# Version 1.0 /110621

**INVITATION TO TENDER**

**TURKIYE**

**20.09.2024**

**ITT-TUR-2024-020**

**Construction of 3 Pcs Football Pitches and 1 Pcs Sport Facility**

**SUBMISSION DEADLINE: 17:00 on 07 October 2024**

**QUESTIONS / CLARIFICATIONS:** [procurement.turkey@savethechildren.org](mailto:procurement.turkey@savethechildren.org)

**BID SUBMISSION:** [tender.turkey@savethechildren.org](file:///C:/Users/C.Yildirim/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/0370I3WY/tender.turkey@savethechildren.org)

**FORMAT FOR SUBMISSION:** [**BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

[**PART**](#_PART_1_–) **1 : INVITATION TO TENDER**

* + Introduction to SCI
  + Project Overview and Requirements
  + Award Criteria
  + Instructions & Key Information

[**PART 2 : CORE REQUIREMENTS AND SPECIFICATION**](#_PART_2_–)

Detailed description of SCI’s specific requirements (e.g. volumes, delivery dates / locations, product specifications etc).

[**PART 3 : BIDDER RESPONSE DOCUMENT**](#_PART_3_–)

Template to be used to submit response to this Invitation to Tender.

**PART 1 – Request for Quotation**

## **INTRODUCTION TO SAVE THE CHILDREN**

SCI is the world’s leading independent organisation for children. We save children’s lives; we fight for their rights; we help them fulfil their potential. We work together, with our partners, to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

**Our Vision** – a world in which every child attains the right to survival, protection, development and participation.

**Our Mission** – to inspire breakthroughs in the way the world treats children and to achieve immediate and lasting change in their lives.

We do this through a range of initiatives and programmes, to:

* Provide lifesaving supplies & emotional support for children caught up in disasters (e.g. floods, famine & wars).
* Campaign for long term change to improve children’s lives.
* Improve children’s access to the food and healthcare they need to survive.
* Secure a good quality education for the children who need it most.
* Protect the world’s most vulnerable children, including those separated from their families because of war, natural disasters, extreme poverty or exploitation.
* Work with families to help them out of the poverty cycle so they can feed and support their children.

For more information on the work we undertake and recent achievements, visit our [website](http://www.savethechildren.net/).

## **PROJECT OVERVIEW**

|  |  |
| --- | --- |
| **Item** | **Description** |
| **Description of Goods / Services** | *Football Pitches and Sport Facilities with goal posts, lighting works, ground works, etc. as per attached Bill of Quantity and Drawing* |
| **Outcome of Tender** | ***Service Contract*** *(Fixed Price) – Selection of technically capable and experienced construction company* |
| **Duration of Award** | *6 months from the contract agreement* |

Further detail on the specific requirements of the project (e.g. volumes, dates, specifications etc.) can be found in [Part 2](file:///C:/Users/Tarek.Mahmoud/OneDrive%20-%20Save%20the%20Children%20International/Desktop/Wash_Latrine/RFQ-ER-TUR-0002%20Invitation%20to%20Tender%20(ITT)_Food_kit_27.02.23_AD_master.docx#_PART_2_–) (Core Requirements & Specifications) of this Tender Pack.

## **AWARD CRITERA**

SCI is committed to running a fair and transparent tender process and ensuring that all bidders are treated and assessed equally during this tender process. Bidder responses will be evaluated against four weighted categories of criteria: Essential Criteria, Sustainability Criteria, Capability Criteria, and Commercial Criteria.

### **ESSENTIAL CRITERIA**

Criteria which bidders **must** meet in order to progress to the next round of evaluation. If a bidder does not meet any of the Essential Criteria, they will be excluded from the tender process immediately. These criteria are scored as ‘Pass’ / ‘Fail’.

**3.2 SUSTAINABILITY CRITERIA (10%)**

Criteria used to evaluate the impact a supplier has on the environment, local economy and community. Bids will be evaluated against the same pre-agreed Criteria.

### **3.3 CAPABILITY CRITERIA (50%)**

Criteria used to evaluate the bidder’s ability, skill and experience in relation to the requirements. Bids will be evaluated against the same pre-agreed Criteria.

### **3.4 COMMERIAL CRITERIA (40%)**

Criteria used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria.

## **VETTING**

Successful bidders must be successfully vetted. This involves checking bidders and key personnel against Global Watch Lists, Enhanced Due Diligence Lists and Politically Exposed Persons Lists.

The vetting of bidders will be completed after the award decision and prior to any contract being signed, or orders placed. If any information provided by the Bidder throughout the tender process is proved to be incorrect during the vetting process (or at any other point), SCI may withdraw their award decision.

## **BIDDER INSTRUCTIONS**

### **5.1 TIMESCALES**

|  |  |
| --- | --- |
| Activity | Date |
| Issue Invitation to Tender | 20/09/2024 |
| Deadline for questions from Bidders | 04/10/2024 |
| Deadline for Bid Submission | 10/10/2024 |
| Bid Clarifications | 14/10/2024 |
| Award Contact | 25/10/2024 |

The above dates are for indicative purposes only and are subject to change.

### **2 SUBMISSION FORMAT & BIDDER RESPONSE DOCUMENT**

Bidders wishing to submit a bid **must use the Bidder Response Document template in** [**Part 3**](file:///C:/Users/Tarek.Mahmoud/OneDrive%20-%20Save%20the%20Children%20International/Desktop/Wash_Latrine/RFQ-ER-TUR-0002%20Invitation%20to%20Tender%20(ITT)_Food_kit_27.02.23_AD_master.docx#_PART_3_–) **of this Tender Pack**. Any bids received using different formats, or incomplete bids, will not be accepted.

This document allows bidders to submit all the required information and be evaluated fairly and equally against the Essential, Capability and Commercial Criteria. Bidders may also be required to submit supporting documentation. Further instructions can be found within the document in Part 3 of this pack.

Bids can be submitted by either:

**Electronic Submission via ProSave**

* Submit your response in accordance with the guidance provided in the below document:



**Electronic Submission via Email**

* Email should be addressed to Procurement Department at [tender.turkey@savethechildren.org](mailto:tender.turkey@savethechildren.org)
* Note – this is a sealed tender box which will not be opened until the tender has closed. Therefore, **do not send tender related questions to this email address** as they will not be answered.
* The subject of the email should be “be “ITT-TUR-2024-020/Bidder Response – ‘Bidder Name’, ‘Date’’.
* All attached documents should be **clearly labelled** so it is clear to understand what each file relates to.
* Emails should not exceed 15mb – if the file sizes are large, please split the submission into two emails.
* Do not copy other SCI email addresses into the email when you submit it as this will invalidate your bid.

**Paper Submission**

* Paper submissions will not be accepted for this tender.

### **6.4 CLOSING DATE FOR BID SUBMISSION**

Your bid must be received, no later than **17:00 (GMT+3) 10 October 2024**

Bids must remain valid and open for consideration for a period of no less than 60 days.

### **6.5 KEY CONTACTS**

All questions relating to the tender should be sent via email to:

|  |  |
| --- | --- |
| Name | Email Address |
| Procurement Committee | procurement.turkey@savethechildren.org |

Please be advised local working hours are 09.00AM to 17:00PM Please allow up to 2 days for a response.

Where the enquiry may have an impact on other bidders within the process, Save the Children will notify all other Bidders to maintain a fair and transparent process.

# **PART 2 – CORE REQUIREMENTS & SPECIFICATIONS**

1. **SPECIFIC REQUIREMENTS**

Türkiye construction of the 3 Pcs Football Pitches and Sport Facility with the attached project and specification. **Please see the attached technical drawing and specification**.

# **PART 3 – BIDDER RESPONSE DOCUMENT**

1. **INTRODUCTION**

This document **MUST BE USED** by Bidders wishing to submit a bid. It is linked into 5 sections detailed below:

* [Section 1 – Essential Criteria](file:///C:/Users/Tarek.Mahmoud/OneDrive%20-%20Save%20the%20Children%20International/Desktop/Wash_Latrine/RFQ-ER-TUR-0002%20Invitation%20to%20Tender%20(ITT)_Food_kit_27.02.23_AD_master.docx#_SECTION_2:_ESSENTIAL)
* [Section 2 – Capability & Sustainability Questions](file:///C:/Users/Tarek.Mahmoud/OneDrive%20-%20Save%20the%20Children%20International/Desktop/Wash_Latrine/RFQ-ER-TUR-0002%20Invitation%20to%20Tender%20(ITT)_Food_kit_27.02.23_AD_master.docx#_SECTION_3_–)
* [Section 3 – Commercial Questions](file:///C:/Users/Tarek.Mahmoud/OneDrive%20-%20Save%20the%20Children%20International/Desktop/Wash_Latrine/RFQ-ER-TUR-0002%20Invitation%20to%20Tender%20(ITT)_Food_kit_27.02.23_AD_master.docx#_SECTION_4_–)
* [Section 4 – Bidder Submission Checklist](file:///C:/Users/Tarek.Mahmoud/OneDrive%20-%20Save%20the%20Children%20International/Desktop/Wash_Latrine/RFQ-ER-TUR-0002%20Invitation%20to%20Tender%20(ITT)_Food_kit_27.02.23_AD_master.docx#_SECTION_5_–)

**The Bidder is required to sign a copy of the Check list in Section 4 as part of their submission**.

1. **INSTRUCTIONS**

Within each section there are instructions providing guidance to the bidder on what information is required. This guidance details the MINIMUM requirements expected by SCI. If a Bidder wishes to add further information, this is acceptable, but the additional information should be limited to only items that are relevant to the tender.

* For the avoidance of doubt, bidders are required to complete all items within the Bidder Response Document unless clear instruction is provided otherwise.
* If a Bidder does not complete the entire Bidder Response document, their submission may be declared void.
* If a Bidder is unable to complete any element of the Bidder Response Document, they should contact Save the Children through the using the contact details provided for guidance.

By submitting a response, the bidder confirms that all information provided can be relied upon for validity and accuracy.

## **SECTION 1 - ESSENTIAL CRITERIA**

***INSTRUCTIONS – Bidders are required to complete all sections of the below table.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | |
|  |  | **Yes / No** | **Comments / Attachments** |
| ***1*** | Bidder’s main line of business activity shall be construction. (SCI has the right to request for further documentation such as trial balance) |  |  |
| ***2*** | Bidder accepts Save the Children’s ‘Terms and Conditions of Purchase’ and that any business awarded to the bidder will be completed under the Terms and Conditions included in Section 5 of this pack. | **Yes / No** | **Comments** |
|  |  |
| ***3*** | The Bidder and its staff agree to comply with: SCI’s Supplier Sustainability Policy [set out under Section 4 of this document] throughout this process and during the term of any future contract awarded. | **Yes / No** | **Comments** |
|  |  |
| ***4*** | The bidder confirms they are not a prohibited party under applicable sanctions laws or anti-terrorism laws or provide goods under sanction by the United States of America or the European Union and accepts that SCI will undertake independent checks to validate this. | **Yes / No** | **Comments** |
|  |  |
| ***5*** | The Bidder confirms it is fully qualified, licenses and registered to trade with Save the Children (including compliance with all relevant local Country legislation).  This includes the Bidder submitting the following requirements (where applicable):   * Legitimate business address * Tax registration number & certificate * Business registration certificate * Trading license * Statutory financial documents for the last 3 years | **Yes / No** | **Comments** |
| **Requirement** | **Bidder Response / Attachments** |
| ***Legitimate Business Address*** |  |
| ***Tax Registration Number & Certificate*** |  |
| ***Business Registration Certificate*** |  |
| ***Trading License*** |  |
| ***Financial Documents for last 3 years*** |  |
| ***6*** | Bidders must provide drawings & specification of all the requested items. SCI to conduct a site visit to the company to check quality and items. Please share signed and stamped documents of drawing and specifications and visuals attached | **Yes / No** | **Comments** |
|  |  |
| ***7*** | The bidder must provide a bank guarantee letter equal to 10% of the total bid amount. | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***8*** | The bidding company must document the official contract or invoice of the previous construction works. (Material sales are not included) | **Yes / No** | **Comments / Attachments** |
|  |  |
| ***9*** | The Bidder and its staff (and any sub-contractors used) agree to comply with SCI and the IAPG’s policies and code of conducts listed below, throughout this tender process and during the term of any contract awarded.   1. Child Safeguarding Policy 2. Anti-Fraud, Bribery & Corruption Policy 3. Slavery & Human Trafficking Policy 4. Protection from Sexual Exploitation & Abuse (PSEA) Policy 5. Anti-Harassment, Intimidation & Bullying Policy 6. IAPG Code of Conduct   Conditions of Tendering | **Yes / No** | **Comments / Attachments** |
|  |  |

## **SECTION 2 – CAPABILITY & SUSTAINABILITY QUESTIONS**

***Instructions – Bidders are required to complete all sections of the below table.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Item*** | **Question** | **Bidder Response** | | |
| ***1*** | **REFERENCES**  Bidder shares three (3) letters of reference e.g. recommendation letter, agreement, etc. of their experience in providing services similar to those included within the scope of this tender.  Examples provided must be for similar projects within a similar environment / context to that in which Save the Children operates, and within the last two (2) years.  *(Note – the Bidder must ensure that for any client references shared, the nominated client is happy to be contacted / visit by Save the Children)*  **Weightage: 10%** | **Client Name** | **Contact Details (Name – Email – Phone Number)** | **Project Description** |
|  |  |  |
|  |  |  |
|  |  |  |
| ***2*** | The bidder is registered in the area where the construction will take place, thus reducing the carbon footprint and developing the local economy after the earthquake.  **Weightage (10%)** | **Bidder’s Response** | | **Attachment(s)** |
|  | |  |
| ***3*** | Delivery Lead Time (Please mention your response in number of calendar days) Please indicate attached BoQ Timeline Tab, (The delivery time given will be binding and will be included in the contract if agreed upon.)  *30 x (Lowest Lead Time / Given Lead Time)* **Weightage (30%)** | **Bidder Response** | | **Attachment(s)** |
|  | |  |
| ***4*** | The Bidder undertakes to assign 1 Civil Engineer with at least 3 years of experience from the beginning to the end of the repair works. (Civil Engineer diploma will be shared with the bid)  **Weightage (10%)** | **Bidder Response** | | **Comments** |
|  | |  |

**SECTION 3 – COMMERCIAL PART**

40% of total score will be allocated from Commercial part.

Please fill the attached BoQ-TUR-2024-020, please be aware that to fill all tabs of the BoQ file,

|  |  |  |  |
| --- | --- | --- | --- |
| **Summary of Bill of Quantity** | | | |
| Name of page | Name of Locations | Total Price for Works | TOTAL |
| 1 | Location/Adress: Pitch-1 Construction of Football Pitch Antakya/HATAY |  |  |
| 2 | Location/Adress: Pitch-2 Construction of Football Pitch Antakya/HATAY |  |
| 3 | Location/Adress: Pitch-3 Construction of Football Pitch Antakya/HATAY |  |
| 4 | Location/Adress: Sport Facilities in Hilalkent Container Village |  |

|  |  |  |
| --- | --- | --- |
| **ZAMAN ÇİZELGESİ / TIMELINE** | | |
| NO | Spor Alanının Türü-Lokasyonu Type and Location | İŞ BİTİM SÜRESİ / DELIVERY LEAD TIME **(TOPLAM İŞ BİTİM SÜRESİ TAKVİM GÜNÜ OALARAK BELİRTİLMELİDİR) PLEASE INDICATE IN CALENDER DAYS** |
| 1 | Location/Adress: Pitch-1 Construction of Football Pitch Antakya/HATAY | **XXX GÜN / DAY** |
| 2 | Location/Adress: Pitch-2 Construction of Football Pitch Antakya/HATAY | **XXX GÜN / DAY** |
| 3 | Location/Adress: Pitch-3 Construction of Football Pitch Antakya/HATAY | **XXX GÜN / DAY** |
| 4 | Location/Adress: Sport Facilities in Hilalkent Container Village | **XXX GÜN / DAY** |
| 5 | Pitch 1 için Anlaşılması durumunda kaç takvim günü içerisinde işe başlayabilirsiniz / In case of an agreement is reached for Pitch 1, in how many calendar days can you start working? | **XXX GÜN / DAY** |
| 6 | Pitch 2 için Anlaşılması durumunda kaç takvim günü içerisinde işe başlayabilirsiniz / In case of an agreement is reached for Pitch 2, in how many calendar days can you start working? | **XXX GÜN / DAY** |
| 7 | Pitch 3 için Anlaşılması durumunda kaç takvim günü içerisinde işe başlayabilirsiniz / In case of an agreement is reached for Pitch 3, in how many calendar days can you start working? | **XXX GÜN / DAY** |
| 8 | Sport Alanı için Anlaşılması durumunda kaç takvim günü içerisinde işe başlayabilirsiniz / In case of an agreement is reached for Sports Facilities, in how many calendar days can you start working? | **XXX GÜN / DAY** |
| 9 | Anlaşılması durumund tüm sahalarda aynı anda işe başlayabilir misiniz? / In case of an agreement is reached, can you start working in all areas at the same time? | Evet - Hayır / Yes - No |
| 10 | Anlaşılması durumunda talep edilen ödeme planı? Ön, ara ödeme vs, / In case of agreement, the requested payment plan? Advance, interim payment etc. |  |

## **SECTION 4 – BIDDER SUBMISSION CHECKLIST**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **We, the Bidder, hereby confirm we have completed all sections of the Bidder Response Document:** | | | | | |
| **No** | **Section** | | | **Please Tick** | |
| 1. | Section 1 – Essential Criteria | | |  | |
| 2. | Section 2 – Capability & Sustainability Questions | | |  | |
| 3. | Section 3 – Commercial Questions | | |  | |
|  | | | | | |
| **We, the Bidder, confirm we have uploaded all of the required information and supporting evidence:** | | | | | |
| **Section** | | **Required Document / Evidence** | | | **Please Tick** |
| **Essential Criteria Evidence** | | Please refer to above section | | |  |
| **Capability Criteria Evidence** | | Please refer to above section | | |  |
| **Commercial Criteria Evidence** | | Please refer to above section | | |  |
|  | | | | | |
| **We, the Bidder, hereby confirm we compliance with the following policies and requirements:** | | | | | |
| **Policy** | | | **Policy / Document** | | **Signature** |
| Terms & Conditions of Bidding | | |  | |  |
| Terms & Conditions of Purchase | | |  | |  |
| Supplier Sustainability Policy  and the included mandatory policies  Child Safeguarding Policy  Anti-Bribery & Corruption Policy  Human Trafficking & Modern Slavery Policy  Protection from Sexual Exploitation and Abuse (PSEA) Policy | | | [Click Here to Access](https://www.savethechildren.net/sites/www.savethechildren.net/files/Supplier%20Sustainability%20Policy.pdf) | |  |

|  |  |
| --- | --- |
| We confirm that Save the Children may in its consideration of our offer, and subsequently, rely on the statements made herein. | |
| Signature: | ………………………………………………….. |
| Name: | ………………………………………………….. |
| Title: | ………………………………………………….. |
| Company: | ………………………………………………….. |
| Date: | ………………………………………………….. |