

DOSSIER FOR PRESELECTION

1. INTRODUCTION :

Malteser International (MI) is an international Non-Governmental Organization based in Cologne, Germany, providing humanitarian aid worldwide. In Turkey projects are implemented in Kilis, Gaziantep, Hatay and Northern Syria providing mostly health products and medical services.

Suppliers and service providers registered under the Laws of Turkey in respective goods and services are invited to submit their vendor registration form to MI so that they may be preselected for submission of quotations. Interested suppliers and service providers should submit this form with the other required docs to MI. Please note that MI stresses in the call for preselection that even if suppliers /service providers pass the preselection process and are included in the MI database this does not entail any obligations for future purchases by MI.

All requested information will be treated confidentially.

Applications must contain the following documents:

1. Registration document in Türkiye.
2. Company balance sheet (date must be within the last month or newer).
3. Current and latest Tax Registration from Revenue Administration.
4. Reference letters or completion documents showing previous experience.
5. Document taken from the Government indicating that the bidder is authorized to import and export (if available).
6. Quality Certificates (if available).
7. Annexes (A,B,C).

2. EVALUATION CRITERIA :

Applications will be evaluated according to the following evaluation criteria:

- A. Completeness and submission of documents (docs mentioned in this form including annexes).
- B. Submitted Previous commercial / I-NGOs experience or UN agencies experience (reference letter or contract).
- C. Financial Capacity (Company balance sheet to be > 3,000 Euro).
- D. Exclusion from sanctions lists.
- E. Application submission within time (deadline 1st Jul 2024).

3. COMPANY INFORMATION:

Company name		
Address		
Owner(s)	-	
Tax and registration no.	Tax number	registration number
Legal form of Company (Ltd., Inc., incorporated, individual)		
Contact person	<u>Name :</u> Phone: E-Mail:	
		Medication & drugs
		Anaesthesia
		Lab consumable
		Medical devices
		Medical consumable
		Hospital related furniture

Which goods or services does the company offer? tick according to category			Vehicle rental
			Stationery
			Office furniture
			Office supplies(refreshment and cleaning items).
			Hygiene kits
			Translation services
			Accommodation services
			Office cleaning services
			Solar system related services
			Shelter related items
			IT & surveillance system
			Home appliances
			Food Kits
			Shelter products and services
			Visibility related items
		Attorney service	
		Third Party Monitoring (TPM)	
Have you already worked with NGOs?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes: Name(s)
Annual Turnover for the last 12 months			
Number of employees			
Average delivery time of goods offered			
Preferable payment method (MI prefers bank transfer after full delivery).			
Do you offer support services for the goods provided	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, please specify:
Do you give a guarantee for your goods /services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, how long and in which scale:
How do you ensure the quality of the products/services offered?	<input type="checkbox"/> Sample inspection <input type="checkbox"/> Product know-how <input type="checkbox"/> Supplier visits		<input type="checkbox"/> Quality agreements <input type="checkbox"/> Reference check <input type="checkbox"/> Work trials <input type="checkbox"/> Others:
Do you offer a standard price list for your goods/services?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes Attach to file <input type="checkbox"/>
Are there ties between you and any employee of Malteser International?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, whom and in which relationship:

If applicable (otherwise please leave blank):

Do you have a license to sell pharmaceuticals?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Not required <input type="checkbox"/>	License issued by
How do you ensure the quality of pharmaceutical products?	Comments:			
Status of the medical supplier	Certificate for Good Distribution Practices (GDP): Certificate database			Yes <input type="checkbox"/> No <input type="checkbox"/>
	Humanitarian Procurement Center (HPC)			Yes <input type="checkbox"/> No <input type="checkbox"/>

	Listed in the database of “Quality Medicines for all” (QUAMED): QUAMED database Yes <input type="checkbox"/> No <input type="checkbox"/>
How are medical products stored? How is a cold chain ensured?	
List at least 3 important customers that the vendor has (Including NGOs, Government or UN agencies)	
Does the vendor follow good storage practices (GSP)? This includes facility cleanliness, cold chain availability, storage organization, and adequate storage conditions (with temperature and humidity control) observed during visit and support evidence with photos filed separately	

4. DECLARATION:

WE DECLARE that,

- the information given above is correct
- our products and/or services are produced without the labor of children below age 15.
- we fulfil, have fulfilled, and will fulfill our obligations regarding the payment of any applicable taxes, duties, charges, and social contributions etc. related to the products or services provided.
- we have received the document “Humanitarian Procurement Principles”, and we - and any applicable subcontracted parties - will respect the principles of humanitarian aid procurement.
- there are no international sanctions against the owner/s and or company in place.
- we have received a copy of Malteser International Whistle Blowing Guidelines.

WE FURTHER DECLARE

our interest to be included into MI database for supplies and services.

5. ANNEXES :

Annexes to be signed and submitted with this form, annexes are :

- Annex A Whistleblowing Guidelines
- Annex B Mandatory principles of humanitarian aid procurement
- Annex C personal data protection

6. SUBMISSION METHOD:

Send all the docs enlisted in this form to the below email: Logistic.turkey@malteser-international.org

The subject email to be “ vendor registration form – Company **official** name-date”

Read and filled by

Company	
Representative	
Date	
Stamp & Signature	



Annex A - Whistleblowing Guideline

1. Purpose and scope

Malteser International has a high reputation among beneficiaries, partners, authorities, and donors for its professional work and integrity. In common with all organizations, however Malteser International faces the risk of activities going wrong, or of unknowingly harboring malpractice. Malteser International is committed to preventing such malpractice, especially in the forms of fraud, corruption and the abuse of power.

Malteser International encourages its staff, partners, beneficiaries, and other stakeholders to report non-compliance with Malteser International's Code of Conduct, and especially any perceived instances of malpractice. This Whistleblowing Guideline has been issued to provide guidance on how to do so.

This policy covers all part or full time staff working for Malteser International, as well as all volunteers, advisors, or consultants: who for the purpose of this document are all referred to as "staff". It also covers partners, business partners such as suppliers, service providers etc., other stakeholders like donors, local authorities or beneficiaries, as well as the general public.

2. Definition

"Malpractice" for the purposes of this policy may include but is not limited to: fraud, corruption, criminal offenses, non-disclosure of a conflict of interest, or the abuse of power — including sexual exploitation.

3. Procedure for raising a concern

For Malteser International staff: If you believe that the actions of any staff member, or person(s) having to do with Malteser International could constitute malpractice, you should raise your concerns with your line manager. If you do not feel comfortable speaking to your line manager for any legitimate reason or because you fear negative personal consequences for yourself such as reprisal, victimization, or dismissal, you may contact the line manager's direct superior.

For partners, business partners, beneficiaries and all other stakeholders: You should raise your concerns with Malteser International's local country or program coordinator.

In exceptional circumstances where it would be inappropriate to approach either the Malteser International manager or their supervisor, you may raise the matter directly with the appointed Ombudsperson. Complaints to the Ombudsperson may be raised via email in English, German, French or Spanish.

Please always include full details of the issue raised along with your concern, and any available supporting evidence. Please also state whether you wish your identity to be kept confidential. When addressing a

complaint to the Ombudsperson, please give a brief reason why Malteser International managers cannot deal with the issue.

Malteser International does not encourage anonymous reporting and is only able to process complaints that include the contact details of the complainant.

For other complaints referring to issues that do not constitute malpractice in the above sense, the Malteser International grievance procedures should be followed.

You can find the name of the current Malteser International Ombudsperson and their contact details on Malteser International's website ¹ and at the end of this document.

4. Handling of disclosures

All disclosures will be taken seriously, and processed using the following procedure:

1. In case a disclosure is made to a manager (in most cases the program or country coordinator), and the issue raised falls into his or her area of responsibility, the manager has the duty to acknowledge receipt of the complaint², assess or investigate the matter, provide necessary protection to the person raising the concern, and take appropriate action to end the alleged malpractice. If the manager considers the issue to be outside their area of responsibility, they are required to pass the issue to the country manager or team leader in headquarters or, where appropriate, to the Ombudsperson to deal with.
2. If you have any personal interest in the matter you have raised, you must disclose this at the outset.
3. Any disclosure made under this policy will be acknowledged in writing to confirm that Malteser International will investigate the matter, and will reply to your concerns in due course.
4. The Ombudsperson will deal with and investigate any reported concerns independently, objectively, and confidentially.
5. Assessment, clarification or investigation of the issue raised should begin within two weeks of the disclosure being made. The duration and scope of the assessment or investigation will depend on its subject matter. In most instances, there will be an initial assessment to determine whether there are grounds for a more detailed investigation, or whether the disclosure is, for example, based on erroneous information.
6. Any investigative activity will be carried out without regard to a person's relationship with Malteser International, their position, or length of service.
7. You may be asked to provide further information during the course of the initial assessment of your disclosure, or during the investigation.
8. When an investigation is launched through the Ombudsperson, they will also be responsible for reviewing the investigation report.

¹<https://www.malteser-international.org/en/about-us/how-we-work/transparency.html>

² Acknowledgement has to be given by the person to whom the concern is raised. For concerns raised towards Malteser International managers or coordinators this should take the form of a written confirmation to the person raising the concern with a copy to the corresponding country officer in headquarters.

9. Following investigation, appropriate action will be taken — this could involve initiating a disciplinary process, or informing external authorities if a crime has been committed.
10. If it is found that there is insufficient evidence of malpractice, or the actions of the individual(s) are not serious enough to warrant disciplinary action, it may be more appropriate for Malteser International to take an alternative approach to dealing with the matter.
11. You will receive written notification¹ of the outcome of the assessment or investigation.

5. Protection for whistleblowers

Whistleblowers will be provided protection against retaliation for their disclosure regardless at which level (managers, coordinators, or Ombudsperson) it is made. No member of staff who raises genuinely held concerns in good faith using this procedure will be dismissed or subject to any detriment (e.g. unwarranted disciplinary action or victimization) as a result of their action, even if their concerns turn out to be unfounded.

If whistleblowers believe that they are being placed at a disadvantage within the workplace as a result their use of this procedure, they should inform their line manager or, if this is not appropriate, the line manager's superior or the HR department immediately. Staff who victimize or retaliate against those who have raised concerns under this policy will be subject to disciplinary action.

This assurance is not extended to any individual who maliciously raises a matter they know to be untrue or who is involved in any way in the malpractice.

All efforts will be made to keep the identity of the whistleblower confidential. Due to the nature of the information given or because of a need for formal investigation, e.g. in criminal cases which must be passed to the authorities, the identity of the whistle blower may become known. In these circumstances, the implications for confidentiality will be discussed with the whistleblower ahead of any action being taken. In order not to jeopardize a potential investigation, the whistleblower is asked to keep confidential the fact that he or she has raised a concern, along with the identity of those concerned.

6. False disclosure

Malteser International will treat all disclosures of malpractice seriously, and protect staff who raise concerns in good faith. However, appropriate action will be taken in accordance with disciplinary procedures against staff who are found to have made a disclosure that they know to be untrue.

This Whistleblowing Guideline has been issued by the Secretary General of Malteser International.

Read and Accepted by:

Company	
Representative	
Date	
Stamp & Signature	

¹ The written notification to the person raising the concern must be given by the Malteser International managers or coordinators who received and handled the case.

Annex B

Mandatory principles of humanitarian aid procurement¹

Malteser International is obligated to observe and apply the following Procurement Principles. Malteser International also expects its partners and contractors to note these principles and act in accordance with them during the execution of the contracts signed with Malteser International.

The partner or contractor agrees to the adherence of following principles by signing the contract and annexes.

1) Principle of ethical procurement

- Avoidance of child labour,
- Respect of basic social rights and working conditions based on international labour standards,
- Inclusion of environmental aspects,
- Avoidance of any connection with a party to a conflict,
- Avoidance of involvement in the supply or transport of illicit arms and land mines and unethical exploitation of natural resources.

2) Principle of Sound Financial Management

- Sound financial management means that the partner ensures that it has taken all steps to secure the **best price quality ratio** available in the quantity and within the timeframe required.
- While, sometimes rapid delivery was more important than high quality, a **minimum quality level** needs to be maintained to guarantee that the assistance given is appropriate to the circumstances.
- A thorough drafting of the Terms of Reference or Technical specifications is essential for the respect of this principle.

3) Principles of equal treatment, non-discrimination and untied aid

- Treatment of all interested parties in the same situation in the same way
- No discrimination or unjustified differentiation between legal or natural persons, regardless of the origin or the nationality.

4) Principle of Transparency and Right of access

- Right of access: the donor has full access to premises and documents referring to procurement procedures, documents, evaluations, award recommendations and contracts (regardless of whether these belong to Malteser International or to the partner or contractor),

¹ http://dgecho-partners-helpdesk.eu/actions_implementation/procurement_in_humanitarian_aid/procurement_mandatory_principles/star



- Malteser International is obliged to immediately inform the donor if it becomes aware of any corrupt, fraudulent or coercive practice, the breach of the principles or a situation that is likely to constitute a conflict of interest.

5) Principle of Proportionality

- The principle of Proportionality requires that procedures followed for awarding a contract must be proportionate to the value of the contracts; this generally means more demanding procedures for higher value contracts.

6) Principle of avoiding conflicts of interest

- Measures have to be taken to prevent any conflict of interest (impartial and objective implementation is compromised for reasons involving on economic interest, political or national affinity, or family or emotional ties).

7) Principle of supporting the local economy

- Whenever it is possible local human or material resources have to be used. Before it has to be ensured that this will not distort the local market, increase prices or unduly burden the local natural resources or the environment.

8) Principle of due diligence

- Timely delivery and satisfactory quality of the received supplies, works or services have to be followed up and in case this is not fulfilled appropriate measures have to be taken to mitigate negative consequences for the beneficiaries.

Read and accepted by

Company	
Representative	
Date	
Stamp & Signature	

**Malteser International
TEDARIKCI KİŞİSEL VERİLERİN İŞLENMESİ
AÇIK RIZA METNİ**

MALTESER INTERNATIONAL tarafından açıklanan 6698 sayılı Kişisel Verilerin Korunması Kanunu hükümlerine uygun olarak tarafıma sunulan aydınlatma metninin tamamını okudum, anladım ve tarafıma gerekli bilgilendirmenin yapıldığını kabul ediyorum. MALTESER INTERNATIONAL'nin, özel nitelikli kişisel verilerim (sağlık verisi, cinsel hayata ilişkin veriler, biyometrik ve genetik veriler; dernek, vakıf ya da sendika üyeliği bilgisi; ırk, etnik köken; ceza mahkûmiyeti ve güvenlik tedbirleriyle ilgili veriler; siyasi düşünce, felsefi inanç, din, mezhep veya diğer inançlar; kılık ve kıyafet bilgisi) de dahil olmak üzere kişisel verilerimin Temsilciliğin faaliyetlerini yürütebilmesi, tarafıma yardım ulaştırılabilmesi ve program kalitesinin artırılması amaçlarıyla işlemesine, kaydetmesine, saklamasına, paylaşmasına ve üçüncü kişiler ile yurtdışı dahil olmak üzere aktarmasına, konu hakkında tereddüde yer vermeyecek şekilde, herhangi bir etki ve baskı altında kalmaksızın işbu "Açık Rıza Beyanı" ile açık bir şekilde rıza gösterdiğimi kabul, beyan ve taahhüt ederim.

Tedarikci;

Adı :

Soyadı :

İmzası :

Tarih :

**Malteser International
Vendor'S DECLARATION OF EXPLICIT CONSENT TO THE
PROCESSING OF PERSONAL DATA**

I, hereby, acknowledge that I have completely read and fully understood the clarification text that is explained by MALTESER INTERNATIONAL and which I am provided with pursuant to the provisions of the Law No.6698 on the Protection of Personal Data and do hereby accept and confirm that necessary information have been given and accordingly I am duly informed.

I, hereby, confirm, declare and guarantee that I, by signing this "Explicit Consent Declaration" without any influence, pressure and hesitation, freely and willingly give my express and unambiguous consent to MALTESER INTERNATIONAL to process, record, store, share and transfer (including transfers to third persons and cross-border transfers) my personal data including my personal data of special nature (health and sex life related data; biometric and genetic information; data regarding the membership to associations, foundations or (labor) unions; race, ethnicity; convictions and data concerning security measures; political opinions; philosophical opinions and beliefs; religion, sect or other beliefs; appearance) in order for MALTESER INTERNATIONAL to be able to carry out its activities and also for the purposes of delivery of aid and assistance to me and increasing the program quality.

Supplier's;

Name :

Surname :

Signature :

Date: