

# INVITATION TO TENDER

## TURKEY

**14/06/2024**

**ITT-NWS-2024-014**

**FWA for TRANSPORTATION AND CUSTOM CLEARANCE.**

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**SUBMISSION DEADLINE: 04/07/2024**

**QUESTIONS / CLARIFICATIONS: [mine.basar@savethechildren.org](mailto:mine.basar@savethechildren.org)**

**BID SUBMISSION: [Procurement.sro@savethechildren.org](mailto:Procurement.sro@savethechildren.org)**

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

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### [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
<b>Description of Goods / Services</b>	<i>FWA for TRANSPORTATION AND CUSTOM CLEARANCE</i>
<b>Outcome of Tender</b>	<i><b>Framework Agreement (Fixed Price or Non-Fixed Price)</b> – 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>
<b>Duration of Award</b>	<i>12 month from the date of signing the agreement</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'.

### 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

### 6.1 TIMESCALES

Activity	Date
Issue Invitation to Tender	14/06/2024
Deadline for questions from Bidders	03/07/2024
Deadline for Bid Submission	04/07/2024
Bid Clarifications	06/07/2024
Award Contact	10/07/2024

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 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-2024-014>>/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 **04/07/2024**.

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
Mine Basar	<a href="mailto:mine.basar@savethechildren.org">mine.basar@savethechildren.org</a>

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

- 1- The price submitted by the service provider should be comprehensive in which includes all the taxes and expenses.
- 2- The Service provider can fill at least one Annex and or two and more,
- 3- The Service provider must write down the brands of all items and include a clear photo of each item.
- 4- 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.

## 2. SPECIFICATIONS

Line item no.	Description of Goods / Services (add attachment for technical specification if very detailed)	Unit	Quantity required	Additional Information
1	Transport Cost Reefer Mersin to Ibrahim Khalil border (Kurdistan) including loading unloading labor cost	PER TRUCK	1	
2	Transit custom clearance 20 feet container Nutrition supplies @ Mersin port	PER CONTAINER	1	
3	Transit custom clearance 20 feet container Nutrition supplies @ Khalil Ibrahim border	PER TRUCK	1	
4	Waiting cost at Ibrahim Khalil border until finish analysis process by Ibrahim Khalil Border for reefer truck	PER DAY	1	
5	Port and warehouse tracking fee	PER DAY	1	
6	Veterinary Admission Certificate	PER CONTAINER	1	
7	Warehousing cost	PER DAY	1	

## 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 1 - ESSENTIAL CRITERIA **(PASS/FAIL)**

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

Item	Question	Bidder Response	
<b>1</b>	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
<b>2</b>	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
<b>3</b>	The Supplier confirms it is not linked directly or indirectly to any terrorism related activity, and does not sell any Dual Purpose goods / services that may be used in a terror related activity.	Yes / No	Comments
<b>4</b>	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
<b>5</b>	Supplier confirms to provide reefer containers	Yes / No	Comments
<b>6</b>	<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"> <li>- Legitimate business address</li> <li>- Tax registration number &amp; certificate</li> <li>- Business registration certificate</li> <li>- Trading license</li> </ul>	Yes / No	Comments
		<b>Requirement</b>	<b>Bidder Response / Attachments</b>
		<i>Legitimate Business Address</i>	
		<i>Tax Registration Number &amp; Certificate</i>	
		<i>Business Registration Certificate and/Or</i>	
		<i>Trading License</i>	

## SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS

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

Item	Weightage: Capability & Sustainability Criteria Questions 60%	Weight 60%	Bidder Response		
			Client Name	Contact Details (Name & Email)	Project Description(Attach the contract)
1	<b>REFERENCES</b> Bidder shares two (2) examples of their experience in providing services similar to those included within the scope of this tender <b>(Transportation nutrition Supplies)</b> . 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.  <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> <ul style="list-style-type: none"> <li>• Proven experience with (INGOs/UN Agencies in similar fields to the project)</li> <li>• Proven experience with (INGOs/UN Agencies, in similar fields to the project)</li> </ul>	10%	1)		
			2)		
2	Experience in customs clearance of Nutrition Supplies/ Food/Medical)	15%			
3	Availability and capacity of WH or storage facilities for nutrition and medical supplies	10%	Bidder Response		

			Yes	No					
<b>4</b>	<i>The Supplier Must confirm to Secure 40MT and 20MT reefer trucks</i>	<b>10%</b>	<table border="1"> <thead> <tr> <th colspan="2">Bidder Response</th> </tr> </thead> <tbody> <tr> <td>Yes</td> <td>No</td> </tr> </tbody> </table>		Bidder Response		Yes	No	Attachment(s)
Bidder Response									
Yes	No								
<b>5</b>	<i>GDP certified trucks , the company must be an authorized customs broker and authorized to carry out customs clearance at Mersin port</i>	<b>5%</b>							
<b>6</b>	<i>The supplier is based in Turkey or have sub office in Turkey (Sustainability).</i>	<b>10%</b>	<table border="1"> <thead> <tr> <th colspan="2">Bidder Response</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> </tr> </tbody> </table>		Bidder Response				Comments
Bidder Response									

### SECTION 3 – COMMERCIAL QUESTIONS 40%

Please fill your prices in “RFQ attached

### 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	




### 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
<b>Essential Criteria Evidence</b>	Proof of legitimate business address	
	Copy of tax registration number & certificate	
	Copy of business registration certificate	
<b>Capability Criteria Evidence</b>	Completed Bidder Response Document	
	Supporting Financial Documents	
<b>Commercial Criteria Evidence</b>	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 Biddir	
Terms & Conditions of Purchase	ITT	
Child Safeguarding Policy	 Child Safeguarding Policy.pdf	
Anti-Bribery & Corruption Policy	 Anti-Bribery & Corruption Policy.pc	
Human Trafficking & Modern Slavery Policy	 Human Trafficking & Modern Slavery Pc	

Protection from Sexual Exploitation & Abuse	 Protection from Sexual Exploitation & Abuse	
Anti-Harassment, Intimidation & Bullying Policy	 Anti-Harassment, Intimidation & Bullying Policy	
IAPG Code of Conduct	 IAPG Code of Conduct for Agencies	

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: .....