# Version 1.0 /110621

**INVITATION TO TENDER**

**TÜRKİYE**

**15 October 2024**

**ITT-TUR-2024-022**

**HOURLY TEACHER SERVICE for HATAY**

**BID SUBMISSION DEADLINE: 17:00 on 04 November 2024**

**BID SUBMISSION:** [tender.turkey@savethechildren.org](file:///C:/Users/C.Yildirim/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/0370I3WY/tender.turkey@savethechildren.org)

**DEADLINE FOR QUESTIONS/CLARIFICATIONS:** **17:00 on 29 October 2024**

**QUESTIONS / CLARIFICATIONS:** [procurement.turkey@savethechildren.org](mailto:procurement.turkey@savethechildren.org)

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

* + 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** | *HOURLY TEACHER SERVICE* |
| **Outcome of Tender** | ***Framework Agreement*** *(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 months 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 | **15/10/2024** |
| Deadline for questions from Bidders | **29/10/2024** |
| Deadline for Bid Submission | **04/11/2024** |
| Bid Clarifications | **10/11/2024** |
| Award Contact | **15/11/2024** |

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 ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Electronic Submission via Email**

Email should be addressed to Procurement Department at [tender.turkey@savethechildren.org](mailto:tender.turkey@savethechildren.org)

**Electronic Submission via Email**

* Email should be addressed to Procurement Department at [tender.turkey@savethechildren.org](mailto: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 “be “ITT-TUR-2024-022/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**

* Paper submissions will not be accepted for this tender.

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

Your bid must be received, no later than **17:00 (GMT+3) 04 November 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 |
| Procurement Committee | [procurement.turkey@savethechildren.org](mailto:procurement.turkey@savethechildren.org) |

Please be advised local working hours are 09.00AM 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. **Location of the Services**

The requested service will be provided at Save the Children Antakya Municipality Community Center, Container City located within the borders of Antakya, in the contracted school building or online

1. **SPECIFICATIONS**

In the list below, bidders can find the detailed specification of all the items.

|  |  |
| --- | --- |
| a) Hizmetlerin Özellikleri, Türü ve Miktarı  Characteristics, Type and Quantity of the Services | Save the Children ve Antakya Belediyesi partnerliğinde yürütülen Antakya Belediyesi Toplum Merkezi bünyesinde bu şartname çerçevesinde verilecek kurslarda görevlendirilecek öğretmen ihtiyacını karşılayacak hizmetleri gerektirmektedir.  Save the Children requires services to meet the need of teachers to be assigned in the courses to be given within the framework of this specification, within the scope of Antakya Municipality Community Center. |
| b) Hizmetlerin Konumu  Location of the Services | Talep edilen hizmet Save the Children Antakya Belediyesi Toplum Merkezi, Antakya sınırları içinde yer alan Konteyner Kent, anlaşmalı okul binası veya online olarak yapılacaktır.  The requested service will be provided at Save the Children Antakya Municipality Community Center, Container City located within the borders of Antakya, in the contracted school building or online. |
| c) Hizmetlerin Başlangıç ​​Tarihi  Beginning Date of the Services | Save the Children Türkiye Ofisi tarafından değerlendirme tamamlandıktan sonra talep edilen çalışmalara başlanacaktır.  The requested work will begin after the evaluation has been completed by Save the Children Turkey Office. |
| d) Hizmetlerin Bitiş Tarihi  End Date of the Services | 31/08/2025, ancak Save the Children gerekli gördüğü takdirde, bu tarihten sonra bir ay ile sınırlı olmak kaydıyla eklenecek dersler için aynı koşullarda hizmet talep etme hakkını saklı tutar.  The service will end the 31st of August 2025. However, if the Save the Children deems necessary, it reserves the right to request service under the same conditions for the courses to be added, provided that it is limited to one month after this date. |
| e) Hizmetlerin Zaman Çizelgesi  Timeline of the Services | Save the Children, bu Fiyat Teklif İsteği sonucunda imzalanan Çerçeve anlaşmasına göre verilen zaman aralığında (1 ay-hafta vb.) talep edilen miktar için PO (Satın Alma Emri) verecektir.  SCI will issue PO (Purchase Order) for requested quantity during the given time gap (1 month-week etc) according to signed FWA as a result of this RFQ |
| f) Hizmetlerin Fiyatlandırılması  Pricing of the Services | Birim fiyatlar, bu Fiyat Teklif İsteği sonucunda imzalanan çerçeve anlaşması dahilinde hizmet bitiş tarihine (31 Ağustos 2025) kadar sabitlenecektir.  The unit prices will be fixed until service end date (31 August 2025) within the signed FWA as a result of this RFQ |

1. **Hizmetin Tanımı /Definition of Service**

* Save the Children ve Antakya Belediyesi partnerliğinde yürütülen proje kapsamında okul dışı kalmış ve/veya okul terki riski taşıyan Türk ve Suriyeli öğrencilere haftanın pazartesi günü ile cumartesi günleri arasında akademik destek verilecektir.  
  Within the scope of the project carried out in partnership with Institution and Save the Children, academic support will be given to Turkish and Syrian students who are out of school and/or at risk of dropping out, between Mondays and Saturdays of the week.
* Eğitimler Antakya Belediyesi Toplum Merkezi, Antakya sınırları içinde yer alan Konteyner Kent, anlaşmalı okul binası veya online olarak verilecek olup Matematik, Okuryazarlık, Sosyal Duygusal Öğrenme ve Ödev Desteği başlıklı derslerde, hizmet alımı çerçevesinde özel bir kurum bünyesinde istihdam edilen farklı branşlarda ücretli öğretmenler görev alacaktır.  
  The trainings will be given at the Antakya Municipality Community Center, and paid teachers from different branches, employed within the framework of service procurement, will take charge in the courses titled Mathematics, Literacy, Social Emotional Learning and Homework Support.
* Görev alacak olan öğretmenlerin proje kapsamı dışında gerçekleştirdiği iş ve işlemlerden Save the Children ve Antakya Belediyesi sorumlu değildir.  
  The INSTITUTION and Save the Children are not responsible for the work and transactions performed by the teachers who will take charge outside the scope of the project.
* Proje kapsamında verilecek olan dersler en geç 31 Ağustos 2025 tarihinde son bulacaktır. Bu sebepten ötürü hizmet alımı esasında bu tarih ile sınırlıdır. Ancak Save the Children gerek gördüğü takdirde bu tarihten sonra bir ay süre ile sınırlı kalmak kaydıyla ilave yapacağı dersler için aynı koşullarda hizmet isteme hakkını saklı tutar.  
  The courses to be given within the scope of the project will end on 31 August 2025 at the latest. For this reason, service procurement is essentially limited to this date. However, if the INSTITUTION deems necessary, it reserves the right to request service under the same conditions for the courses to be added, provided that it is limited to one month after this date.

1. **Ücretli Öğretmenlerde Bulunmasi Gereken Asgari Standartlar /Minimum standards for paid teachers**

* Adaylar başvurduğu branşa uygun lisans bölümlerinden mezun olmalıdır. Matematik dersi için Matematik Öğretmenliği, Matematik, Matematik Mühendisliği bölümlerinden mezun olmuş adaylar, Okur-Yazarlık dersi için Türkçe Öğretmenliği, Edebiyat Öğretmenliği, Edebiyat bölümlerinden mezun olmuş adaylar, Sosyal ve Duygusal Öğrenme dersi için Sosyoloji veya PDR\_ mezun olmuş adaylar başvurabilir. Bahsi geçen dersler dışında YÜKLENİCİ kurumdan, farklı branşlarda öğretmenler talep edilmesi halinde YÜKLENİCİ branşlarına uygun bir bölümden mezun olan adaylar önermek durumundadır.  
  The applicant must have graduated from undergraduate departments appropriate to the branch applied for. Candidates who have graduated from Mathematics Teaching, Mathematics, Mathematics Engineering departments for the mathematics course, Candidates who have graduated from the Turkish Language Teaching, Literature Teaching, and Literature departments for the Literacy course, and those who have graduated from the Sociology or PDR departments for the Social and Emotional Learning course can apply. Apart from the aforementioned courses, the CONTRACTOR has to propose candidates who have graduated from a department suitable for their branches, if teachers in different branches are requested from the CONTRACTOR.
* Fen Fakültesi, Fen-Edebiyat Fakültesi, Edebiyat Fakültesi veya branşına uygun bir bölüm mezunu olup Pedagojik Formasyon belgesi/Tezsiz Yüksek Lisans belgesi sahibi olmalı.  
  Must be a graduate of the Faculty of Science, Faculty of Arts and Sciences, Faculty of Letters or a department suitable for their branch and have a Pedagogical Formation certificate / Non-Thesis Master's certificate.
* Erkek adaylar için askerliğini bedelli/normal yapmış olmalı veya en az 1 yıl tecil etmiş olmalı ve bunu belgelemeli, muaf ise muaf olduğunu gösteren bir evrak olmalı   
  For male candidates, they must have completed their military service as paid/normal or postponed for at least 1 year and document this, and if exempt, there must be a document showing that they are exempt.
* Öğretmenin görev yapmasına engel olacak bir sağlık sorunu olmaması gerekir.  
  The teacher should not have a health problem that would prevent him from working.
* Adli Sicil Kaydı, Lisans mezunu olduğunu gösteren belge, Pedagojik Formasyon Belgesi veya Tezsiz Yüksek Lisans Belgesi, Sağlık Raporu, İkamet ve Taahhütname Evraklarını göreve başlamadan ilgili birime teslim etmek durumundadır.  
  Judicial Registry Record, a document showing that he has a Bachelor's degree, Pedagogical Formation Certificate or Non-Thesis Master's Certificate, Health Report, Residence and Commitment Documents must be submitted to the relevant unit before starting to work.
* 26/9/2004 tarihli ve 5237 sayılı Türk Ceza Kanununun 53 üncü maddesinde belirtilen süreler geçmiş olsa bile; kasten işlenen bir suçtan dolayı bir yıl veya daha fazla süreyle hapis cezasına ya da affa uğramış olsa bile devletin güvenliğine karşı suçlar, Anayasal düzene ve bu düzenin işleyişine karşı suçlar, millî savunmaya karşı suçlar, devlet sırlarına karşı suçlar ve casusluk, zimmet, irtikâp, rüşvet, hırsızlık, dolandırıcılık, sahtecilik, güveni kötüye kullanma, hileli iflas, ihaleye fesat karıştırma, edimin ifasına fesat karıştırma, suçtan kaynaklanan mal varlığı değerlerini aklama veya kaçakçılık ve aynı Kanunun Cinsel Dokunulmazlığa Karşı Suçlar başlıklı İkinci Kısmının Altıncı Bölümünde düzenlenen maddelerde yer alan suçlardan mahkûm edilmemiş olduğuna dair yazılı beyanı olmalıdır.  
  Even if the periods specified in Article 53 of the Turkish Penal Code dated 26/9/2004 and numbered 5237 have passed; a written statement should be submitted for crimes against the security of the state, crimes against the constitutional order and its functioning, crimes against national defense, crimes against state secrets and espionage, embezzlement, extortion, bribery , theft, fraud, forgery, breach of trust, fraudulent bankruptcy, bid rigging, rigging of performance, laundering or smuggling of property values ​​arising from crime, and the articles set out in the Sixth Section of the Second Part of the same Law titled Offenses Against Sexual Immunity.

1. **Ücret Ve Özlük Haklari/ Wages And Personal Rights**

* Görev alan öğretmenin maaşı, sigortası ve diğer özlük hakları; hizmet alımını hakeden ve kendilerini istihdam eden veya yönlendiren YÜKLENİCİ firma tarafından karşılanacaktır.  
  Salary, insurance and other personal rights of the teacher in charge; shall be borne by the CONTRACTOR company that deserves the service procurement and employs or directs them.
* Öğretmen Madde3/1 de bahsi geçen hakları da dahil olmak üzere yol, servis, prim ve yemek gibi ihtiyaçları hususunda Save the Children ve Antakya Belediyesi’nden herhangi bir talepte bulunamaz.  
  The teacher cannot make any demands from the INSTITUTION and Save the Children organization regarding his needs such as transportation, service, premium and food, including his rights mentioned in Article 3/1.
* Öğretmen YÜKLENİCİ firma tarafından kadrolu veya ders saat ücretli istihdam edilebilir, öğretmen ve YÜKLENİCİ nin yapmış olduğu anlaşmaya istinaden doğabilecek fazla çalışmadan veya fazla sürelerle çalışmadan kaynaklanan her türlü alacağından YÜKLENİCİ firma sorumludur.  
  The teacher can be employed by the CONTRACTOR on a permanent basis or with an hourly wage, and the CONTRACTOR company is responsible for any receivables arising from overwork or working for overtime, which may arise pursuant to the agreement made by the teacher and the CONTRACTOR.
* Öğretmenin sigortası YÜKLENİCİ firma tarafından yapılacaktır. Sigorta giriş ve çıkış işlemleri, sigortalılık süreleri, Asgari Geçim İndirimi (AGİ) vb. konularda Save The Children ve Antakya Belediyesi mesuliyet kabul etmez.  
  The insurance of the teacher will be made by the CONTRACTOR. Insurance entry and exit procedures, insurance periods, Minimum Living Allowance (AGI) etc. The INSTITUTION and Save the Children do not accept any responsibility in matters.
* Öğretmenin yıllık izin, kıdem ve ihbar tazminatı, fazla mesai ve benzeri alacaklarında Save the Children ve Antakya Belediyesi sorumlu değildir, bu taleplerden doğacak alacak haklarından sorumlu değillerdir.   
  The INSTITUTION and Save the Children are not involved in the teacher's annual leave, severance and notice pay, overtime and similar receivables, and they are not responsible for the receivables arising from these demands.
* YÜKLENİCİ firmaya ödenecek olan ders saati ücreti bir ay zarfında öğretmenin okuttuğu ders saati sayısının, sözleşmede bir ders saati karşılığı gösterilen ders saati ücreti ile çarpımından elde edilen miktardır.  
  The course hour fee to be paid to the CONTRACTOR is the amount obtained by multiplying the number of course hours taught by the teacher in a month with the course hour fee shown in the contract for one course hour.
* Ders saatinin tanımı Millî Eğitim Bakanlığı tarafından uygulanan standart ve güncellemelere dair açıkladığı ders saat aralığı esas alınır. Millî Eğitim Bakanlığı tarafından ders saatinin süre bazında artırım ve/veya azalımı 1 ders saati için anlaşmaya varılan ücreti değiştirmez.  
  Definition of lesson time: The lesson hour interval announced by the Ministry of National Education regarding the standards and updates applied is taken as a basis. The increase and/or decrease in the duration of the lesson hours by the Ministry of National Education does not change the agreed price for 1 lesson hour.
* Madde 3 kapsamına giren konularda öğretmen, Save the Children ve Antakya Belediyesi’nden herhangi bir evrak talep edemez.  
  The teacher cannot request any documents from the INSTITUTION and Save the Children organization on matters falling within the scope of Article.
* YÜKLENİCİ, öğretmenlerin maaş ve özlük haklarıyla ilgili ödemelerin yapıldığına dair evrak talep edildiğinde 3 (üç) iş günü içinde sunmakla yükümlüdür.  
  The CONTRACTOR is obliged to submit documents regarding the payment of teachers' salaries and employee benefits within 3 (three) working days when requested.
* Resmî tatiller dışında merkezde verilecek olan eğitimlere ara verilmeyeceğinden sömestr tatilleri dahil olmak üzere; KURUM tarafından aksi kararlaştırılmadıkça; öğretmenler, derslere kendilerine verilen programlara uygun olarak katılmaya devam etmek durumundadır.  
  Except for the official holidays, the training to be given at the center will not be interrupted, including the semester holidays; Unless otherwise agreed by the INSTITUTION; Teachers must continue to attend classes in accordance with the programs given to them.

1. **Çalişma Saatlerinde Uyulmasi Gereken Kurallar Ve Davranişlar /Rules and Behaviours to be followed during working hours**

* Öğretmenler, merkezde bulundukları süre boyunca Eğitim Koordinatörü ve Eğitim Koordinatörü tarafından görevlendirilen kişilere karşı sorumludur.  
  The Education Coordinator and the people assigned by the Education Coordinator are responsible of the Teachers during their stay at the centre.
* Öğretmenler, Antakya Belediyesi Toplum Merkezi’nin belirlediği fiziksel ortamlarda derslere girecektir.   
  Teachers will attend classes in the physical environments determined by the Antakya Municipality Community Center.
* Öğretmen derslere, kendisine verilen programa uygun şekilde zamanında girip zamanında çıkmalıdır.  
  The teacher attends the classes in accordance with the schedule given to him/her.
* Öğrenciler, KURUM tarafından belirlenecek ve sınıflara ayrılacaktır. Öğretmenlerin ilgili amirin onayı olmadan sınıflarda öğrenci değişikliği yapması mümkün değildir.  
  Students will be determined by the INSTITUTION and will be divided into classes. It is not possible to change students in classes without the approval of the Teachers’ supervisor.
* Öğrencilerin kullanacağı ders materyalleri Antakya Belediyesi Toplum Merkezi tarafından sağlanacaktır, öğretmenlerin yetkili idari merciinin izni olmadan herhangi bir materyal dağıtması söz konusu değildir.  
  The course materials to be used by the students will be provided by the Antakya Municipality Community Center. It is out of question that teachers distribute any material without the permission of the competent administrative authority.
* Kılık-kıyafet ve davranış kuralları Antakya Belediyesi Toplum Merkezi personelinin tabii olduğu kurallar ile aynıdır.  
  The rules of dress and behavior are the same as the rules to which the Community Centre personnel are subject.
* İlgili birim tarafından önlük veya yaka kartı gibi unsurların kullanılmasının talep edilmesi halinde öğretmen bu talebe uyum sağlamalıdır.  
  When requesting the use of items such as aprons or badges by the relevant unit the teacher must comply.
* Gerekli kriterleri sağlayan öğretmenler Save the Children ve Antakya Belediyesi Politikaları ile ilgili gerekli eğitimleri almak durumundadır, bu eğitimleri almadan derslere katılım sağlayamaz.   
  Teachers are committed to Save the Children and Antakya Municipality Policies. They have to take the necessary training, and they cannot start their teaching career without these trainings.
* Öğretmen, göreve başlamadan gerek Save The Children gerek Antakya Belediyesi Politikaları ile ilgili dokümanları ve İş Tanımı ile ilgili dokümanı imzalamalı ve bu kurumların politikalarına uygun hareket edeceğini taahhüt etmelidir.   
  Before starting his/her job, the teacher should be informed about both Save the Children and Antakya Municipality Policies. The teacher must sign the documents, and the document related to the Job Description and comply with the policies of these institutions.
* YÜKLENİCİ asil olarak dersle görevlendirilecek personel haricinde herhangi bir sebeple değişikliğe gidilmesi halinde yedek olarak istihdam ettiği personelini de bu eğitimlere katmak durumundadır.  
  If for any reason the assigned teacher must be changed, the CONTRACTOR should add the personnel to be assigned as a substitute, to the trainings.
* Öğretmen, Toplum Merkezi tarafından organize edilen ve bulunması talep edilen her türlü toplantı, organizasyon ve etkinliğe katılmak durumundadır.  
  When requested, the teacher must attend all kinds of activities, meetings and events organized by the Community Center.
* Öğretmen, ders aralarında ilgili birimin görevlendirmesi halinde nöbet tutmakla yükümlüdür.  
  The teacher is obliged to keep watch between classes, if assigned by the relevant unit.
* Ders esnasında öğretmen dersle ilgili içerik kullanımı ve zorunlu haller haricinde cep telefonu kullanmamalıdır.  
  During the lesson, the teacher uses the content related to the lesson and the mobile phone cannot be used except in obligatory cases.
* Öğretmen dersleri ne şekilde işleyeceğini ve hangi aktiviteleri yapacağını ifade eden ders akışlarını bir hafta önce Eğitim Birimindeki ilgili kişiye iletmekle yükümlüdür.  
  The Techer is obliged to share how the teacher will teach the lessons and what activities he/she will do by forwarding the flow of information to the relevant person in the Education Unit one week before.
* Derslerin müfredatı Toplum Merkezi tarafından belirlenecek ve öğretmen müfredat dışına izin almadan çıkmayacaktır.  
  The curriculum of the courses will be determined by the Community Center and the teacher will not make any changes in the curriculum without permission.
* Yoklamalar düzenli olarak alıp her ders sonunda ilgili kişiye teslim edecektir.  
  Take attendance regularly and deliver it to the responsible person at the end of each lesson.
* Olası bir pandemi kapsamında Sağlık Bakanlığı tarafından belirlenen önergeler takip edilecektir. Gerek görülürse kişisel aşı programına uygun hareket etmeyen öğretmenlerden haftada 2 kez PCR testi yaptırmaları istenecektir.  
  Within the scope of pandemi measures Teachers should be vaccinated as per program determined by the Ministry of Health. Teachers who do not act appropriately will be asked to take PCR tests 2 times a week.
* Pandemi sebebiyle derslerin online platformlarda yapılması söz konusu olduğu takdirde öğretmenlerin materyal ve internet gereksinimleri YÜKLENİCİ firma tarafından karşılanacaktır.  
  In case the courses are held on online platforms due to the pandemic, material and internet requirements of teachers will be met by the CONTRACTOR.
* Sözleşmeli öğretmen, görevi sırasında edindiği gizli bilgileri, görevinden ayrılsa bile kurumumuzun izni olmadan açıklayamaz. Sözleşmesi sona erdiği zaman elinde bulunan kuruma ait araç, gereç ve belgeleri geri vermek zorundadır.  
  The contracted teacher shall keep confidential information obtained during his/her duty, even if he/she leaves his/her job. When the contract expires the teacher has to return the tools, equipment and documents to the Institution.

1. **Öğretmen Değişikliği Talebi / Request for Teacher Change**

* Devamsızlık, hastalık, özel durum vb. sebeplerle öğretmenin derse katılamaması halinde, eğitim personeli durumu derslerin başlamasından en az 24 saat önce Toplum Merkezi’ne bildirmeli ve YÜKLENİCİ kurumun ilgili öğretmen yerine atayacağı öğretmen bilgi ve belgelerini tarafımıza sunmalıdır.  
  In case of nonattendance, illness, special situation, etc. and for any other reason the teacher is unable to attend the class, the education staff must notify the Community Center at least 24 hours before the start of the classes, and the CONTRACTOR must provide us with the information and documents of the teacher that the institution will appoint for the relevant teacher.
* Geç kalma – düşük verim – disiplin sağlayamama durumlarında 5580 Sayılı Özel Öğretim Kurumları Kanunu ve ilgili diğer mevzuatta öngörülen şartlar uygulanır ve gerekçe gösterilmeksizin KURUM tarafından öğretmen değişikliği de talep edilebilir.  
  In cases of being late - low efficiency - inability to provide discipline, the conditions stipulated in the Law on Private Education Institutions No. 5580 and other relevant legislations a teacher change may be requested by the INSTITUTION without any justification.
* Eğitim Personeli, iş sözleşmesi devam ettiği sürece mesai saatleri dışında dahi olsa işbu hizmet sözleşmesi ile çıkar çatışması yaratacak, işverenin kamu kurumu ile partner olması dolayısı ile prestijini sarsacak herhangi bir aktivite ile uğraşmayacağını aksi bir davranışın oluşmasında ise YÜKLENİCİ ile iş akdinin sonlandırılacağı, öğretmen değişikliğine gidileceğini kabul ve taahhüt eder.  
  Education Personnel accepts that as long as the employment contract continues, even outside working hours, they will not engage in any activity that will create a conflict of interest with this service contract, and that will damage the prestige of the employer due to being partner with a public institution. In case of an opposite behaviour, the employment contract with the CONTRACTOR will be terminated and a teacher will be changed.
* YÜKLENİCİ, herhangi bir sebeple öğretmen değişikliğine gitmek isterse merkezdeki dersleri aksatmayacak şekilde böyle bir talepte bulunabilir. Ancak yeni başlayacak olan öğretmen için Madde 3’te yer alan kriterler esas alınacaktır.  
  If the CONTRACTOR wishes to change the teacher for any reason, he can make such a request in a way that does not disrupt the lessons in the center. However, the criteria in Article 5 will be taken as a basis for the new teacher.

KURUM, YÜKLENİCİ firmadan herhangi bir gerekçe göstermeden de öğretmen değişikliğine gidilmesini isteyebilir. Öğretmen değişikliği ile ilgili talep, YÜKLENİCİ tarafından 15 gün içerisinde yerine getirilmelidir.  
The INSTITUTION may request a teacher change from the CONTRACTOR without any justification. The request for teacher change must be fulfilled by the CONTRACTOR within 15 days.

# **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’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*** | 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 * Bidders must provide financial statement of 2021, 2022 and 2023. | **Yes / No** | **Comments** |
|  |  |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***Financial Statements*** |  |
| ***5*** | Bidders shall provide the resume and criminal records of Teachers for the requested services along with the resume and cover letter. | **Yes / No** | **Comments** |
|  |  |
| ***6*** | Bidder’s main line of business activity shall be education or consultancy (SCI has the right to request further documentation such as trial balance). | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***7*** | The bidders agree that the submitted unit prices will remain fixed in USD until the given end date of the services above. | **Yes / No** | **Comments / Attachments** |
|  |  |

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

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

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
| ***1*** | **REFERENCES**  Invoices, contracts proof of work etc. (completed in the last 3 years) Could be submitted as multiple documents.  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 (3) years.  *(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted by Save the Children)*  **Weightage: 10%** | **Bidder Response** | **Comments** |
|  |  |
| ***2*** | *The quality of the technical proposal and compliance with the proposal that was requested by the Save the Children team.*  **Weightage (25%)** | **Bidder Response** | **Attachment(s)** |
|  |  |
| ***3*** | Teachers who will provide the service must have at least 2 years of experience. At least two CV from different branches  **Weightage (15%)** | **Bidder Response** | **Comments** |
|  |  |
| ***4*** | The bidders must provide employment in the earthquake zone.  **Weightage (10%)** | **Bidder Response** | **Comments** |
|  |  |

## **SECTION 3 – COMMERCIAL QUESTIONS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Description of Services** | **Unit** | **Quantity required** | **Currency** | **VAT Rate** | **Unit Price VAT included** |
| **Ücretli Öğretmen / Hourly Teacher** | **Ders Saati / Class Hours** | **1** | **USD** |  |  |

**Teklifler yukarıdaki tabloya işlenmelidir**. 1 Öğretmenin 1 saatlik ücretini giriniz. Teklifler her şey dahil olmalıdır (KDV ve diğer masraflar dahil ve ayrıntılı olacaktır) (%40).

Offers should be entered in the table above. Enter the hourly rate of 1 teacher. Offers must be all-inclusive (VAT and other costs will be included and detailed) (40%).

**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 1 – Essential Criteria | | |  | |
| 2. | Section 2 – Capability & Sustainability Questions | | |  | |
| 3. | Section 3 – Commercial Questions | | |  | |
|  | | | | | |
| **We, the Bidder, confirm we have uploaded all the required information and supporting evidence:** | | | | | |
| **Section** | | **Required Document / Evidence** | | | **Please Tick** |
| **Essential Criteria Evidence** | | Please refer to the section above. | | |  |
| **Capability Criteria Evidence** | | Please refer to the section above. | | |  |
| **Commercial Criteria Evidence** | | Please refer to the section above. | | |  |
|  | | | | | |
| **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 | | |  | |  |
| Supplier Sustainability Policy and the included mandatory policies | | |  | |  |

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