

Tender for Multi-Purpose Vouchers

Tender No: LT/0225/01

10 February 2025

**Introduction**

CARITAS Türkiye is currently in search of suppliers for the provision of multi-purpose vouchers to assist beneficiaries affected by the earthquake in Türkiye. Through this tender, Caritas Türkiye aims to support the most vulnerable households situated in Hatay, Istanbul and Izmir to address their essential needs as well as the internally displaced families currently residing in Istanbul and Izmir areas.

**Scope of tender**

The tender includes the provision of 211 vouchers, each with a value of 2.980,00 TRY.

**Tender Conditions**

1. CARITAS TÜRKİYE is not bound to accept the best financial offer but will also take into consideration **geographic coverage of the participating stores and proposed delivery time**.
2. The **financial offer** should be submitted in **TRY**. The offer should be valid for 30 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. Caritas Türkiye reserves the right to not select any bidder or accept any offer at its sole discretion.
5. The anticipated contract duration is up to 31 July 2025.

**Payment**

1. The signed contract will encompass purchase orders for the total of 211 vouchers. However, the specific number of purchase orders and quantity of vouchers may be subject to adjustments.

**Bid submission**

1. The last day for submission of bids is **14th February Friday 2025, at 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 on the sealed to **CARITAS TÜRKİYE Office located in İnönü Mah. Harbiye Çayırı Sok. No: 66, Kat: 1 34373 Şişli/İstanbul.**
4. **Only STAMPED and SEALED bids will be considered.**
5. **All documents related to the tender must be submitted along with the tender book and labelled with supplier name and tender number.**
6. 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 | - The vouchers must have a pre-paid, single use (non-reloadable) form and a value of 2.980,00 TRY each.  - The voucher should be in a standardized format, preferably as a printed document or a physical card (non-digital voucher) with unique identification numbers.  - The vouchers are designated for food items.  - The vouchers must incorporate advanced security features to prevent duplication and fraud. | 211 | piece |  |

**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 | Pre-paid vouchers each with a value of  2.980,00 TRY | 211 |  |  |  |

**Delivery time**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **Estimated number of days for issuance and delivery** | **Place** | **Quantity per purchase order** |
| Pre-paid vouchers each with a value of  2.980,00 TRY |  | CARITAS TÜRKİYE Office  İnönü Mah. Harbiye Çayırı Sok. No:66, Kat: 1 34373 Şişli, İstanbul | 211 |

**Geographic location**

Bidders are required to submit a comprehensive list of stores designated for voucher redemption within Hatay, Istanbul and Izmir. This list should provide details on their geographic distribution, including exact locations.

**Any other comments**

**Please complete information on company**

|  |  |  |
| --- | --- | --- |
| 1 | Company’s Name |  |
| 2 | Owner name |  |
| 3 | Company’s 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 document***

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

**Selection criteria for the bid committee**

|  |  |  |
| --- | --- | --- |
|  | **Scoring** | **Percentage** |
| Price | Best Price/Evaluated Price\*Percentage | % 70 |
| Geographic coverage | Number of stores proposed/Maximum number of stores among bidders\*Percentage | % 25 |
| Delivery time | 5 points for delivery time of 1-3 days;  3 points for delivery time of 4-7 days;  1 point for delivery time of 8 or more days; | % 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* - Email inquiries subject line should start with: “Inquiries - LT/0225/01”**