



Tender document for the evaluation of the DEC Turkey-Syria Earthquake Appeal, Islamic Relief Turkey, October 2024, Ref. No. Consult 08NOV24- HQ0202124102

Date:

Dear Sir/Mrs,

You are invited to submit a quotation for the above tender in accordance with the terms and conditions included.

In the event of any query relating to the tender,
please email Syria.Tenders@islamicrelief.org.tr

- **If you would like to submit an electronic offer, please send it to the email shown above mentioning tender name in details.**
- **In case of your quotation – it should be sealed and delivered to:**

1- Turkey Office: Akşemsettin, Vatandaş St. NO : 22, 34080 Fatih/Istanbul

Offer submission Deadline

Friday 30th NOV 2024
23 :59 PmTurkiye Time

- Quotations received after this time may not be considered.
- UIYV office opening times are **08:30 – 17:00 pm Monday to Friday** Turkey time.

Contacts

Please address any queries to

Uiyv.satinalma.sy@islamicrelief.org.tr

Procurement team

GUIDELINES FOR SUBMITTING A QUOTATION:



1. Uluslararası İslami Yardım Vakfı (“ÜİYV”), invites to submit quotations in accordance with the documents provided.
2. Companies providing quotations also referred to as quotation providers are advised to ensure that they are fully familiar with the nature and extent of the obligations to be accepted by them if their quotation is accepted.
3. It is the responsibility of quotation providers to obtain for themselves, at their own expense, all information necessary for the preparation of their quotation.
4. If you are in doubt as to the interpretation of any part of the process, the ÜİYV’s nominated personnel are The **Procurement Department** for issues relating to the contents of the quotation, the quotation process and awarding of contract. The department will endeavour to answer written enquiries prior to quotations being submitted. The answer may be circulated to other companies submitting quotations, where appropriate. Quotation providers should not rely on any information received other than that supplied by ÜİYV’s Procurement department. ÜİYV will not accept responsibility for any information obtained otherwise.
5. All information supplied by ÜİYV in connection with this quotation document shall be regarded as confidential by the quotation provider (except that such information as is necessary may be disclosed for the purposes of obtaining sub-quotations necessary for the preparation of the quotation).
6. No employee or agent of ÜİYV has authority to vary or waive any part of these documents, other than the Procurement and Logistics Manager at ÜİYV who shall do so in writing.
7. Any quotation provider that directly or indirectly canvasses any member, agent or officer of ÜİYV concerning the award of the contract for the provision of the goods & services will be disqualified.
8. The insertion of any conditions qualifying the quotation or any unauthorized alteration to any of the quotation documents shall not affect the contract and may cause the quotation to be rejected.
9. No employee or agent of ÜİYV can submit a proposal for any commercial contract as long as they are in employment with ÜİYV.
10. All conflicts of interests must be declared prior to or along with the proposal, failure to do so may result in the proposal being rejected.
11. If the quotation provider informs ÜİYV immediately after submission and before tender end date that there is an error in any of the prices or rates contained in the submitted quote then ÜİYV will afford the quotation provider an opportunity to confirm or withdraw its quotation. However, the amount quoted will be adjusted to correct arithmetic errors evident within the quotation document.
12. All documents requiring a signature must be signed:
 - a) Where they are submitted by an individual, by that individual.
 - b) Where they are submitted by a partnership, by two duly authorized partners.
 - c) Where they are submitted by a company, by two directors or by a director and the secretary of the company, such persons being duly authorized for that purpose.
13. The quotation document must be delivered to ÜİYV not later than **Friday 30th NOV 2024 23 :59 PmTürkiye Time**



14. **The completed quotation document:** must be sealed in an envelope and together with all supporting documentation and delivered to:

- **Turkey Office:** Akşemsettin, Citizen Sk. NO : 22, 34080 Fatih/Istanbul

not later than the date and time notified above in paragraph 14, and in the letter of invitation to submit a quote;

15. In relation to quotations submitted by email:

- a) Quotations and all related correspondence must be submitted from an email address or domain notified to UIYV in the quotation provider's acknowledgement of receipt of this quotation document and to the authorized recipient at the following email address:

Syria.Tenders@islamicrelief.org.tr

- b) The email title (i.e. subject field) must contain the quotation reference in the subject as follows:

Tender document for the evaluation of the DEC Turkey-Syria Earthquake Appeal, Islamic Relief Turkey, October 2024 Ref. No. Consult 08NOV24- HQ0202124102 [Name of Quotation Provider]

No other information relevant to the quotation should be included in the body of the email.

If the attachments exceed **30 MB** in total, then the quotation provider should split the email into an appropriate number of parts.

NO INDIVIDUAL EMAIL SHOULD EXCEED 30 MB AS THIS WILL BE BLOCKED BY OUR SERVER. THERE IS NO LIMITS AS TO HOW MANY EMAILS A SUPPLIER CAN SUBMIT THEIR QUOTATION IN.

- c) Quotations must be in a Microsoft Office compatible format.

16. UIYV is not bound to accept the lowest or any quotation. UIYV reserves the right to reject quotations which do not comply with these instructions.

17. The service provider undertakes to comply with all applicable laws and to ensure that it does not engage in any kind of criminal activity including but not limited to bribery, fraud, corruption, terrorism and to maintain ethical business practices as well as not to commit any Prohibited Acts defined as:

- a) To offer, promise or give any person a financial or other advantage;
- b) To request, agree to receive or accept any financial or other advantage

Not expressly provided for as an inducement or a reward for the performance of any function or activity in connection with this tender;
and/or

Committing any offence which creates offences relating to corruption and related fraudulent acts in the performance of this tender.



EVALUATION OF QUOTATIONS

1. The proposal of the quotation provider must meet the required quality standards as detailed in this documentation.
2. Any offer submitted by unofficial means through any external or internal party leads to the cancellation of the submitted offer.
3. UIYV has the right to cancel the bid or extend the period for any reason.
4. The proposal of the quotation provider will be assessed using a weighted evaluation criterion of which is subject to change at any time but the following criteria used in previous similar tenders maybe useful:
 - Updated Company Profile with all registration certificates
 - Total value of contracts completed in similar trade
 - Experience in the relief field in general or related or similar type of project. (Based on submitted documents)
 - Companies that have a bank account in Türkiye or a bank account in PTT, and bank accounts outside Türkiye to which the money will be transferred, will have a value added.
 - Quality of proposal.
 - Delivery timelines.
 - Delivery location.
 - Expertise and experience in the NGO sector or UIYV.
 - Duration of validity of quotation
 - Company financial documents and registration
5. Quotations will be evaluated by a team of employees who may invite suppliers or may request presentations/interviews which they deem necessary to facilitate decision making. UIYV believes that it is not necessary to conduct any interviews with suppliers, but rather depends on the strength of the offers made.
6. Supplier references - they may be asked to assist in decision making.
7. The criteria may be subject to change.
8. UIYV has the right to add, divide, cancel, or modify the requirements and quantities of the bid before or after the referral. The new requirements are mentioned in a documented agreement between the two parties and the organization is not obligated to accept any offer.



9. Pricing;

- (1) Clear breakdown of costs including any indirect additional costs that may be due later, and including any taxes (e.g. sales tax, VAT etc.).
 - **UIYV is not responsible for any taxes that are not clarified/ included in the financial offer**
- (2) Additional services that the service provider would be willing to provide UIYV no cost.
- (3) The financial offer must be submitted in Euro currency.

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Instruction to Quotation Providers

1. The quotation provider should be specialised in the scope of the bid, . Relevant documentation revealing the area of business activity and the commercial register certification should be attached to the quotation.
2. The bid validity period must be no less than **30** days from the end date of the tender
3. The quotation provider is expected to furnish all information required by these documents.
4. UIYV has the right to reject any offer that does not agree with the requirements.
5. The language of this tender is English . Bidders are also requested to formulate their proposals on this basis.



Supplier Code of Conduct

1 UiYV's Supplier Code of Conduct

2 UiYV requires all suppliers to adhere to:

- The Modern Slavery Act 2015
- The International Labour Standards as defined by the ILO (International Labour Organisation).

The United Nations Global Compact's 10 principles as stated below:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights;
and

Principle 2: Make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;

Principle 4: The elimination of all forms of forced and compulsory labour;

Principle 5: The effective abolition of child labour;

and

Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges;

Principle 8: Undertake initiatives to promote greater environmental responsibility;

and

Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.