Your offer shall include all items required.	Yes / No	Comments
6	A statement (signed/stamped) that confirms submitted unit prices (Turkish Lira) are going to be valid until the end of July 2024.	Yes / No	Comments / Attachments
7	Full compliance with SCI standard policies (Please sign and stamp the document namely SCI Policies and send together with your proposal).	Yes / No	Comments / Attachments
8	Offerors must provide a photo, specifications, of the rooms. Offerors who do not provide this information may be disqualified from the bidding based on the committee decision.	Yes / No	Comments / Attachments
9	Payment within 15 calendar days after the delivery of the requested services.	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	<p>REFERENCES</p> <p>Bidder shares three (3) examples 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.</p> <p><i>(Note – the Bidder must ensure that for any client references shared, the nominated client</i></p>	Client Name	Contact Details (Name & Email)	Project Description
		1)		
		2)		

	is happy to be contacted / visit by Save the Children) Weightage (10%)	3)		
2	BUILDING'S CONSTRUCTION TYPE The bidder can provide accommodation in bungalows or prefabricated buildings. Weightage (20%)	Bidder Response		Comments
3	SUSTAINABILITY CRITERIA Bidder can provide accommodation in earthquake safe zones and common areas for gathering in case of an earthquake. Save the Children may request construction stability report from a prominent universities or consultancy firms if required. Weightage (10%)	Bidder Response		Comments

SECTION 3 – COMMERCIAL QUESTIONS

GOOD / SERVICE	SPECIFICATION	QTY	UNIT PRICE (inc. VAT)	TOTAL PRICE (inc. VAT)
Service	Accommodation for SINGLE room (price for the room without breakfast)	1		
Service	Accommodation for DOUBLE room (price for the room without breakfast)	1		
OTHER COMMERCIAL CONSIDERATIONS				
Duration for which pricing can be fixed				


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 2 – Essential Criteria	
2.	Section 3 – Capability & Sustainability Questions	
3.	Section 4 – 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	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	
	Official Financial Data	
	Trading License	
Capability Criteria Evidence	Completed Bidder Response Document	
	Supporting Financial Documents	
	References	
Commercial Criteria Evidence	Completed Bidder Response Document	

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 Bidding	
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: