



DOSSIER FOR PRESELECTION

1. Introduction

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

Suppliers and service providers registered under the Laws of Türkiye 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. Current and latest Tax Registration from Revenue Administration.
2. Corporate tax declaration (KURUMLAR VERGİSİ BEYANNAMESİ) (date must be within the last 6 months).
3. Reference letters or completion documents showing previous experience.
4. Document taken from the Government indicating that the bidder is authorized to import and export (if available).
5. Quality Certificates (if available).
6. 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 22nd Jan 2025).



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	Name : Phone: E-Mail:		
Which goods or services does the company offer? tick according to category	<input type="checkbox"/>	Medication & drugs	
	<input type="checkbox"/>	Orthopedic Consumables	
	<input type="checkbox"/>	Lab consumable	
	<input type="checkbox"/>	Medical consumable	
	<input type="checkbox"/>	Medical devices	
	<input type="checkbox"/>	Hospital related furniture	
	<input type="checkbox"/>	Vehicle rental	
	<input type="checkbox"/>	Stationery	
	<input type="checkbox"/>	Office furniture	
	<input type="checkbox"/>	Office supplies (refreshment and cleaning items).	
	<input type="checkbox"/>	Hygiene kits	
	<input type="checkbox"/>	Translation services	
	<input type="checkbox"/>	Accommodation services	
	<input type="checkbox"/>	Office cleaning services	
	<input type="checkbox"/>	Solar system related services	
	<input type="checkbox"/>	Shelter related items	
	<input type="checkbox"/>	IT equipment & surveillance system	
	<input type="checkbox"/>	Home appliances	
	<input type="checkbox"/>	Food Kits	
<input type="checkbox"/>	Shelter products and services		
<input type="checkbox"/>	Visibility related items		
<input type="checkbox"/>	Attorney service		
<input type="checkbox"/>	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)				
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 under 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 in the 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 - Digital whistleblower system

Clarification on the use of the whistleblower system

We at Malteser International consider compliance and integrity to be fundamental principles and therefore an integral part of our own corporate culture. It is therefore essential for us that laws, internal guidelines and principles of conduct and ethics are observed. In this respect, it is particularly important for us to learn about significant breaches of rules as early as possible so that we can carefully clarify and systematically remedy them.

Our digital web-based whistleblowing system is therefore available for reporting potential **compliance violations**. This includes violations that are subject to criminal penalties or fines, violations of other statutory provisions, and violations of internal company policies.

These include in particular the **following areas** (not exhaustive):

- Corruption, fraud and money laundering offenses, misappropriation of funds, theft, acts of violence incl. sexual harassment and discrimination, economic and tax offenses,
- potential violations of human rights and environmental due diligence obligations under the **German Supply Chain Due Diligence Act (LkSG)**, such as violations of the ban on child and forced labor and violations of the ban on disregarding labor and environmental protection.

Since compliance violations are associated with significant disadvantages and negative consequences for Malteser, we would like to encourage all those who become aware of potentially significant rule violations to report them.

We do not tolerate retaliation, i.e. discrimination, against whistleblowers who report potential violations or encourage compliant behavior. We **protect** whistleblowers from any form of retaliation as long as the information reported is not intentionally or grossly negligently false. We want to ensure that compliance with laws and company guidelines does not become a disadvantage for anyone at Malteser International or in business dealings.

Towards employees and volunteers, appreciation, honesty and trust have a particularly high priority. Therefore, the **presumption of innocence** applies to all persons named in a report until the violation of the rules has been proven.

All **employees and volunteers**, as well as our **business partners** (suppliers, customers, etc.) and **third parties**, therefore, have the opportunity to report potential violations of laws and internal company policies - **even completely anonymously**. However, we would like to encourage any person making a report to disclose his or her identity so that we can better handle the report and, under certain circumstances, ask necessary questions about the facts of the case in order to uncover the allegation made.

Notes on the tiles shown below:

- If you wish to file a report of **violations of law**, the Code of Conduct or other policies, please use the first tile (from right to left).
- If you want to submit a report on violations of the **Supply Chain Sourcing Obligations Act (LkSG)**, please use the second tile (from right to left).
- If you would like to submit a report on **violations** regarding **sexual violence and discrimination**, please use the third tile (from right to left).
- **Malteser International**: If you want to submit a report about **violations of laws**, the Code of Conduct or other policies that concern Malteser International, please use the fourth tile (from right to left).

For more information, click on the link below: <https://malteser.hintbox.de/>

Read and filled by

Company	
Representative	
Date	
Stamp & Signature	



Annex B - Mandatory Principles of Humanitarian Aid Procurement.

Malteser International is obliged to observe and apply the following Procurement Principles. Malteser International also expects its partners and contractors to note these principles and act by them during the execution of the contracts signed with Malteser International. The partner or contractor agrees to the adherence to the following principles by signing the contract and annexes.

1) Principle of ethical procurement

- Avoidance of child labor,
- Respect of basic social rights and working conditions based on international labor 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 is 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),
- 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 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 filled by

Company	
Representative	
Date	
Stamp & Signature	



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 has 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: