



T/17FUM/ETTLMU/ANT/WASH&SNFI/3-10-2024/1

CALL FOR TENDER ACTED Turkey Instructions to Bidders

Date: 3/10/2024

Tender N°: T/17FUM/ETTLMU/ANT/WASH&SNFI/3-10-2024/1

Subject: Provision of Washing Machines for Camps and schools in Hatay

Through this tender package, ACTED is requesting a qualified Contractors to submit their proposal for Supplying and Install Washing Machines (Hatay).

TENDER REQUIREMENTS & TECHNICAL SPECIFICATIONS:

1- **Term of Reference:** Supplying and Installing Washing Machines (Hatay)

BACKGROUND

A state of emergency has been established in Hatay, the province most affected by the earthquake that occurred on 6 February 2023 in Turkey. Activities have been implemented to address the urgent health needs of thousands of people (such as toilets, showers, water trucking, water storage, garbage bins, distribution of hygiene items, and hygiene promotion). Due to the difficulties caused by the destruction in the region, access to washing machines remains a challenge, with families washing their clothes in difficult conditions, either manually or using dilapidated machines that pose a risk to their users, increasing the need for new sustainable ways to meet the needs.

Providing easy and safe washing machines is an urgent and necessary need in many locations, especially container cities that house refugees.

OBJECTIVE

The main objective of this initiative is to establish a robust, simplified, and sustainable system that ensures the safety and dignity of families. The primary purpose is to ensure that safe laundry services are provided to earthquake-affected communities, focusing on reliability, efficiency, and meeting the urgent demand for this service.

ACTED'S ROLE

In the aftermath of the Hatay earthquake, ACTED responded quickly and delivered 6 washing stations with 30 washing machines and 30 dryers to the affected population in the Opet camp in Kırıkhan. Based on the feedback from this emergency response, ACTED is now leading a similar solution in Iskenderun-Belen-Kırıkhan-Antakya and Defne.

This new project underscores ACTED's commitment to continue to provide services to create a better reality and to invest in the resilience and long-term sustainability of water resources in disaster-stricken areas. ACTED's unique position, which stems from its extensive experience in WASH, deep understanding of local contexts, and well-established networks within communities and local authorities, enables it to lead this initiative successfully. By leveraging its expertise and resources, ACTED is poised to design, implement, and oversee a project that will ensure the well-being and resilience of the Hatay community in the face of future hardships.

SCOPE OF WORK:

ACTED is committed to providing washing machines to the targeted populations with a holistic approach. This includes delivering and installing these machines, making the necessary connections to ensure smooth operation, enabling local communities to be trained on operating the system, reporting maintenance requests within the warranty period, and implementing strict quality control measures. ACTED ensures compliance with the highest standards, promoting sustainability and the well-being of the community in the long term.

STAKEHOLDERS:

To ensure the efficient, effective, and successful delivery of services for the implementation of the laundry project, communication, cooperation, and coordination with all stakeholders (local authorities, NGOs, camp management, beneficiaries, suppliers) from inception to conclusion of the operation are targeted.

1. ACTED:**Responsibilities:**

- Collaborate with local authorities and communities to identify regions requiring access to washing machines.
- Assessment of the laundry needs of affected populations.
- Supervising the installation of washing machines, ensuring compliance with humanitarian principles and standards.
- Supervising the evaluation and monitoring of the effectiveness of the washing machines.
- Coordination with other humanitarian actors and stakeholders to comprehensively respond to laundry needs.

2. The supplier:**Responsibilities:**

- Installation of the requested number of washing machines per requested locations ensures the machines' functionality.
- Providing and installing washing machines with a minimum 2-year warranty per this ToR's specification.
- Conduct a one-time preliminary inspection (test) after installing each unit to ensure safety and to verify the water washing machines.
- Conduct a single training session for the camp management to impart all necessary information regarding the machines after the installation of each unit.

3. Beneficiary Communities:

Engage in training sessions and actively contribute to the maintenance and long-term sustainability of the machines.

LOCATION

The initiative will focus on the most affected population in Hatay who are settled in official sites represented by container cities, in addition to the teachers who live and teach in these sites.

TIMELINE

The contractor is required to deliver all units to the required locations and make the necessary connections to have the washing machines in functional condition within a **maximum of 10 working days after signing the agreement.**

Washing Machines requirements and technical Specifications

General Features:	1- Capacity (kg)/ Kapasite (kg): 8kg. 2-Maximum Spin Speed/Maksimum Sıkma Devri: min 1000 rpm. 3-Energy Class/Enerji Sınıfı: min C. 4-Number of Programs/Program Sayısı: min 10. 5- Water Inlet/Su Girişi: Single (cold)/ Tek (soğuk)
Dimensions/Ölçüler	59*60*84 cm.
Electricity consumption/Yıllık Enerji Tüketimi	175 kWh/year.
Water consumption/Yıllık Su Tüketimi	max 10,000 L.
Comfort and Safety:	1-Remaining Time Indicator/Kalan Zaman Göstergesi: Yes. 2-Unbalanced Load Control/Dengesiz Yük Kontrolü: Yes. 3-Water Cut-Off Warning/Su Kesik İkazı: Yes. 4-Child Lock/Çocuk Kilidi: Yes.

PRICING MODEL:

A detailed budget will be prepared based on the assessment findings, including costs for equipment, installation, training, and inspection activities.

Budget Outline for 50 washing machines:

1. Cost of provision and installation of washing machines as per the specifications in this ToR with a **minimum 2-year warranty.**
2. Cost of Conducting a one-time preliminary inspection (test) after installing each unit to ensure operating smoothly and correctly.

EVALUATION CRITERIA:

Please refer to Annex 1

GENERAL CONDITIONS:

1	<p>The closing date of this call is fixed on Thursday, October 17, 2024, at 17:00 Gaziantep Time.</p> <ul style="list-style-type: none"> The submission of the proposal is electronic; all Proposals shall be submitted as a soft copy to the following emails: <p>- Email Address: Turkey TENDER turkey.tender@acted.org</p>
2	<p>The submission of an offer by a bidder to this call for tender may not result in the award of a contract.</p>
3	<p>Late offers may not be considered.</p>
4	<p>To ensure that funds are used exclusively for humanitarian purposes and in accordance with donors' compliance requirements, all offers are subject to the condition that contractors do not appear on anti-terrorism lists, in line with ACTED's anti-terrorism policy. To this end, ACTED reserves the right to carry out anti-terrorism checks on any contractor, its board members, staff, volunteers, consultants, financial service providers, and sub-contractors.</p>
5	<p>For all inquiries regarding this tender, please e-mail to the email address below no later than Wednesday, October 16, 2024 at 13.00 Gaziantep Time.</p> <p>To: Turkey TENDER turkey.tender@acted.org</p> <p>All questions shall be addressed in "Reply all" to the email you received this Tender</p>
6	<p>A Pre-Tender Information Session will be held on Thursday 10/10/2024 at 14:00 PM (Local Time in Turkey) online:</p> <p>Join the meeting now</p> <p>Meeting ID: 352 143 924 296 Passcode: PFj7wa</p> <p>It is highly recommended to attend a pre-tender information session prior to bidding. The session will be held to explain to the bidders the requirements of the project, in addition, Acted will respond to all bidders' inquiries during the pre-tender information sessions.</p>
7	<p>The answers to written received questions will be shared with all vendors who ask question via Email.</p>
8	<p>Collusive practices are prohibited and will lead to offer rejection.</p>
9	<p>ACTED adopts zero tolerance towards corruption and is committed to respecting the highest standards in terms of efficiency, responsibility and transparency in its activities. In particular, the organization adopted a participatory approach to promoting and ensuring transparency within the organization and established a transparency focal point (the Transparency Team under the supervision of the Director of Audit and Transparency) via a specific email address. As such, if you witness or suspect illegal, inappropriate or unethical</p>

	business practices (such as soliciting, accepting or attempting to offer or accept any bribes) during the tender process, please contact our independent dedicated team via the platform https://transparency.acted.org or send an email to transparency@acted.org ”
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SPECIAL CONDITIONS:

1	ACTED reserves the right to engage in Post-Tendering Price negotiation with the bidders in form of submission of a Counteroffer or direct price negotiation.
2	Bidders’ selection and awarding criteria will be as detailed in Annex 1 - Evaluation Criteria of this Tender
3	Sending their offers to the present call for tender, Bidders acknowledge their agreement with these terms & conditions.
4	It is mandatory for the Contractor to submit their prices in the Offer Form (PRO-06).
5	ACTED will accept one final Proposal from each bidder that participates in the Tender. If a bidder wishes to submit an updated Proposal, after submitting their first offer but before the closing date, this should be clearly marked in the email proposal and Financial Offer
6	Each Bid shall include a unique company name, representative and signature, phone number, and email address. Any similarities between proposals could result in the bid being rejected.
7	Company Stamps should be unique and should include the company name. All information contained in the stamp should be unique to the company submitting the offer. Bidders who use multi stamps will not be considered.
8	The offer will not be considered eligible if the white ink is used, or price corrections are done by hand.
9	Electronic stamps and signatures are not accepted

CANCELLATION OF THE TENDER PROCEDURE:

In the event of a tender procedure being cancelled, bidders will be notified by ACTED. Cancellation may occur where:



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- The tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile Proposal has been received or there has been no response at all.
- The economic or technical parameters of the project have been fundamentally altered.
- Exceptional circumstances or force majeure render normal performance of the project impossible.
- All technically compliant tenders exceed the financial resources available.
- There have been irregularities in the procedure, which have prevented fair competition.

CONTACTING MODALITY:

Upon awarding the contract to the selected supplier, the formal Purchase Contract between Acted and the supplier shall be bound by the technical specifications and pricing proposed by the supplier in response to the tender. The supplier shall commit to delivering the items in accordance with the agreed price, technical specifications, and works completion timeline as specified in the tender.

Company Name: _____

Authorized Representative Name: _____

Signature: _____

Stamp: _____

Annex 1 – Selection & Evaluation Criteria

Tender Reference: T/17FUM/ETTLMU/ANT/WASH&SNFI/3-10-2024/1

Evaluation Criteria:

This part tends to clarify Acted selection methodology by showing the different criteria of selection.

The tender evaluation will follow the “Pass/Fail”

All technical offers will be sent along to the technical referent and will be evaluated.

If the supplier passes the exclusion & selection criteria, it will be considered as “Pass”.

Then lowest price who pass the technical awarding criteria will be awarded the contract.

Criteria	Supporting Documents	Evaluation Method
Exclusion Criteria		
BEST MEMO Documents	<ul style="list-style-type: none"> - Signed Pro-03.2 Supplier Questionnaire_V2.0_Final. - Signed Pro-06.2 Supplier Ethical Declaration_2.0_V.Ar - Bidder’s Legal Representative National Id Or Passport 	It is optional for the bidders to submit the documents at tendering stage; however, it will be mandatory for the awarded bidder to submit them before Contracting.
Awarding Criteria		
Technical Awarding Criteria		
Meeting acted minimum requirements for service provider Experience in installing washing machines Minimum requirements: proof of similar vendor to provide previous Contracts, recommendations letters, etc	<ul style="list-style-type: none"> – Annex 2: Technical Proposal – Proof of installing at least 3 similar washing machines : provide previous Contracts, recommendations letters, etc 	Pass/Fail
Adherence to acted minimum technical requirements for washing machines Specifications as mentioned in the ToR . Vendor to submit Technical Data Sheet (catalog) for the washing machines	<ul style="list-style-type: none"> – Annex 2: Technical Proposal – Submit Technical data Sheet for the washing machines 	Pass/Fail
Meeting acted minimum requirements for installation leadtime and response time for requests.	<ul style="list-style-type: none"> – Annex 2: Technical Proposal 	Pass/Fail

lead time and response time for requests. minimum requirements: to install the washing machine in 10 working days and response time for any malfunction should be 48 hours		
Financial Awarding Criteria		
Financial offer	PRO-06 – ACTED’s Financial Offer	Lowest price

Note: the Bidder shall indicate their ability to meet the minimum requirements in the submitted documents from their side.

Annex 2 – Technical Proposal

(To be filled by the bidders)

Tender Reference: T/17FUM/ETTLMU/ANT/WASH&SNFI/3-10-2024/1

1. Do the washing machines the company will supply meet Acted minimum acceptable technical specification? Yes No

(Please provide technical data sheet/ catalogue or specification for the listed washing machine)

Washing Machine Requirement and Technical Specification	Acted’s requested specifications	Proposed specifications by the supplier
Capacity (kg)/ Kapasite (kg):	8kg.	
Maximum Spin Speed/Maksimum Sıkma Devri:	min 1000 rpm.	
Energy Class/Enerji Sınıfı:	min C.	
Number of Programs/Program Sayısı:	min 10.	
Water Inlet/Su Girişi:	Single (cold)/ Tek (soğuk)	
Dimensions/Ölçüler:	59*60*84 cm.	
Electricity consumption/Yıllık Enerji Tüketimi:	175 kWh/year.	
Water consumption/Yıllık Su Tüketimi:	max 10,000 L.	
Remaining Time Indicator/Kalan Zaman Göstergesi	Should be available	
Unbalanced Load Control/Dengesiz Yük Kontrolü	Should be available	

Water Cut-Off Warning/Su Kesik İkazı:	Should be available	
Child Lock/Çocuk Kilidi	Should be available	

2. Does the company possess the capacity to meet Acted's minimum requirements for service?

Yes No

(Please provide proof of installing at least 3 similar experiences . Contracts, recommendations letters, etc)

3. Does the company meet Acted minimum requirements for installation, 50 unit of washing machines in 10 working days from contract signature?

Yes No

(Please provide a timeline for installation of the 50 Washing machines)

Company Name:

Authorized Representative Name:

Signature:

Stamp:



BIDDER'S CHECK LIST ACTED Turkey

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BEFORE SENDING YOUR BIDDING DOCUMENTS, PLEASE CHECK THAT EACH OF THE FOLLOWING ITEMS IS COMPLETE AND RESPECTS THE INSTRUCTIONS TO BIDDERS' CONDITIONS:

#	Description	To be filled in by Bidder		For ACTED use only (to be filled in by Purchase Committee)		Comments
		Included		Present		
		Yes	No	Yes	No	
1	Instructions to Bidders (PRO-05) signed & stamped by the Bidder (electronic signature and/or stamp is not accepted) (Compulsory when applying)					
2	Original Offer Form (PRO-06) dated, filled, signed & stamped by the Bidder (detailed as per the requested currency) (Compulsory)					
3	Annex 2 – Technical Proposal (Compulsory)					
4	Technical data sheet or specification for the washing machine (Compulsory for Selection purposes)					
5	Proof of at least 3 previous experiences in installing washing machine (contracts, recommendation letters, etc.) (Compulsory for Selection purposes)					
6	Supplier Questionnaire (PRO-06.1) dated, filled, signed & stamped by the Bidder (Compulsory for Contracting Purposes.)					
7	ACTED Ethical Declaration (PRO-06.2) dated, filled, signed & stamped by the Bidder (Compulsory for Contracting Purposes.)					
8	Bidder's official registration documents <ul style="list-style-type: none"> • These Registration documents are Compulsory for Contracting Purposes. 					
9	Bidder's legal representative national ID or passport <ul style="list-style-type: none"> • These documents are Compulsory for Contracting Purposes. 					
10	Delivery Lead Time and inquiry for response time					

First & Last Name of Bidder's authorized representative: _____

Position of Bidder's authorized representative: _____

Authorized signature: _____

OFFER FORM ACTED Turkey

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Description: Supplying and Installing Washing Machines (Hatay)

Date (filled in by Bidders):

To be Filled by Bidder (COMPULSORY)

Company's Name (as per registration documents)	
Company Authorized Representative's Name (As per registration documents or duly signed Power of Attorney)	
Company Registration Number	
Registration body	
Company's mailing address Shop/Office/Building No Street name City Governorate/province/district Country	
A commercial representative for the bid (If different from authorized representative)	
Phone contact number Landline Mobile No	
Email address	

I undersigned (to be filled in by Bidders) _____ agree to provide ACTED, a non-profit NGO, with services answering the following requirements, according to the general conditions and responsibilities that I engage myself to follow.

Please fill in the following tables:

Items description	Unit	Quantity	Unit Price (USD) including all costs and KDV%	Total Price(USD) including all costs and KDV%
Provision and installation of Washing Machines according to the specifications mentioned in "Washing Machines requirements and technical Specifications" of this tender document <u>THE LOCATIONS ARE SPECIFIED IN BELOW ANNEX 2</u>	Pcs	50		
TOTAL PRICE in (USD) INCLUDING ALL related COSTS of Purchasing, delivering with transportation and connection AND KDV%				

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____

Annex 2 :**Delivery locations**

Item	Number of washing machines	Adress of delivery
Laundry Washing Machine: Purchasing, delivering with transportation and connection a new 50 units / pcs laundry clothing washing machines	11	Iskenderun (Yildirimtepe cc)
	10	Kirikhan (Bahçelievler cc)
	5	Kirikhan (Alsancak cc)
	4	Belen (Infak cc)
	5	Belen (Gedik cc)
	3	Belen (Devekonagi)
	12	Schools in Antakya, Defne,Belen & İskenderun

Name of Bidder's Authorized Representative: _____

Authorized signature and stamp: _____

Date: _____