*Version 1.0 /110621*

**INVITATION TO TENDER**

**TURKEY**

**29/03/2024**

**ITT-NWS-2024-008**

**FWA for Office Supplies NWS Office (cleaning, stationery, kitchen supplies).**

**SUBMISSION DEADLINE: 22/04/2024**

**QUESTIONS / CLARIFICATIONS:** [**hilal.semo@savethechildren.org**](mailto:hilal.semo@savethechildren.org)

**BID SUBMISSION:** Procurement.sro@savethechildren.org

**FORMAT FOR SUBMISSION:** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

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

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

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

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

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

**PART 1 – INVITATION TO TENDER**

## **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](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *Office Supplies* |
| **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** | *12 month from the date of signing the agreement* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

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.

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

### **3.4 COMMERIAL CRITERIA (40%)**

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

## **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.

## **BIDDER INSTRUCTIONS**

### **6.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 4/4/2024 |
| Deadline for questions from Bidders | 18/04/2024 |
| Deadline for Bid Submission | 23/04/2024 |
| Bid Clarifications | 29/5/2024 |
| Award Contact | 6/5/2024 |

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**](#_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 Email**

* Email should be addressed to [Procurement.sro@savethechildren.org](mailto:Procurement.sro@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/ ITT-NWS-2024-008>>/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.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **22/04/2024.**

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 |
| Hilal Semo | <Hilal.semo@savethechildren.org> |

Please be advised local working hours are 9:00AM 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**
2. **The price submitted by the service provider should be comprehensive in which includes all the taxes and expenses.**
3. **The Service provider can fill at least one Annex and or two and more,**
4. **The Service provider must write down the brands of all items and include a clear photo of each item.**
5. **SCI will not be responsible for any unforeseen costs by the supplier. All requests and related payments should be confirmed by SCI beforehand.**

**DELIVERY REQUIREMENTS**

The bidders are expected to provide delivery to Save the Children Office located in Gaziantep province. Exact location of the office will be shared with the winning bidder prior to Framework Agreement award. Save the Children reserves the right to make changes during the contract period based on the needs of the areas and change in operational locations.

1. **SPECIFICATIONS**

**Annex 1**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Description of Goods / Services** (add attachment for technical specification if very detailed) | **Unit / Form** | **Brand** | **Note** |
| 1 | Disinfecting surface spray (pratik yuzey spreyi) 400 ml | item |  |  |
| 2 | Surface blow 5000 ml /pcs ( Lavanta kokulu dogal yuzey temizleyici) | item |  |  |
| 3 | Drain opener (lavabo acici 4'lu) | pack |  |  |
| 4 | Toilet Cleaner Gel (Jel Tuvalet Temizleyici 750 mL) | item |  |  |
| 5 | anti-limestone sprey ( kireç çözücü ) 1000ml photo attached (fotograf ekte) | item |  |  |
| 6 | Bathroom cleaner spray (Banyo Temizleme Spreyi 750 mL) | item |  |  |
| 7 | Wood Surface Cleaner (Ahsap yuzey temizleyici 1 Liter) | item |  |  |
| 8 | Bleach (çamaşır suyu 3.2 liter) | item |  |  |
| 9 | Diswashing Liquid (bulasik deterjani 2.5kg) | item |  |  |
| 10 | Liquid Hand Soap (sivi el sabunu 5 kg) | item |  |  |
| 11 | Glass Cleaning Spray (Cam Sil, 1 liter) | item |  |  |
| 12 | Cream Kitchen Cleaner (Krem mutfak temizleyici 750 ml) | item |  |  |
| 13 | Toilet blocks ( Tuvalet blokları ) 3lu | item |  |  |
| 14 | Trash bin bag (medium large) (çöp poşeti-Orta boy)20/pack | pack |  |  |
| 15 | Trash bin bag (small size) (çöp poşeti - küçük boy) 50/pack | pack |  |  |
| 16 | Trash bin bag (big size) (çöp poşeti - büyük boy) 10/pack | pack |  |  |
| 17 | Latex Glove (medium size) (Latex Eldiven L boy) | pack |  |  |
| 18 | Makarna tipi mop bezi (15-60 cm) | item |  |  |
| 19 | Microfiber Vileda cloth (Mikrofiber Vileda bezi) | item |  |  |
| 20 | Z towel (Z pecete 12'li) | box |  |  |
| 21 | Toilet paper (Tuvalet Kagidi 3 katli, 32'li) | pack |  |  |
| 22 | Paper Towel (Kağıt havlu 12'li) | pack |  |  |
| 23 | Napkin (Kare peçete 100 x 32li) | box |  |  |
| 24 | Wet wipes (Islak Mendil 24 x 100) | box |  |  |
| 25 | Dish sponge (Bulaşık süngeri 8'li) | pack |  |  |
| 26 | Scourer (Bulaşık teli 2'li) | pack |  |  |
| 27 | Toilet Brush (Tuvalet fırçası) | item |  |  |
| 28 | Sink brush (Lavabo fırçası dikdörtgen) | item |  |  |
| 29 | Dustpan with Hopper and Broom (Hazneli Süpürgeli Faraş) | item |  |  |
| 30 | Floor Scraping Razor (Yer kazıma jileti (10 cm) x 25 in pack | pack |  |  |
| 31 | Microfiber Glass Cloth (Mikrofiber Cam Bezi 5'li Set 40x40) | pack |  |  |
| 32 | Screen Cleaning Spray (Ekran Temizleme Spreyi 250 mL) | item |  |  |
| 33 | Air Fresher (Oda spreyi 250 ml) | item |  |  |
| 34 | Disinfectant (Dezenfektan 1 liter) | item |  |  |
| 35 | Cologne (Kolonya 80° , 400 mL) | item |  |  |
| 36 | Squeegee (Çekpas, 55 cm) | item |  |  |
| 37 | Mop frame (mop aparati) 60 cm | item |  |  |
| 38 | Hard brush (Sert çalı fırçası, 40 cm) | item |  |  |
| 39 | Glass Mop (Sihirli mop) | item |  |  |

**Annex ||**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Line item** |  | **Description of Goods / Services** (add attachment for technical specification if very detailed) | **Unit / Form** | **Brand** | **Note** |
| 1 |  | Metal File Tray (Metal evrak rafi 3 katli) | item |  |  |
| 2 |  | AA Battery (AA Kalem Pil 30'lu) | pack |  |  |
| 3 |  | AAA Small Battery (AAA Ince Kalem Pil 30'lu) | pack |  |  |
| 4 |  | Highlighter (Fosforlu Kalem 10'lu) | pack |  |  |
| 5 |  | Binder Clips Metal Kiskac 41mm 12'li | pack |  |  |
| 6 |  | Paper Clip (Ataş No:3 10'lu) | pack |  |  |
| 7 |  | Packaging tape (Para Bandi 12mm 12'li) | pack |  |  |
| 8 |  | Money Band (Para Lastiği 70 x 5 mm 1000'li) | pack |  |  |
| 9 |  | Packaging tape (Koli Bandı 45 mm) | item |  |  |
| 10 |  | Tipp-ex correction tape (Şerit Daksil 12'li) | pack |  |  |
| 11 |  | Tack-it multipurpose adhesive (Hamur Sakız yapıştırıcı 90'lı) | item |  |  |
| 12 |  | Whiteboard marker (Beyaz Tahta Kalemi 12'li mavi kırmızı siyah yeşil renklerde | pack |  |  |
| 13 |  | Ball Point pen (Tükenmez Kalem 50'li mavi kırmızı siyah renklerde | pack |  |  |
| 14 |  | Pencil (Kurşun Kalem 50'li) | pack |  |  |
| 15 |  | Pencil Eraser (Silgi 100'lü) | pack |  |  |
| 16 |  | Whiteboard eraser (Tahta silgisi 4'lü) | pack |  |  |
| 17 |  | Post it Sticky Note 5'li farklı renklerde | pack |  |  |
| 18 |  | Punched Pocket (Poşet dosya 100'lü) | pack |  |  |
| 19 |  | Flat File A4 Blue (Telli Mavi Dosya 50'li) | pack |  |  |
| 20 |  | Double sided tape (Cift tarafli montaj bandi) 4-5 meter | item |  |  |
| 21 |  | A4 Photocopy paper (A4 fotokopi kağıdı 5'li) | pack |  |  |
| 22 |  | A4 Secretariat (Kagit Tutucu Sekreterlik Dosya Kapakli) | item |  |  |
| 23 |  | Triple Socket (3 Metre Üçlü Topraklı Üçyol Priz) | item |  |  |
| 24 |  | Scissors (Büro Tipi Makas) | item |  |  |
| 25 |  | Stationery Knife (Maket Bıçağı 10'lu) | pack |  |  |
| 26 |  | Notebook A5 kareli 100 yaprak 10'lu | pack |  |  |
| 27 |  | Visitor Book (Ziyaretçi Defteri) | item |  |  |
| 28 |  | Flipchart Kağıdı 25 yaprak | item |  |  |
| 29 |  | Pin (Mantar Pano Raptiyesi 100'lü) | pack |  |  |
| 30 |  | Blue Folder (Büro Klasörü Mavi) | item |  |  |
| 31 |  | Pencil Case (Kalemlik 10'lu) | pack |  |  |
| 32 |  | Cartridge HP 415A Toner (kartuş siyah mavi kırmızı sarı) | item |  |  |
| 33 |  | Toolbox (Ofis için Alet Çantası) | item |  |  |

**Annex |||**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Description of Goods / Services** (add attachment for technical specification if very detailed) | **Unit / Form** | **Brands** | **Note** |
| 1 | 2 in 1 Coffee, 48 pcs in each pack | pack |  |  |
| 2 | 3 in 1 Coffee, 48 pcs in each pack | pack |  |  |
| 3 | Filter Coffee Beans (Filtre kahve cekirdegi) | kg |  |  |
| 4 | Cube sugar (küp şeker ) | kg |  |  |
| 5 | Green Tea,20 pcs in each pack | pack |  |  |
| 6 | Salt Tuz | kg |  |  |
| 7 | Mixed Herbal Tea,20 pcs in each pack | pack |  |  |
| 8 | Turkish Coffee 500g | kg |  |  |
| 9 | Tea-Bag, 100 pcs in each pack | pack |  |  |
| 10 | Coffee Mate,2 kg in each pack (süt tozu ) | pack |  |  |
| 11 | Filter Coffee Paper (Filtre kahve kagidi size4) | pack |  |  |
| 12 | Plastic Spoon,100 pcs in each pack (plastik kaşık 100lü) | pack |  |  |
| 13 | Plastic Fork,100 pcs in each pack (plastik kaşık 100lü) | pack |  |  |
| 14 | Plastic Knife,100 pcs in each pack (plastik kaşık 100lü) | pack |  |  |
| 15 | Plastic Plate,100 pcs in each pack (plastik kaşık 100lü) | pack |  |  |
| 16 | Wooden Spoon,1000 pcs in each pack (Tahta karıştırıcı) | pack |  |  |
| 17 | Plastic cup (Plastik bardak 100'lü) | pack |  |  |
| 18 | Cartoon Cup (Karton bardak 100'lü) | pack |  |  |
| 19 | Table cover (Masa Örtüsü Şeffaf 90x150) | item |  |  |
| 20 | Steel Spoon (Çelik kaşık 6'lı) | set |  |  |
| 21 | Steel Fork (Çelik çatal 6'lı) | set |  |  |
| 22 | Bowl (Kase 6'lı) | set |  |  |
| 23 | Knife (Bıçak) | item |  |  |
| 24 | Drinking cup (su bardağı 6'lı) | set |  |  |
| 25 | Tea Cup (Çay bardağı 6'lı) | set |  |  |
| 26 | Coffee Cup (Kahve fincanı 6'lı) | set |  |  |
| 27 | Mug (Kupa) | item |  |  |
| 28 | Tea strainer (çay süzgeci) | item |  |  |
| 29 | Plastic Tray (Plastik Çay Tepsisi) | item |  |  |

1. **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:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](#_SECTION_3_–)
* [Section 3 – Commercial Questions](#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](#_SECTION_5_–)

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

1. **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 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 (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies listed in Section 5 of this pack throughout this tender process, and during any future works should the bidder be awarded a contract. | **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):   * 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*** | Offer provided must meet the specification included in the PART 2 of this document **CORE REQUIREMENTS & SPECIFICATIONS** | **Yes / No** | **Comments / Attachments** |
|  |  |

## **SECTION 2 – CAPABILITY %50**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **REFERENCES**  Bidder shares two (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.  %20 %10 per valid contract  Contract Must be at least 5000$,  In case the contract is FWA please submit the POs or Invoices. | **Client Name** | **Contact Details (Name & Email)** | **Project Description** |
| 1) |  |  |
| 2) |  |  |
| ***2*** | **Quality:**  Bidders are expected to provide a high-quality products.  %20 if the requested samples are at good quality. | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***3*** | **Lead Time:**  Bidder are required to offer a fast lead time.  %10 percent if the lead time is less than 2 days.  %5 if lead time is more than 2 days. | **Bidder Response** | | **Attachment(s)** |
|  | |  |

**SUSTAINABILITY 10%**

|  |  |  |  |
| --- | --- | --- | --- |
| ***5*** | The supplier centre is based in Türkiye- Gaziantep: 10  Is outside Türkiye- Gaziantep: 0 | **Bidder Response** | **Attachment(s)** |
|  |  |

**SECTION 3 – COMMERCIAL %40**

**Annex |**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Description of Goods / Services (add attachment for technical specification if very detailed)** | **Unit / Form** | **Currency** | **Prices (included taxes)** |
| **1** | **Disinfecting surface spray (pratik yuzey spreyi) 400 ml** | **item** | **TRY** |  |
| **2** | **Surface blow 5000 ml /pcs ( Lavanta kokulu dogal yuzey temizleyici)** | **item** | **TRY** |  |
| **3** | **Drain opener (lavabo acici 4'lu)** | **pack** | **TRY** |  |
| **4** | **Toilet Cleaner Gel (Jel Tuvalet Temizleyici 750 mL)** | **item** | **TRY** |  |
| **5** | **anti-limestone sprey ( kireç çözücü ) 1000ml** | **item** | **TRY** |  |
| **6** | **Bathroom cleaner spray (Banyo Temizleme Spreyi 750 mL)** | **item** | **TRY** |  |
| **7** | **Wood Surface Cleaner (Ahsap yuzey temizleyici 1 Liter)** | **item** | **TRY** |  |
| **8** | **Bleach (çamaşır suyu 3.2 liter)** | **item** | **TRY** |  |
| **9** | **Diswashing Liquid (bulasik deterjani 2.5kg)** | **item** | **TRY** |  |
| **10** | **Liquid Hand Soap (sivi el sabunu 5 kg)** | **item** | **TRY** |  |
| **11** | **Glass Cleaning Spray (Cam Sil, 1 liter)** | **item** | **TRY** |  |
| **12** | **Cream Kitchen Cleaner (Krem mutfak temizleyici 750 ml)** | **item** | **TRY** |  |
| **13** | **Toilet blocks ( Tuvalet blokları ) 3lu** | **item** | **TRY** |  |
| **14** | **Trash bin bag (medium large) (çöp poşeti-Orta boy)20/pack** | **pack** | **TRY** |  |
| **15** | **Trash bin bag (small size) (çöp poşeti - küçük boy) 50/pack** | **pack** | **TRY** |  |
| **16** | **Trash bin bag (big size) (çöp poşeti - büyük boy) 10/pack** | **pack** | **TRY** |  |
| **17** | **Latex Glove (medium size) (Latex Eldiven L boy)** | **pack** | **TRY** |  |
| **18** | **Makarna tipi mop bezi (15-60 cm)** | **item** | **TRY** |  |
| **19** | **Microfiber Vileda cloth (Mikrofiber Vileda bezi)** | **item** | **TRY** |  |
| **20** | **Z towel (Z pecete 12'li)** | **box** | **TRY** |  |
| **21** | **Toilet paper (Tuvalet Kagidi 3 katli, 32'li)** | **pack** | **TRY** |  |
| **22** | **Paper Towel (Kağıt havlu 12'li)** | **pack** | **TRY** |  |
| **23** | **Napkin (Kare peçete 100 x 32li)** | **box** | **TRY** |  |
| **24** | **Wet wipes (Islak Mendil 24 x 100)** | **box** | **TRY** |  |
| **25** | **Dish sponge (Bulaşık süngeri 8'li)** | **pack** | **TRY** |  |
| **26** | **Scourer (Bulaşık teli 2'li)** | **pack** | **TRY** |  |
| **27** | **Toilet Brush (Tuvalet fırçası)** | **item** | **TRY** |  |
| **28** | **Sink brush (Lavabo fırçası dikdörtgen)** | **item** | **TRY** |  |
| **29** | **Dustpan with Hopper and Broom (Hazneli Süpürgeli Faraş)** | **item** | **TRY** |  |
| **30** | **Floor Scraping Razor (Yer kazıma jileti (10 cm) x 25 in pack** | **pack** | **TRY** |  |
| **31** | **Microfiber Glass Cloth (Mikrofiber Cam Bezi 5'li Set 40x40)** | **pack** | **TRY** |  |
| **32** | **Screen Cleaning Spray (Ekran Temizleme Spreyi 250 mL)** | **item** | **TRY** |  |
| **33** | **Air Fresher (Oda spreyi 250 ml)** | **item** | **TRY** |  |
| **34** | **Disinfectant (Dezenfektan 1 liter)** | **item** | **TRY** |  |
| **35** | **Cologne (Kolonya 80° , 400 mL)** | **item** | **TRY** |  |
| **36** | **Squeegee (Çekpas, 55 cm)** | **item** | **TRY** |  |
| **37** | **Mop frame (mop aparati) 60 cm** | **item** | **TRY** |  |
| **38** | **Hard brush (Sert çalı fırçası, 40 cm)** | **item** | **TRY** |  |
| **39** | **Glass Mop (Sihirli mop)** | **item** | **TRY** |  |

**Annex ||**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Description of Goods / Services (add attachment for technical specification if very detailed)** | **Unit / Form** | **Currency** | **Price(included taxes)** |
| **1** | **Metal File Tray (Metal evrak rafi 3 katli)** | **item** | **TRY** |  |
| **2** | **AA Battery (AA Kalem Pil 30'lu)** | **pack** | **TRY** |  |
| **3** | **AAA Small Battery (AAA Ince Kalem Pil 30'lu)** | **pack** | **TRY** |  |
| **4** | **Highlighter (Fosforlu Kalem 10'lu)** | **pack** | **TRY** |  |
| **5** | **Binder Clips Metal Kiskac 41mm 12'li** | **pack** | **TRY** |  |
| **6** | **Paper Clip (Ataş No:3 10'lu)** | **pack** | **TRY** |  |
| **7** | **Packaging tape (Para Bandi 12mm 12'li)** | **pack** | **TRY** |  |
| **8** | **Money Band (Para Lastiği 70 x 5 mm 1000'li)** | **pack** | **TRY** |  |
| **9** | **Packaging tape (Koli Bandı 45 mm)** | **item** | **TRY** |  |
| **10** | **Tipp-ex correction tape (Şerit Daksil 12'li)** | **pack** | **TRY** |  |
| **11** | **Tack-it multipurpose adhesive (Hamur Sakız yapıştırıcı 90'lı)** | **item** | **TRY** |  |
| **12** | **Whiteboard marker (Beyaz Tahta Kalemi 12'li mavi kırmızı siyah yeşil renklerde** | **pack** | **TRY** |  |
| **13** | **Ball Point pen (Tükenmez Kalem 50'li mavi kırmızı siyah renklerde** | **pack** | **TRY** |  |
| **14** | **Pencil (Kurşun Kalem 50'li)** | **pack** | **TRY** |  |
| **15** | **Pencil Eraser (Silgi 100'lü)** | **pack** | **TRY** |  |
| **16** | **Whiteboard eraser (Tahta silgisi 4'lü)** | **pack** | **TRY** |  |
| **17** | **Post it Sticky Note 5'li farklı renklerde** | **pack** | **TRY** |  |
| **18** | **Punched Pocket (Poşet dosya 100'lü)** | **pack** | **TRY** |  |
| **19** | **Flat File A4 Blue (Telli Mavi Dosya 50'li)** | **pack** | **TRY** |  |
| **20** | **Double sided tape (Cift tarafli montaj bandi) 4-5 meter** | **item** | **TRY** |  |
| **21** | **A4 Photocopy paper (A4 fotokopi kağıdı 5'li)** | **pack** | **TRY** |  |
| **22** | **A4 Secretariat (Kagit Tutucu Sekreterlik Dosya Kapakli)** | **item** | **TRY** |  |
| **23** | **Triple Socket (3 Metre Üçlü Topraklı Üçyol Priz)** | **item** | **TRY** |  |
| **24** | **Scissors (Büro Tipi Makas)** | **item** | **TRY** |  |
| **25** | **Stationery Knife (Maket Bıçağı 10'lu)** | **pack** | **TRY** |  |
| **26** | **Notebook A5 kareli 100 yaprak 10'lu** | **pack** | **TRY** |  |
| **27** | **Visitor Book (Ziyaretçi Defteri)** | **item** | **TRY** |  |
| **28** | **Flipchart Kağıdı 25 yaprak** | **item** | **TRY** |  |
| **29** | **Pin (Mantar Pano Raptiyesi 100'lü)** | **pack** | **TRY** |  |
| **30** | **Blue Folder (Büro Klasörü Mavi)** | **item** | **TRY** |  |
| **31** | **Pencil Case (Kalemlik 10'lu)** | **pack** | **TRY** |  |
| **32** | **Cartridge HP 415A Toner (kartuş siyah mavi kırmızı sarı)** | **item** | **TRY** |  |
| **33** | **Toolbox (Ofis için Alet Çantası)** | **item** | **TRY** |  |

**Annex |||**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Line item** | **Description of Goods / Services (add attachment for technical specification if very detailed)** | **Unit / Form** | **Currency** | **Price(included taxes)** |
| **1** | **2 in 1 Coffee, 48 pcs in each pack** | **pack** | **TRY** |  |
| **2** | **3 in 1 Coffee, 48 pcs in each pack** | **pack** | **TRY** |  |
| **3** | **Filter Coffee Beans (Filtre kahve cekirdegi)** | **kg** | **TRY** |  |
| **4** | **Cube sugar (küp şeker )** | **kg** | **TRY** |  |
| **5** | **Green Tea,20 pcs in each pack** | **pack** | **TRY** |  |
| **6** | **Salt Tuz** | **kg** | **TRY** |  |
| **7** | **Mixed Herbal Tea,20 pcs in each pack** | **pack** | **TRY** |  |
| **8** | **Turkish Coffee 500g** | **kg** | **TRY** |  |
| **9** | **Tea-Bag, 100 pcs in each pack** | **pack** | **TRY** |  |
| **10** | **Coffee Mate,2 kg in each pack (süt tozu )** | **pack** | **TRY** |  |
| **11** | **Filter Coffee Paper (Filtre kahve kagidi size4)** | **pack** | **TRY** |  |
| **12** | **Plastic Spoon,100 pcs in each pack (plastik kaşık 100lü)** | **pack** | **TRY** |  |
| **13** | **Plastic Fork,100 pcs in each pack (plastik kaşık 100lü)** | **pack** | **TRY** |  |
| **14** | **Plastic Knife,100 pcs in each pack (plastik kaşık 100lü)** | **pack** | **TRY** |  |
| **15** | **Plastic Plate,100 pcs in each pack (plastik kaşık 100lü)** | **pack** | **TRY** |  |
| **16** | **Wooden Spoon,1000 pcs in each pack (Tahta karıştırıcı)** | **pack** | **TRY** |  |
| **17** | **Plastic cup (Plastik bardak 100'lü)** | **pack** | **TRY** |  |
| **18** | **Cartoon Cup (Karton bardak 100'lü)** | **pack** | **TRY** |  |
| **19** | **Table cover (Masa Örtüsü Şeffaf 90x150)** | **item** | **TRY** |  |
| **20** | **Steel Spoon (Çelik kaşık 6'lı)** | **set** | **TRY** |  |
| **21** | **Steel Fork (Çelik çatal 6'lı)** | **set** | **TRY** |  |
| **22** | **Bowl (Kase 6'lı)** | **set** | **TRY** |  |
| **23** | **Knife (Bıçak)** | **item** | **TRY** |  |
| **24** | **Drinking cup (su bardağı 6'lı)** | **set** | **TRY** |  |
| **25** | **Tea Cup (Çay bardağı 6'lı)** | **set** | **TRY** |  |
| **26** | **Coffee Cup (Kahve fincanı 6'lı)** | **set** | **TRY** |  |
| **27** | **Mug (Kupa)** | **item** | **TRY** |  |
| **28** | **Tea strainer (çay süzgeci)** | **item** | **TRY** |  |
| **29** | **Plastic Tray (Plastik Çay Tepsisi)** | **item** | **TRY** |  |

**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 | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| **Capability Criteria Evidence** | | Completed Bidder Response Document | | | |  |
| Supporting Financial Documents | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
|  | | | |  |
| **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 | | |  | |  | |
| Terms & Conditions of Purchase | | | ITT | |  | |
| Child Safeguarding Policy | | |  | |  | |
| Anti-Bribery & Corruption Policy | | |  | |  | |
| Human Trafficking & Modern Slavery Policy | | |  | |  | |
| Protection from Sexual Exploitation & Abuse | | |  | |  | |
| Anti-Harassment, Intimidation & Bullying Policy | | |  | |  | |
| IAPG Code of Conduct | | |  | |  | |

|  |  |
| --- | --- |
| 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: | ………………………………………………….. |