

INVITATION TO TENDER

TURKEY

23 January 2024

RFQ-ER-TUR-0019

**Consultancy Service for Capacity Development Trainings and
Business Development Mentoring Service for Cooperatives**

SUBMISSION DEADLINE : at 17:00 Turkey Time on 13 February 2024

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	<i>Capacity Development Trainings and Business Development Mentoring Service for Cooperatives</i>
Outcome of Tender	<i>Contract – the successful supplier(s) will be awarded a ‘Contract’ which will commit SCI to purchase the specified quantity of goods / services as defined in the contract at the agreed rates.</i>
Duration of Award	<i>6 months from the signing date of contract</i>

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'.

6.5 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.

6.5 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	23 January 2024
Deadline for questions from Bidders	09 February 2024
Deadline for Bid Submission	13 February 2024
Bid Clarifications	16 February 2024
Award Contact	20 February 2024

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.pptx

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-0019/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 **13 February 2024 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 for requested service given below. The given price for the requested services should include VAT and other service-related costs. Save the Children will not make any additional payment other than the given price for the requested items below. The supplier must provide price breakdown for each service request.

2. SPECIFICATIONS

Description for the Requested Service	Specifications
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This technical specification encompasses an agreement between Save the Children International Turkey Office (SCI TCO) and a consultancy firm for capacity development training and business development mentoring support for cooperatives. The aim is to provide professional support for cooperatives to enhance their sustainability and improve their businesses. Following the identification of the needs of cooperative members in Hatay, capacity development training will be designed to cover topics such as marketing, e-commerce, product photography, packaging, financial literacy, and sustainability. The specific training topics may vary based on the needs analysis. Additionally, mentorship support will be provided to cooperative members to expand their businesses and enhance their access to both traditional and digital marketing opportunities.

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 1 - ESSENTIAL CRITERIA

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

Item	Question	Bidder Response	
1	Bidder's main line of business activity shall be education (SCI has the right to request further documentation such as trial balance).	Yes / No	Comments / Attachments
2	Financial statement for 2021 and 2022.	Yes / No	Comments / Attachments
3	Please provide necessary documentation for proof of your registration in country (Trade Registry Gazette, Chamber of Commerce Registration, Chamber of Commerce Registry, Tax Documentation, Circular of Signature for signatory person for the offer submitted)	Yes / No	Comments / Attachments
4	3 references within the similar scope of work in the last 3 years with the document of the proof invoice, purchase order, contract etc.	Yes / No	Comments / Attachments
5	Full compliance with the technical and administrative terms of reference (Please see 1- Job Description and 3-Team and Experiences for further information). Please provide a confirmation letter and/or submission of signed and stamped ToRs.	Yes / No	Comments / Attachments
6	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
7	Offerors shall provide the CV & the criminal records of the trainers for the requested services along with a CV and cover letter.	Yes / No	Comments / Attachments
8	The bidders agree that the submitted unit prices(USD) will remain fixed until the given end date of the services above.	Yes / No	Comments / Attachments
9	Payment within 30 calendar days after the delivery of the requested items/service	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		
		Client Name	Contact Details (Name & Email)	Project Description
1	<p>(CAPABILITY CRITERIA) REFERENCES Bidder shares three (3) examples of their experience in providing services similar to those included within the scope of this tender. Invoices, proof of work etc. (completed in the last 3 years) that is equal to 150% of the submitted offers. Could be submitted as multiple documents. Weightage (10%)</p>	1)		
		2)		
		3)		
2	<p>(CAPABILITY CRITERIA) The quality of the technical proposal and compliance with the proposal that was requested by the Save the Children team. Weightage (25%)</p>	Bidder Response		Comments
3	<p>(CAPABILITY CRITERIA) Trainers with at least 5 years of experience Weightage (15%)</p>	Bidder Response		Comments
4	<p>(SUSTAINABILITY CRITERIA) Bidders must have sustainability plans. It must follow a gender equality and fair wage policy for its personnel. It must offer working conditions in accordance with the Labor Law Weightage (10%)</p>	Bidder Response		Comments

SECTION 3 – COMMERCIAL QUESTIONS

GOOD / SERVICE	SPECIFICATION (For technical requirements, drawings may need to be attached)	QUANTITY (Given quantities are estimated. SCI TCO reserves the right to make changes in quantities)	UNIT PRICE in USD (Please state your price in USD including the VAT and other charges)	TOTAL PRICE in USD (Please state your price in USD including the VAT and other charges)
Service	Consultancy for cooperative capacity development trainings	1		
Service	Consultancy for mentorship support to cooperatives	1		
OTHER COMMERCIAL CONSIDERATIONS				
Duration for which pricing can be fixed				

All the bidders are requested to submit cost breakdown with their proposal.

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 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	
	Lead Time (Days)	
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 Bidder	
Terms & Conditions of Purchase	 SC-C-03B FWA (GDPR) Goods (EN).pc	

Child Safeguarding Policy	 Child Safeguarding Policy.pdf	
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Supplier Sustainability Policy and the included mandatory policies	Click Here to Access	
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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: