

INVITATION TO TENDER

End –Line Evaluation Services

Our Ref. SYR1099-TND-011-GZT
SYR1099-SPR-011-GZT

Gaziantep 12.02.2025

Dear Sir/Madam,

Welthungerhilfe (WHH) was established in 1962. It is today one of the largest private organizations working at development cooperation and humanitarian aid in Germany. Non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in Africa, Asia and Latin America. In addition, Welthungerhilfe receives grants from the Federal German Government, the European Union, the United Nations and other worldwide recognized donors.

Today we are in the market with this **Restricted Tender** for the acquisition of an End-Line evaluation service within the scope of our humanitarian aid activities in Syria.

1. General remarks and special condition

The required service shall be in accordance with the specifications mentioned in the attached terms of reference (**Annex 2**).

2. Specification / Quantity

The scope of the service shall be as per the attached terms of reference (**Annex 2**).

3. Delivery of service conditions

All reports shall be presented in English, both in PDF and Microsoft Word format in electronic version as per attached terms of reference (**Annex 2**).

4. Delivery schedule

Delivery schedule as per attached terms of reference (**Annex 2**).

5. Prices

All prices offered shall be indicated in the EURO (EUR) currency only. Quotations stated in other currencies will not be considered during the awarding process. Prices shall include salaries, all kinds of insurance including social insurances, transportation, accommodation, all other expenses for executing the contract for this tender, translation fees, value added Tax VAT, Stamp tax, and all other applicable taxes (custom clearance fees, border passings, visas and or any clearance fees (if any) or whatsoever. .

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Procurement Department

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Patron:
Federal President Frank-Walter Steinmeier

Supervisory Board (honorary):
Marlehn Thieme, President
Prof. Dr. Joachim von Braun, Vice-President Dr. Bernad
Widera, Chairman of the
Finance Committee
Amadou Diallo
Rita Lanius-Heck
Prof. Dr. Conrad Justus Schetter
Dr. Tobias Schulz-Isenbeck

Chief Executive Officer:
Mathias Mogge

Donations account:
Sparkasse KölnBonn
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6. Ordering Party

Welthungerhilfe Turkey
Sahinbey / Gaziantep

7. Consignee

Welthungerhilfe Turkey
Sahinbey/Gaziantep

8. Tender Documents to be submitted

The following documents shall be submitted before tender closing through eu.supply.com:

1. Updated Copy of VAT certificate form or similar (submitting is Mandatory for all bidders. Otherwise, your offer may not be considered for tender evaluation)
2. Copy of company registration forms. (commercial registry gazette, chamber of commerce registration, list of authorized signatures, company's owner's identity information Commercial newspaper, etc.)
1. Company profile (applicable for a new company who did not Sign contract with WHH previously)
2. Reference list; References/Work History list, that includes types of projects that have been implemented previously
3. **Annex 1**-Pre-qualification of suppliers document signed and stamped
4. **Annex-3 FIN-WHH-02** – Service Provider/Supplier Privacy Notice & Explicit Consent (appropriate boxes are marked and duly stamped and signed in Page 17 and 18)
5. **Financial Proposal:**
 - A) Annex-4** a written quotation in EUR currency including prices as indicated in Article 5. (Prices of this document (duly stamped and signed in a PDF format),
 - B) A proposed budget for the complete evaluation (pls. see below for details)**
6. **Technical Proposal (pls. see below for details)**

Qualified contractors shall submit a detailed Technical and Financial Offer as specified in the Terms of Reference. (**Annex-2**)

All Bidders are required to submit above documents, regardless that they might have signed a contract with WHH previously, otherwise your offer may not be considered for the evaluation.

The proposal should include:

A. Technical proposal:

1. The technical proposal shall include a reference to the Consultant's understanding of the Terms of Reference (**Annex 2**) with specific attention to the objectives of the assignment and how the objectives will be measured.
2. A Clear description of the overall design and methodology of the evaluation.
3. It shall also include a brief description of the overall design and methodology of the evaluation and a work plan/adaptation to the workplan at hand.
4. CVs of evaluators with references or portfolio in case of institutions.
5. At least 2 (**two**) sample evaluation reports which were prepared in the last 24 months to assess the quality of work of the Consultant. (**Please anonymize the sample reports by deleting (if any) personal and confidential data due to confidentiality issues before submitting it.**)

B. Financial Proposal:

1. **Annex-4 Quotation Form**) duly signed and stamped) Price in EURO shall include, salaries, all kinds of insurance including social insurances, transportation, accommodation, all other expenses for executing the requested services of this tender, translation fees, value added Tax VAT, Stamp tax,

and all other applicable taxes (custom clearance fees, border passings, visas and or any clearance fees (if any) or whatsoever.

2. A proposed budget for the complete evaluation. It should state the **fees per working day** (plus the respective VAT, if applicable), the number of working days proposed, and the level of effort for each member and any other costs (e.g., visa costs).
3. Proof of professional registration and taxation is also required (e.g., by providing the evaluator(s) tax number).

The following documents will be requested from the Consultant after firm order:

- Original Commercial Invoice (addressed to Welthungerhilfe, Turkey)
- Detailed Reports in PDF and Word format as per ToR (**Annex 2**)

9. Payment Conditions

- (1) WHH shall generally make payment through banking channels to Contractor within 30 working days upon receipt of the invoice and other documents/reports that may be specified in the Contract, to be sent directly to Welthungerhilfe Turkey office, Binevler mah. Sehit Sait Guneri Sok. Cin Ali Apt. No:8/3 Sahinbey Gaziantep
- (2) Payment of submitted invoices by WHH does not imply acceptance of Goods or Services or any related work under the Contract. Unless otherwise specified in the Contract, the following provisions will apply concerning payment and supporting documents.
- (3) WHH will make payment to the bank account indicated by Contractor in its invoice, providing that the bank account is in the name of Contractor and located in its country of residence. Any request for payment to a bank account other than that of Contractor or to a bank other than one located in Contractor's country of residence must be specified and justified by Contractor at the time of making its offer.
- (4) WHH may withhold payment, in whole or in part, without liability and without prejudice to any other of its rights or remedies under the Contract, should Contractor fail to provide the documents required by this Article 14 of the Welthungerhilfe Terms and Conditions for International Procurement of Goods and Services or as otherwise specified in the Contract or in the event that Contractor fails to perform or comply with its obligations under the Contract, including without limitation the warranties for the Goods set forth in Article 10 of the said terms and conditions.

10. Penalties

- (1) The Contractor shall be liable according to statutory legal provisions, especially for its own negligent breach of duty and negligent breach of duty by its legal representatives or vicarious agents.
- (2) Contractor recognizes that the Contract concerns the delivery of Goods and/or provision of Services where "time is of the essence" and that failure to deliver the Goods and/or provide the Services by the scheduled date(s) or in accordance with the quantities and/or quality specified in the Contract may cause irreparable harm to WHH.
- (3) Therefore, if the Contractor culpably defaults in remedying a defect or making a delivery – fully and timely-, WHH shall have the right to request lump-sum damages due to default for the defective resp. Late delivery without further proof of damage, of 0.2 % of the net remuneration agreed for the defective resp. Late delivery and/or service for each period of default of 1 working day (Monday to Saturday) but at most 5 % of the agreed net remuneration for the defective resp. Late delivery and/or service. The Contractor shall, however, have the opportunity to prove to WHH that WHH has incurred no damage or materially lesser damage.
- (4) The remedy in Article 10 (3) of the said regulation is without prejudice to any other right or remedy that may be available to WHH, including cancellation, for Contractor's non-performance or breach of any term or condition of the Contract. The above lump-sum damages shall however be set off in full against any further damage claim.

11. Selection Criteria

Only Commercial companies officially registered in Türkiye will be considered for evaluation of this competition.

Welthungerhilfe will prioritize the quotations as follows:

- Tenderers not providing the requested quotation included of prices as indicated in the Article 5 (Prices) of this document duly signed and stamped with the other documentation as listed in the article “8. Documents” as requested, will be by automatism excluded from this competition.

The following Ratings of selection criteria will be considered for the contract granting:

1. **30 % Financial proposal (price quotation and proposed budget)**
2. **70 % Technical proposal (as per Annex 2 -ToR)**

During the first stage the technical part of the proposal will be evaluated and rated over 100 points. Technical offers which do score below **70 over 100 points** will not be considered for the financial proposal evaluation.

The assigned points per listed criteria will be calculated in reference to the obtained proportion from the best offers criteria’s results in comparison to the offered value per criteria multiplied by 10 to obtain a grading scale per criteria in between 1 to 10 points per ranking criteria.

Best offer as per criteria among all considered offers

(Point per criteria) = -----X 10.

The offer of the Bidder s as per criteria

The final ranking of the offer is calculated by the weighted average of the points taken from each criteria (Financial and Technical proposal) as per their percentages given above.

Welthungerhilfe reserves the right to reject any offer determined as not responsive.

The technical and financial offers are subject to negotiations. Welthungerhilfe reserves the right to negotiate the submitted offers as per awarding criteria

The Technical proposal shall be evaluated based on the following criteria and scoring table:

Evaluation Criteria	Expectations of the technical and financial proposals	Max score
Understanding of the Terms of Reference <i>(Proposal approach and demonstrate the offer or understanding of the ToR)</i>	<ul style="list-style-type: none"> • The technical proposal clearly describes the understanding of the TOR, the expectation of this evaluation and the objectives • The technical proposal demonstrates a clear understanding of the project • Clear demonstration of how the evaluation questions will be answered. 	10%
Technical approach & Methodology <i>(Proposal clearly demonstrates how the offeror will achieve the objectives and the tasks of the ToR)</i>	<ul style="list-style-type: none"> • Demonstration of sound methodology-primary and secondary data collection • Sampling criteria is clearly stated and representative, respondents listed • Clear data collection and analysis matrix • Mixed methods approach unless stated otherwise. 	30%

Context knowledge and experience <i>(Proposal clearly demonstrates the offeror knowledge of the context and ability to work in targeted area)</i>	<ul style="list-style-type: none"> • Has knowledge of, and experience in the context with the ability to work in the geographical location of the assignment to be undertaken, and conduct the data collection in person on the ground. • Demonstrates a clear understanding of the target populations and the locations as well. 	20%
Personnel qualification and experience <i>(Personnel expertise in conducting assessments and evaluations)</i>	<ul style="list-style-type: none"> • Qualifications of lead consultant and of the evaluation team performing the work have been clearly stated and they all possess the technical experience required for similar work, organizations and/or field. 	10%
Proposed work Plan <i>(Illustrative work plan)</i>	<ul style="list-style-type: none"> • Comprehensiveness of the work plan with realistic time estimates of each major segment of the work plan. 	10%
Evaluation Team Composition and Capacity <i>(Number of proposed personnel is sufficient to meet the ToR)</i>	<ul style="list-style-type: none"> • The number of proposed personnel is sufficient to meet the ToR • The roles of the Evaluation Team members are clearly outlined and demonstrated the ability to meet the evaluations expectations. 	10%
Profile and experience <i>(Clearly demonstrate company's experience through past similar assessments)</i>	<ul style="list-style-type: none"> • Demonstrated previous related or similar work experience and skills/experience of at least 5 years • Has conducted similar assessments/evaluations for INGOs and donor organizations that are in line with the thematic areas of the assignment and lists 3 related previous assignments. • Physical access in Syria (directly or through partners). 	10%
Additional information <p>The total minimum score to be considered technically competent is 70%.as per above table. If a bid does not meet this minimum, it will be deemed technically non-compliant and will not proceed to the next level. After the initial technical review of the proposals, the bidders may be invited to make a presentation of their technical and financial proposals as part of the selection process.</p>		

12. Force Majeure

Given the volatile situation in the region, the report submission might be cancelled or delayed due to the event of force majeure like changes in rules and regulations of Turkey, military operations, natural disasters etc. In such case, it is Welthungerhilfe's right to cancel/ terminate the contract or suspend it.

13.Termination

The Company must act in accordance with the Core Humanitarian Standard (**Annex 5**) and Anti-Terrorism Policy (**Annex 6**) and the laws of the country of operation (Turkiye and or Syria). If Welthungerhilfe finds that the Company is not discharging its duties according to the above-mentioned standards and to this term of reference; it may at any time unilaterally terminate the contract and holds the consultants liable for all damages, financial and otherwise including advance payments.

14. Terms and Conditions of Contract / Purchase Order

The granted contract/purchase order for the procurement of the stipulated goods is supposed to involve the application of the "Welthungerhilfe Terms and Conditions for International Procurement of Goods and Services (**Annex-7**). For more information, the said document can be found at the following web link: <https://www.welthungerhilfe.org/news/publications/detail/terms-and-conditions-for-international-procurement-of-goods-and-services/>

15. Contradiction or errors in the bid documents

If the bidder notices contradictions or errors in the bid document or specifications that are unclear, the bidder must clarify the issue by making queries before the set deadline for submission of inquiries/questions.

The principle hereby agrees to clarify all queries to all interested bidders upon request in email/messaging form through the EU-Supply portal.

16. Alteration or withdrawal of bids

Bidders may alter or withdraw their tenders by written notification through the EU-supply portal prior to the deadline for submission of the bid document. No bid may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure.

No bid may be withdrawn in the interval between the deadline for submission and bid opening of bids and the expiry of the tender validity period. Any correction of information must be explicit and is to be confirmed through the EU-Supply in email/messaging form.

17. Errors in Calculations

Bids submitted by interested bidders will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:

- Where there is a discrepancy between amounts in figures and in words, the amount in words will be the amounts considered.
- Where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price considered.
- Amounts corrected in this way will be binding on the bidder. If the bidder does not accept them, its bid will be rejected.

18. Anti-Terrorism Policy

Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering. Consistent with numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373(2001) and the European Union, Welthungerhilfe is firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of Welthungerhilfe to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, Welthungerhilfe will match their suppliers and Service providers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this.

The winner shall be subjected to mandatory anti-terrorism screening. The process shall involve screening the company and top management officials against the sanctions list. Only bidders cleared by our screening department shall be contracted.

19.Offer Condition:

Quotations shall be valid for at least three (3) months.

Quotations shall specify all details according to the tender text. Suppliers who do not receive written feedback in three weeks after the deadline for the bid submission shall have to consider their bid as being unsuccessful.

Suppliers shall submit their financial and technical offers online by given EU supply web tendering portal <https://eu.eu-supply.com/ctm/supplier/publictenders> **NOT later than 26th of February 2025, 15:00 CET time.**

The related EU-Supply RFT id reference of the tender invitation is **RFT- 385958** and the tender reference is **SYR1099-TND-011-GZT**.

Might you be a new applicant, to be able to use the EU supply web portal and to submit your application through it, you will have to register as new supplier through the following web thread:

<https://eu.eu-supply.com/login.asp?B=>

In general, all the inquiries about the concerned competition can be submitted through the EU Supply platform directly latest by **21st of February 2025 15:00 CET Time** but in case of having any additional questions on how to access to the EU Supply platform, please address your question to procurement.turkey@welthungerhilfe.de (with subject: **tender SYR1099-TND-011-GZT**)

This tender invitation is valid without signatures!