

INVITATION TO TENDER

TURKEY

10 MAY 2024

ITT-TUR-2024-010

EMERGENCY EDUCATION KITS

SUBMISSION DEADLINE : 17:00 ON 28 JUNE 2024

QUESTIONS / CLARIFICATIONS : formal.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	Emergency Education Kits
Outcome of Tender	<i>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.</i>
Duration of Award	2 Years from the date of signing the agreement
Agreement Cap Limit	5.000.000,00 USD

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 (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 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

5.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	10 May 2024
Deadline for questions from Bidders	25 June 2024
Deadline for Bid Submission	28 June 2024
Bid Clarifications	12 July 2024
Award Contact	19 July 2024

The above dates are for indicative purposes only and are subject to change.

5.2 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 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-TUR-2024-010 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

- No paper submission is accepted.

5.3. CLOSING DATE FOR BID SUBMISSION

Your bid must be received, no later than **17:00 (Türkiye Time) - 28 June 2024**

Bids must remain valid and open for consideration for a period of no less than 60 days.

5.4. KEY CONTACTS

All questions relating to the tender should be sent via email to:

Name	Email Address
Supply Chain Department	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

a. DELIVERY REQUIREMENTS

The bidders are expected to provide delivery to Save the Children storage facilities located in Turkey (SCI reserves the right to export requested items to the other country offices where the SCI is working). 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. The delivery cost should be excluded from the kit price. Delivery cost will be calculated based on the delivery locations.

b. SAMPLE DEPOSIT

The bidders are required to submit their samples before the closing date of the tender, as per the instructions given below under Section 2 - Specifications of this document. The samples can be submitted to Hatay Field Office. The address details of Hatay Office and contact details of focal point can be found below:

Hatay Field Office,

**Address: Hatay ili Antakya ilçesi Hasanlı Mahallesi, Sokak No: 31, Ottoman Hotel Karşısı,
Save The Children Ofisi, Antakya-HATAY**

Focal Point: Onur Güner – 0534 988 96 63

2. SPECIFICATIONS

Emergency Education kits should be packed as per the request in the PO. The bidders should decide on the ideal composition of both boxes in terms of which items will be placed together in the same box.

Line item	Description of Goods / Services (add attachment for technical specification if very detailed)	Unit / Form	Brand	Note
1	Box to Insert Requested Kits	Box		
2	Black Pencils	EA		
3	Red Pencils	EA		
4	Pencil Sharpener	EA		
5	Erasers for Pencils	EA		
6	Ruler	EA		
7	Graph Notebook Small (A5)	EA		
8	Striped Notebook Small (A5)	EA		
9	Notebook for practicing handwriting	EA		
10	Drawing notebook	EA		

11	Colored Pencils	EA		
12	Backpack	EA		
13	Pen, blue	EA		
14	Pen, black	EA		
15	Suluk (Matara) / Water Bottle	EA		
16	Pencil Cases	EA		
17	Square lined A4 notebooks of 100 sheets	Pack		
18	Notebooks - ruled A4 of 100 sheets	EA		
19	Graph Notebook Large (A4)	EA		
20	Striped Notebook Large (A4)	EA		
21	Cardboard Carton	EA		
22	Pen, Red	EA		
23	Plastic Scissors	EA		
24	A4 Paper	EA		
25	White board with stand	EA		
26	Wiper for Whiteboard	EA		
27	Board Marker, black	EA		
28	Board Marker, blue	EA		
29	Board Marker, red	EA		
30	Stapler	EA		
31	Staple	EA		
32	Attach	EA		
33	Globe	EA		
34	Posters	EA		
35	Chess	EA		
36	Class Register	EA		
37	Pritt	EA		
38	Tape	EA		
39	Patafix (Soft Gum)	EA		
40	Football Ball	EA		

41	Volleyball Ball	EA		
42	Jumping Rope	EA		

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 - Key information](#)
- [Section 2 – Essential Criteria](#)
- [Section 3 – Capability & Sustainability Questions](#)
- [Section 4 – Commercial Questions](#)
- [Section 5 – Bidder Submission Checklist](#)

At the end of the Bidder Response Document is a checklist. This should be completed by the Bidder prior to submitting their response to ensure all the relevant information and supporting documents have been included in the response.

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

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 – KEY INFORMATION

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

KEY INFORMATION

Organisation Name			
Please provide details of the primary products/services supplied by your organisation			
Please explain your experience of providing the goods or services requested in this tender document.			
Website address			
Address	Main Address	Registered Address (if different)	Address for Payments (if different)
Company Registration Number		Tax Number	
Year of Registration		Country of Registration	
Type of Business (e.g. Manufacturer, Distributor, Contractor)		Primary Country of Operation	

Have you supplied goods or services to SCI previously? If so, please provide a brief summary.	
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KEY CONTACT DETAILS

	Primary Contact	Secondary Contact	Emergency Contact
Name			
Job Title			
Phone / Mobile			
Email			
Address			

OTHER KEY INFORMATION

Provide details of what insurance cover you have and what the maximum value is	
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KEY ROLES & PERSONNEL

	Job Title	Role	E-mail Address
Which employees will be responsible for providing goods and services to SCI? Please list names, and job titles and contact details (e.g. account managers).			

SECTION 2 - 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: i) 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 accepts that SCI will undertake independent checks to validate this.	Yes / No	Comments
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 - Copy of owner ID and Passport 	Yes / No	Comments
		Requirement	Bidder Response / Attachments
		<i>Legitimate Business Address</i>	
		<i>Tax Registration Number & Certificate</i>	
		<i>Business Registration Certificate</i>	
		<i>Trading License</i>	
		<i>Copy of owner ID or passport</i>	
5	The bidder must not be a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the US or EU. Bidders to submit a confirmation letter.	Yes / No	Comments
6	Bidder's willingness to accept 100% payment to be paid until the maximum of 30 days from submission of invoice (after complete	Yes / No	Comments / Attachments

	delivery) with all valid supporting documents, payment method will be by international transfer. Bidders to submit a confirmation letter.		
7	Bidders must provide samples of all the requested items.	Yes / No	Comments / Attachments
8	Bidders to confirm the replacement of any damaged items. (Bidders to submit a signed confirmation letter).	Yes / No	Comments / Attachments
9	Bidders to confirm that they are not any prohibited parties or on Government blacklists. (Bidders to submit a signed confirmation letter).	Yes / No	Comments / Attachments
10	Bidder to provides 2 satisfactory client references from past 24 months related to education kits (names, email, phone, preferably recommendation letter), preferably governmental institute, INGO, UN Agencies, NGOs. These references should be available for a reference check by SCI	Yes / No	Comments / Attachments
11	Confirmation letter should present for 12-month expiration date from the date of production upon the delivery.	Yes / No	Comments / Attachments

SECTION 3 – 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>REFERENCES Bidder shares three (3) examples of their experience in providing services similar to those included within the scope of this tender.</p> <p>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 is happy to be contacted / visit by Save the Children.</i></p> <p>Weightage (10%)</p>	1)		
		2)		
		3)		

2	QUALITY Bidder's goods quality versus SCI standards and measures. Grading of this criteria will be based on the sample evaluation. Weightage (30%)	Bidder Response	Attachment(s)
3	LEAD TIME Bidder's capacity to supply Save the Children (lead time to deliver the requested items upon receiving an official order form SCI regardless the quantities). Weightage (10%)	Bidder Response	Attachment(s)
4	SUSTAINABILITY Bidder is able to provide requested products inside a recyclable products (tin, metal, paper – no plastic) Weightage (10%)	Bidder Response	Comments

SECTION 4 – COMMERCIAL QUESTIONS

GOOD / SERVICE	SPECIFICATION (FOR TECHNICAL REQUIREMENTS, DRAWINGS MAY NEED TO BE ATTACHED)	QUANTITY	UNIT	VAT RATE (%)	UNIT PRICE (EXC. VAT)
Carton Box To Put Below Items	Box With At Least 2 Layers That Can Carry Requested Items Without Any Distortion	1	Box		
Box to Insert Requested Kits	Kurşunkalem HB / HB Pencils for paper	1	EA		
Black Pencils	Kırmızı Kalem / Red Pencils for paper	1	EA		
Red Pencils	Kalemtraş metal / Sharpeners for pencils, metal	1	EA		
Pencil Sharpener	Yumuşak silgi / Soft erasers for pencils	1	EA		
Erasers for Pencils	Plastik cetvel, 30 cm / Plastic Rulers of 30 cm	1	EA		

Ruler	Kareli A5 defter, 100 yaprak / Square lined A5 notebooks of 100 sheets	1	EA		
Graph Notebook Small (A5)	Çizgili A5 defter, 100 yaprak / Notebooks - ruled (straight lines) A5 of 100 sheets	1	EA		
Striped Notebook Small (A5)	Güzel yazı defteri, 40 yaprak / Notebooks for practicing handwriting, 40 sheets	1	EA		
Notebook for practicing handwriting	Resim Defteri, 60 yaprak / Blank Drawing Notebook, 60 Sheets each, good quality	1	EA		
Drawing notebook	12'li kuru boya kalemleri / Colored Pencils, 12 colored pencil in a set	1	EA		
Colored Pencils	Okul çantası (dayanıklı ve iyi kalite, en az 2 bölmeli, 7 -17 yaş arasına uygun siyah veya lacivert veya benzer renklerde) / School bags (good quality and durable, 2 compartments, for ages 7 and above, in black or dark blue or similar unisex colors)	1	EA		
Backpack	Mavi tükenmez Kalem / Blue Pens	1	EA		
Pen, blue	Siyah tükenmez kalem / Black Pens	1	EA		
Pen, black	Suluk, 750 ml, BPA icermez malzemeden üretilmiş / Water Bottles (flasks), 750 ml, not produced from BPA. Tek renk, mavi ve pembe hariç.	1	EA		
Suluk (Matara) / Water Bottle	Small Pencil Cases for students, one compartment / Küçük kalemkutusu, tek bölmeli, öğrenciler için	1	EA		
Pencil Cases	100 sayfalık kare çizgili A4 defterler	1	Pack		
Square lined A4 notebooks of 100 sheets	Defterler - 100 yapraktan oluşan çizgili A4	1	EA		
Notebooks - ruled A4 of 100 sheets	Kareli A4 defter, 100 yaprak / Square lined A4 notebooks of 100 sheets	1	EA		
Graph Notebook Large (A4)	Çizgili A4 defter, 100 yaprak / Notebooks - ruled (straight lines) A4 of 100 sheets	1	EA		

Striped Notebook Large (A4)		1	EA		
Cardboard Carton	Kırmızı Tükenmez Kalem 6'lı / Red Pens in sets of 6	1	EA		
Pen, Red	Plastik makas / Scissors with Plastic Handle	1	EA		
Plastic Scissors	100 yaprak renkli A4 kağıdı 10 farklı renk ile / A4 paper 100 colored sheets with 10 different colors	1	EA		
A4 Paper	White board with stand 120x200 cm / Ayaklı beyaz tahta 120 cm x 200 cm	1	EA		
White board with stand	Wiper for Whiteboard / Beyaz tahta silgisi	1	EA		
Wiper for Whiteboard	Board Marker, black	1	EA		
Board Marker, black	Board Marker, blue	1	EA		
Board Marker, blue	Board Marker, red	1	EA		
Board Marker, red	Tel zımba makinesi / stapler	1	EA		
Stapler	Bakır zımba teli kutuda 1000 adet / Staples in box of 1000	1	EA		
Staple	100 metal attaches / 100'lu ataç	1	EA		
Attach	Model Globe, plastic, inflatable or plastic hard cover	1	EA		
Globe	2 plasticized posters of size 50x70 cm: Multiplication Table, and World Physical Map / 50x70 cm boyutlarında 2 plastik poster: carpim tablosu veya sayılar, dünya veya Türkiye fiziki haritası	1	EA		
Chess	30-40 cm mid-size plastic chess set / 30-40 cm orta boyda plastik satranc seti	1	EA		
Class Register	Class Register Book / Yoklama defteri	1	EA		
Pritt	Pritt Adhesive, non-toxic / Pritt Yapıştırıcı toksik olmayan	1	EA		
Tape	4 adhesive plastic tape to tape paper and in general art and craft activities as well as	1	EA		

	attaching posters on the walls or tents / Selebant 4 adet				
Patafix (Soft Gum)	Soft gum to hang paper on the wall / Duvara veya çadıra kağıtları yapıştırmak için yumuşak sakız	1	EA		
Football Ball	Football Ball	1	EA		
Volleyball Ball	Volleyball Ball	1	EA		
Jumping Rope	Jumping Rope, long for group games	1	EA		
Other Commercial Considerations					
Duration For Which Pricing Can Be Fixed					

SECTION 5 – 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	
	Trading License	
	Copy of owner ID or passport	
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	 1. Terms & Conditions of Biddi	
Terms & Conditions of Purchase	 TERMS AND CONDITIONS OF PU	
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: