

Tender for Tarpaulins

Tender No: LT/1124/120

29th November 2024

**Introduction**

CARITAS Türkiye is currently in search of suppliers for the provision of good quality, durable tarpaulins to assist earthquake-affected beneficiaries residing in formal container sites. Through this tender, Caritas Türkiye aims to support the most vulnerable households situated within Hatay Province to address their essential needs.

**Scope of tender**

The tender includes the provision of 1500 tarpaulins.

**Tender Conditions**

1. CARITAS TÜRKİYE is not bound to accept the best financial offer.
2. The **financial offer** should be submitted in **TRY**. The offer shall be valid for 30 business days. After the bid committee selects the supplier and signs a contract, the contracted price shall be valid until the end of the contract duration.
3. **Quotations must encompass all related costs**, ensuring that the financial offer includes all relevant taxes, issuance and delivery costs as well as any other incidental expenses. **The supplier cannot claim any additional costs not included in the provided financial offer**.
4. **The bidders must provide a sample for the requested product.**
5. Caritas Türkiye reserves the right to not select any bidder or accept any offer at its sole discretion.
6. Caritas Türkiye reserves the right to request for previous contracts and references from the bidders if deemed necessary.
7. The anticipated contract duration will be determined during the drafting phase of the contract.
8. The supplier is obliged to draw up a contract **within three (3) business days** following the tender result notification and to sign and deliver this contract to Caritas Türkiye. **If the contract is not signed within the specified period, the tender offer will be deemed invalid.**
9. All or part of the purchase subject to the tender cannot be subcontracted.
10. Information on documents showing authorized dealership or manufacturing:
11. If it is a manufacturer, information on the document or documents showing that it is a manufacturer,
12. If it is an authorized dealer or authorized representative, information regarding the document or documents showing that it is an authorized dealer or authorized representative must be submitted.
13. The costs of transportation to the place of delivery shall be borne by the Supplier.
14. Delivery Deadline: The delivery must be made by **29th December, 2024.**

**Payment**

1. The signed contract will encompass 1 purchase order for the total of 1500 tarpaulins.
2. The payment term is thirty business (30) days from the date of the invoice.

**Tender submission**

1. The last day for submission of bids is **6th December 2024, until 15:00.** All tender documents must be submitted to CARITAS TÜRKİYE office together with the completed tender book. Any offers submitted after the specified date and time will not be accepted.
2. **Suppliers must write the tender number and the name of the tender on the sealed envelope.**
3. Suppliers must deliver their offers in a closed envelope that is signed and sealed to **CARITAS TÜRKİYE Office located in İnönü Mah. Harbiye Çayırı Sok, No:66, Kat:1 34373 Şişli/İstanbul.**
4. **The sample tarpaulin shall be delivered to the address above along with the tender document.**
5. **Only STAMPED and SEALED bids will be considered.**
6. **All documents related to the tender must be submitted along with the tender book and labelled with supplier name and tender number.**
7. CARITAS TÜRKİYE reserves the right to reject bids which do not respect tender conditions.

**Technical specification / offer**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Item name and specifications** | **Qty Req** | **Unit** | **Supplier proposed items (provide specifications if different from requested)** |
| 1 | TARPAULINS  | 1500 | piece |  |

|  |  |
| --- | --- |
| **Item name and specifications** | **Supplier proposed items (provide specifications if different from requested)** |
| Dimensions: 8 m x 4 m |  |
| With holes for rope (Halkalı) |  |
| At least 120 grams per square meter |  |
| Color: Blue  |  |
| Without logo or any other text |  |

**Financial offer – all-inclusive as per conditions above**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.**  | **Item name** | **Qty Req** | **Unit price TRY (including VAT)** | **Discount TRY (if applicable)** | **Total amount** |
| 1 | TARPAULINS | 1500 |  |  |  |

**Delivery**

Please provide information regarding your estimated time for the delivery of the tarpaulins upon receipt of a purchase order.

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **Estimated number of days for issuance and delivery** | **Delivery Address** | **Quantity per purchase order** |
| TARPAULINS |  | İskenderun Yolu Üzeri 23.km Paşaköy Köprüsü Yanı Tavla Caddesi No: 1 Antakya- Hatay/TÜRKİYE  | 1500 |

**Any other comments**

**Please complete information on company**

|  |  |  |
| --- | --- | --- |
| 1 | Company’s Name |  |
| 2 | Owner name |  |
| 3 | Company’s legal representative name and title\*\* |  |
| 4 | Company’s Legal address |  |
| 5 | Company’s Phone number |  |
| 6 | Company’s email address |  |
| 7 | \*\*\*Company’s tax certificate number (Vergi Levhası) |  |
| 8 | \*\*\*\*Company’s membership to any trade unions or chamber of commerce |  |
| 9 | Company’s web site |  |

***\*\*attach copy of the authorized signatures list (imza sirküleri)***

***\*\*\*attach copy of the document***

 **\*\*\*\**attach copy of the document***

**Selection criteria for the bid committee**

|  |  |  |
| --- | --- | --- |
|  | **Scoring** | **Percentage** |
| Price | Best Price/Evaluated Price\*Percentage | 90% |
| Delivery time | 5 points for delivery time of 1-2 weeks;3 points for delivery time of 2-3 weeks;1 point for delivery time of 3 or more weeks; | 5% |
| Request for advance payment | 5 points if there is no request for advance payment;3 points for advance payment up to 20%;2 points for advance payment between 20% and 40%;0 points for advance payment over 40%; | 5% |

**Exclusion criteria**

Non-sealed envelopes, offers sent after the due date and incomplete offers shall not be considered.

Participation is restricted to companies that are duly registered and licensed for the specified business or industry. Proof of registration and appropriate licenses may be required during the evaluation process.

**For inquiries, please e-mail: *finances@caritas-tr.org* and *finance.manager@caritas-tr.org* - Email inquiries subject line should start with: “Inquiries - LT/1124/20”**