

Tender for Furniture and Home Appliances Vouchers

Tender No: LT/0224/18

28th February 2024

**Introduction**

CARITAS Turkey is currently in search of suppliers for the provision of vouchers for furniture and house appliances to assist beneficiaries affected by the earthquake in Türkiye. Through this tender, Caritas Turkey aims to support the most vulnerable households situated within Istanbul to address their essential needs for home as well as the internally displaced families currently residing in Istanbul.

**Scope of tender**

The tender includes the provision of 20 vouchers, each with a value of 33,600 TRY, for the purchase of clothing items.

**Tender Conditions**

1. CARITAS TURKIYE is not bound to accept the best financial offer but will also take into consideration **the number of stores located in the European side of Istanbul and proposed delivery time**.
2. The **financial offer** should be submitted in **TRY**. The offer should be valid for 30 days. After the bid committee selects the supplier and signs a contract, the contracted price shall be valid until the end of the contract duration.
3. **Quotations must encompass all related costs**, ensuring that the financial offer includes all relevant taxes, issuance and delivery costs as well as any other incidental expenses. **The supplier cannot claim any additional costs not included in the provided financial offer**.
4. Caritas Turkey reserves the right to not select any bidder or accept any offer at its sole discretion.
5. The successful bidder is required to sign the contract sent by Caritas Turkey in 3 business days after receiving the contract, otherwise the bid will be invalid.
6. The anticipated contract duration is up to 1st June 2024 with possibility of extension.

**Payment**

1. The signed contract will encompass 1 purchase order for the total of 20 vouchers.

**Tender submission**

1. The last day for submission of bids is **Wednesday, 8th March, at 16:00.** All tender documents must be submitted to CARITAS TURKIYE office together with the completed tender book. Any offers submitted after the specified date and time will not be accepted.
2. **Suppliers must write the tender number and the name of the tender on the sealed envelope.**
3. Suppliers must deliver their offers in a closed envelope that is signed on the sealed to **CARITAS TURKIYE Office located in İnönü Mah. Harbiye Çayırı Sok, No:66, Kat:1 34373 Şişli, İstanbul, Türkiye.**
4. **Only stamped and sealed bids will be considered.**
5. **All documents related to the tender must be submitted along with the tender book and labelled with supplier name and tender number.**
6. CARITAS TURKIYE reserves the right to reject bids which do not respect tender conditions.

**Technical specification / offer**

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| --- | --- | --- | --- | --- |
| **No.** | **Item name and specifications** | **Qty Req** | **Unit** | **Supplier proposed items (provide specifications if different from requested)** |
| 1 | - The vouchers must have a pre-paid, single use (non-reloadable) form and a value of 33,600 TRY each.  - The voucher should be in a standardized format, preferably as a printed document or a physical card (non-digital voucher) with unique identification numbers.  - The vouchers are designated for furniture and home appliances.  - The vouchers must incorporate advanced security features to prevent duplication and fraud. | 20 | piece |  |

**Financial offer – all-inclusive as per conditions above**

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| --- | --- | --- | --- | --- | --- |
| **No.** | **Item name** | **Qty Req** | **Unit price TRY (including VAT)** | **Discount TRY (if applicable)** | **Total amount** |
| 1 | Pre-paid 33,600 TRY value vouchers for furniture and home appliances | 20 |  |  |  |

**Delivery time**

Please provide information regarding your estimated time for the issuance and delivery of the vouchers upon receipt of a purchase order.

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **Estimated number of days for issuance and delivery** | **Place** | **Quantity per purchase order** |
| Pre-paid 33,600 TRY value vouchers for furniture and home appliances |  | CARITAS TURKIYE Office  İnönü Mah. Harbiye Çayırı Sok., No:66, Kat:1  34373 Şişli, İstanbul | 20 |

**Any other comments**

**Please complete information on company**

|  |  |  |
| --- | --- | --- |
| 1 | Company’s Name |  |
| 2 | Owner name |  |
| 3 | Company’s representative name and title |  |
| 4 | Company’s Legal address |  |
| 5 | Company’s Phone number |  |
| 6 | Company’s email address |  |
| 7 | \*\*Company’s tax certificate number (Vergi Levhası) |  |
| 8 | \*\*\*Company’s membership to any trade unions or chamber of commerce |  |
| 9 | Company’s web site |  |

***\*\*attach copy of the document***

**\*\*\**attach copy of the document***

**Selection criteria for the bid committee**

|  |  |  |
| --- | --- | --- |
|  | **Scoring** | **Percentage** |
| Price | Best Price/Evaluated Price\*Percentage | 70% |
| Number of stores on the European side of Istanbul | Number of stores proposed/Maximum number of stores among bidders\*Percentage | 25% |
| Delivery time | 5 points for delivery time of 1-3 days;  3 points for delivery time of 4-7 days;  1 point for delivery time of 8 or more days; | 5% |

**Exclusion criteria**

Non-sealed envelopes, offers sent after the due date and incomplete offers shall not be considered.

Participation is restricted to companies that are duly registered and licensed for the specified business or industry. Proof of registration and appropriate licenses may be required during the evaluation process.

**For inquiries, please e-mail: *finances@caritas-tr.org* - Email inquiries subject line should start with: “Inquiries - LT/0224/18”**