

INVITATION TO TENDER

Humanitarian Aid for Syria – Hygiene Kits Our Ref. SYR1047-TND-016 / RFT 221828 SYR1047-SPR-091-GZT

Gaziantep, 02.10.2019

Welthungerhilfe (WHH) was established in 1962. It is today one of the largest private organizations working in the area of 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 German Federal Foreign Office, the European Union, USAID/OFDA, the United Nations and many other worldwide recognized donors.

Today we are in the market for the acquisition of 3.500 Hygiene Kits for our humanitarian aid activities in Syria.

Welthungerhilfe reserves the right to change the required quantity. In addition, Welthungerhilfe reserve the right to divide the order into lots and to award the lots to various bidders. However, Welthungerhilfe prefers to place the order with one supplier only.

1. General remarks and special conditions

The offered commodities must be in accordance to our specifications, sound, fair, and merchantable quality.

- Hygiene kits shall be prepared and kept in suppliers' warehouse till Welthungerhilfe demands them to deliver.
- The products must be delivered as quickly as possible!
- Partial shipments are not allowed without authorization of Welthungerhilfe.
- WHH reserves the right to change the amount of items it orders. The final decision depends upon the price all commodities and available funds.
- The current stock location and the origin of all items must be provided to WHH.

Deutsche Welthungerhilfe e.V.
Binevler Mh. 23. Sk. No.8
Gaziantep
Turkey
Tel. +90 (342) 336 02 09
www.welthungerhilfe.de

Procurement Department
procurement.turkey@welthungerhilfe.de

Patron:
Federal President Frank-Walter Steinmeier

Supervisory Board (honorary):
Marlehn Thieme, , President
Prof. Dr. Joachim von Braun, Vice-President
Norbert Geisler, 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
IBAN: DE15 3705 0198 0000 0011 15
BIC: COLSDE33

Member of Alliance 2015,
International NGO Network

2. Specification / Quantity

3,500 Hygiene Kits / Each hygiene kit contains the following items:

	Items	Quantity	Technical specifications
1	Tooth paste for adults – 75 ml	3 pcs	Regular tooth paste for adults. The product must be safe under normal conditions of use. All ingredients in the toothpaste must be food grade. Shelf Life: toothpaste should have shelf life at least 1 years.
2	Tooth paste for children – 75 ml	3 pcs	Regular tooth paste for children. The product must be safe under normal conditions of use. All ingredients in the toothpaste must be food grade. Shelf Life: toothpaste should have shelf life at least 1 years.
3	Tooth brush for adults	3 pcs	Toothbrush of adult size, medium hardness, and individually wrapped. The bristles must be free of sharp or jagged edges and endpoints. The bristles must not fall out with normal use. All of the toothbrush components are safe for use. minimum number of filaments 300 Hardness = Medium
4	Tooth brush for children	4 pcs	Toothbrush of small size suitable for children, soft, and individually wrapped. The bristles must be free of sharp or jagged edges and endpoints. The bristles must not fall out with normal use. All of the toothbrush components are safe for use. minimum number of filaments 250 Hardness = Soft
5	Bath soap - 125 gr	12 pcs	Soap in bar, not harmful to the skin, from vegetable or animal fat, not containing pork fat. Product must be fit for human utilisation and be of sound, fair and marketable quality, of homogeneous colour and aspect, without any disagreeable odours and flavours. Fatty acid: minimum 70 %. Moisture: maximum 20 % at time of packing. NaOH content: maximum 0.3 %. NaCl content: maximum 0.5 %. Weight: bar of 125g each Packing: Bars individually packed.
6	Hand soap – 125 gr	6 pcs	Hand soap for personal hygiene, suitable for both baby and adult, non-perfumed, for normal skin, durable. Individually wrapped bar. The soap bar shall not be marked with any brand name or manufacturer's logo. TFM (total fatty matter) content: Minimum 70 %. Glycerin approx. 1 % Others: approx. 29% pH Value (conc. 1% at 40°C): 9-11. Does not contain pork fat.
7	Laundry soap (bar, not powder) – 200 gr	6 pcs	Laundry soap for hand washing clothes, not harmful to the skin, from vegetable or animal fat, not containing pork fat. Product must be fit for human utilisation and be of sound, fair and marketable quality, of homogeneous colour and aspect, without any disagreeable odours and flavours. Fatty acid: minimum 55 %. Moisture: maximum 25 % at time of packing. NaOH content: maximum 0.3 %. NaCl content: maximum 0.6 %. Weight: 200g per bar

8	Water container for storage (Jerry Can) - 20 L	1 pcs	<p>Jerry can (container), stackable, round, made of HDPE (High Density Polyethylene), with lid, cap, plastic handle and tap. Tough, durable, UV resistant and safe for food and water storage (food grade material). The Jerry can capacity is 20 litres of water.</p> <p>The top is reinforced to prevent ovaling. The walls shall meet the bottom of the Jerry can with a curved surface to prevent dirt accumulation and facilitate cleaning. The Jerry can has a tight-fitting lid of the same material of the Jerry can and preferably with an attached push-on cap. The Jerry can can be filled through the cap.</p> <p>The lid can be taken off for periodic cleaning of the Jerry can. The plastic handle must be sturdy to carry a fully filled Jerry can weight without bending or shearing off.</p> <p>The Jerry can is supplied with a fitted, sturdy plastic tap, stored during shipment in the bottom of each Jerry can. At destination, the tap can be put in the predisposed hole in the Jerry can from the outside and fixed by screwing the locking nut from the inside.</p> <p>Alternatively, the tap can be already mounted (i.e. integrated) at the lower part of the Jerry can; however, the Jerry can with tap must be designed to allow normal stacking with the mounted tap.</p> <p>The tap must remain easily accessible and user friendly. The Jerry can is for use at the household level to provide a good water storage container when the lid is kept closed. Spare taps are to be supplied with the Jerry can. Weight of container must be at least 1000gr</p>
9	Water container for collection, with cover - 10 L	1 pcs	<p>Jerry Can for carrying water complete with screw cap and moulded carry handle of minimum 9 cm long. The inner diameter of cap minimum 30 mm. Drop test: can withstand drop of 2.5 meters when full of capacity. Material: Non-collapsible POLYETHYLENE plastic. Tough flexible, food grade, low density polyethylene (LDPE), UV stabilized. With no sharp edges. Size: 10 Lt Weight: 455 grams minimum. Colour: Light colour (white).</p>
10	Washbowl (multipurpose) – 40 cm	2 pcs	<p>Bowl, round, polypropylene, 8 litres. Material: Polypropylene, autoclavable. Diameter: approximately 346mm. Height: approximately 120mm. Capacity: approximately 8 litres. There is no specific weight of bowl, but it must be suitable and strong enough to usage purpose.</p>
11	Water purification tablets - 67mg tabs/PAC-100	3 pack	<p>Water purification 67mg tablets, pack of 100. Must be suitable for use with water for human consumption. Drinking water purification: 1 tablet per 4 liter clean water. Shelf life: 2 years. The anhydrous sodium dichloroisocyanurate (NaDCC) compound must be 33mg and in accordance with Turkish standards. The effervescent base used in addition to the NaDCC must be of pharmaceutical or food grade quality. Instruction for use and caution remarks must be clearly mentioned in English and Arabic.</p>
12	Plastic water dipper (Mug type-Large)	2 pcs	<p>Size: 140 mm x 140 mm = 1.6 lt.</p>
13	Towel	5 pcs	<p>Size: 40 x 70 cm, white or black or red colors are excluded. Weight must be min.150gr</p>

14	Peg	1 pack	24 pieces, plastic.
15	Sanitary napkins for women – (please quote for disposable)	4 packs	Sanitary pads, female, w/wings. Each pack should contain sanitary napkins. 4 packet – 16 individually packed pad in each packet Preferable brands are Molped, Kotex, Scarlett
16	Nail clipper (child)	1 pcs	
17	Nail clipper (adult)	1 pcs	
18	Dish-washing sponge	4 pcs	Individually packed.

3. Marking/Labelling/ Packing

Each hygiene kit must be packed in a cartoon box. The following labelling is required on all distribution cartoons:

- Welthungerhilfe and German Federal Foreign Office logos (will be provided by Gaziantep office, after placing of the order).
- The following words in Arabic printed twice on both sides: “Not for Sale” and “Hygiene Kits”.
- All labelling should be printed in indelible ink.

The hygiene kit contents (single items) do not require any specific labelling.

The packaging (in carton box) must be appropriate to the nature (size, weight) of the items and reach international standards. The packaging should avoid transport damages and must be able to protect the content from bad weather conditions. Costs of cartons and packaging costs must be included in the unit price of each item. The boxes will be loaded on trucks without pallets.

4. Samples

One sample should be provided to WHH before the final date of the tendering period. The sample should be submitted to the following address:

Binevler Mh.23 Sk. Cin Ali Apt. No.8 Zemin Kat Sahinbey/Gaziantep/Turkey

Tenderers who submit samples after the deadline or incomplete samples will be excluded from the tender evaluation process and will not be considered for selection. The samples will remain the property of the tenderer throughout the tender evaluation process. The sample kits are to be reclaimed by the tenderer at their own cost. After the tender evaluation, all samples can be collected at the delivery address of the samples. If not collected within 21 days of the closing (after informing by e-mail), all sample kit items are to become the property of the Contracting Authority.

Winning supplier commit to provide the Contracting Authority with specified items that are the same quality brand, type, and specifications of provided samples. In other words, the 2,500 hygiene kits must be exactly as the quality, type, and specifications of provided sample.

5. Delivery conditions

The delivery of this procurement must conform to the **DDP** Incoterms 2010 requirements to Cilvegozu/ Reyhanlı, Turkey. Goods will be handled with our partner the Turkish Red Crescent TRC. Goods with the trucks might stay at the border overnight until final processing.

All transport details (Origin, City of Loading, and Routing) have to be indicated within the offer.

All goods will stay with the supplier warehouse until receiving a positive inspection result.

6. Delivery schedule

It is expected to receive 3500 pcs of Hygiene kits fifteen working days after signing the contract. The supplier must indicate in its offer how many days he might need to receive our inspection company after placing a firm order. Delivery schedule might change. The exact delivery schedule will be negotiated with the Gaziantep Office after the placing of the order.

7. Prices

All offered prices must be indicated in the EURO (€, Euro) currency only. Quotations stated in other currencies will not be considered during the awarding process. Prices must include, transportation, Value added Tax VAT, Stamp tax, and all applicable taxes (local price). Transport prices must also include all relevant transport taxes.

8. Inspection, Acceptance and Rejection

The Contractor shall provide and maintain an inspection, quality, and process control system acceptable to WHH covering the Goods under the Contract. Records of all inspection work by Contractor shall be kept complete and available to WHH during the performance of the Contract and for twenty-four (24) months after completion, if not otherwise specified in the Contract. Copies of all material certifications and test results will be submitted to WHH upon request.

WHH reserves the right to inspect and test through its representatives all Goods ordered under the Contract at any time and place. The Contractor, without additional charge, shall provide all facilities for inspection and all necessary support to ensure that inspections can be performed in such a manner as not to unduly delay delivery of the Goods.

WHH may reject any Goods supplied under the Contract that do not meet the requirements of the Contract or apply a penalty for Goods not fully conforming to such requirements as per Articles 17 and 18 of the WHH terms and conditions for international of goods and service. Rejection of the Goods shall be made as soon as practicable after delivery of the Goods to their final destination.

Neither any inspection carried out by representatives of WHH nor any acceptance of the Goods or part thereof by WHH nor any omission by WHH to inspect, accept and/or reject the Goods or part thereof shall release Contractor from its responsibility for such Goods that are not in accordance with the requirements of the Contract, including warranties.

9. Ordering Party

Welthungerhilfe Turkey
Binevler Mh. 23. Sk. No.8
Sahinbey / Gaziantep / Turkey
Turkey

10. Consignee

Welthungerhilfe Turkey
Binevler Mh. 23. Sk. No.8
Sahinbey / Gaziantep / Turkey

11. Documents

Following documents must be submitted before tender closing:

- Written quotation in EUR currency included of prices as indicated in the paragraph 7. (Prices) of this document on indicated quotation form Annex II (duly stamped and signed in a PDF format)
- Copy of VAT (updated) and registration form (commercial registry gazette, chamber of commerce registration, list of authorized signatures, company's owners identity information,... vs) or similar (applicable for suppliers who we did not work with)
- Company profile (applicable for suppliers who we did not work with)
- Reference list (applicable for suppliers who we did not work with)
- Pre-qualification of suppliers (refer to Annex I)

Following documents will be requested from the Seller after firm order:

- Original Invoice (addressed to Welthungerhilfe, Turkey)
- Original Waybills
- Packing list

Expenses for commercial courier to be covered by the Seller.

12. Payment Conditions

(1) 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.

(2) WHH shall generally make payment through banking channels to Contractor within 30 days upon receipt of the following documents and any other documents/reports that may be specified in the Contract, to be sent directly to Welthungerhilfe Turkey, Binevler Mh. 23. Sk. No.8, Şahinbey / Gaziantep.

- (a) remaining negotiable & non-negotiable copies of the bill of lading or airwaybill;
- (b) commercial invoice with valid banking instructions;
- (c) copy of the consular or legalised invoice, if required by the Contract;
- (d) copy of the certificate of origin;
- (e) copy of the packing list;
- (f) Copy of the Certificate of Insurance, if Contractor has been requested to provide insurance.

(3) In case of installation of Goods by the Contractor the payment terms will be negotiated case by case.

(4) 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.

(5) 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 26 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.

13. 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 18 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.

14. Force Majeure

Given the volatile situation in the region, the hygiene kits delivery might be cancelled or modified 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 purchase order or suspend the delivery until the delivery of hygiene kits is possible.

15. Selection Criteria

Welthungerhilfe will prioritize the quotations as follows:

- **Tenderers not providing the requested quotation included of prices as indicated in the paragraph 7 (Prices) of this document duly signed and stamped with the other documentation as listed in the article "11. Documents" as requested will be by automatism excluded from this competition.**

The following raking criteria's will be considered for the contract granting:

- 90% Price
- 10% Delivery Time

It is expected to receive the items fifteen working days after signing the contract. In case of delay to this date, 5 percent will be deducted for every delayed day (out of the 10% delivery percentage).

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 in order to obtain a grading scale per criteria in between 1 to 10 points per ranking criteria.

Non-provision of samples will lead to exclusion of the tender.

16. 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."**

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/>

17. Offer Conditions

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

Quotations must specify all details according to the tender text. Suppliers who do not receive a written feedback three week after the deadline for the bid submission will have to consider their bid being unsuccessful.

Application must be performed online through the following web tendering portal **not later than the 16th of October 2019, 14:00 am CET** that is accessible through the following thread:

<https://eu.eu-supply.com/ctm/supplier/publictenders>

The related EU-Supply RFT id reference of the tender invitation is 221828, and the tender reference is SYR1047-TND-016.

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/ctm/Company/CompanyRegistration/RegisterCompany>.

In general, all the inquiries about the concerned competition can be submitted through the EU Supply platform directly latest by **11th of October 2019 10:00 am CET time**, but in case of having any additional questions, please contact us on the following email address:

procurement.turkey@welthungerhilfe.de
(with mention: tender SYR1047-TND-016)

This tender invitation is valid without signatures!

Welthungerhilfe Supplier Qualification Form

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1. We want some information about your company

Company Name	
Legal Form	
Founded (Year)	
Established in (Country)	
Bank Details (Account Holder, Bank Name, IBAN, BIC, Swift, Currency)	
VAT-Registration Number	
Physical Address	
Name of Chief Executive Officer (CEO)	
Place and Date of Birth of CEO	
Name of Owner	
Place and Date of Birth of Owner (if individual)	
Website	
Sales & Marketing Contact	
Range of Services provided by the Company (Company Portfolio)	
For internal use of WHH only	

Supplier qualification

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Welthungerhilfe supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with [ten universally accepted principles](#) in the areas of [human rights](#), [labour](#), [environment](#) and [anti-corruption](#). By doing so, business, as a primary driver of globalisation, can help ensure that markets, commerce, technology and finance advance in ways that benefit economies and societies everywhere.

Human Rights

1. [Principle 1](#): Businesses should support and respect the protection of internationally proclaimed human rights; and
2. [Principle 2](#): make sure that they are not complicit in human rights abuses.

Labour

1. [Principle 3](#): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
2. [Principle 4](#): the elimination of all forms of forced and compulsory labour;
3. [Principle 5](#): the effective abolition of child labour; and
4. [Principle 6](#): the elimination of discrimination in respect of employment and occupation.

Environment

1. [Principle 7](#): Businesses should support a precautionary approach to environmental challenges;
2. [Principle 8](#): undertake initiatives to promote greater environmental responsibility; and
3. [Principle 9](#): encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

1. [Principle 10](#): Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages:

<https://www.unglobalcompact.org>

Supplier qualification

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We, _____ (name of company) hereby declare that

1. we are not in bankruptcy proceedings, judicial insolvency proceedings or in liquidation, that we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions,
2. we have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
3. we comply with our duty to pay social insurance contributions, taxes or other levies in accordance with the legal provisions of the state in which we have our office, the state of the consignee, or the state where the contract is performed,
4. we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of the European Communities,
5. no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from the Community budget,
6. we are providing you with all the information required in connection with participation in a tender,
7. in respect of contracts which are ultimately paid for out of European Community funds, no one has accused us of breach of contract due to gross violation of our contractual obligations,
8. we have not been excluded as a contract partner by the European Community due to ethical issues,
9. we assure the European Commission, the European Anti-Corruption Bureau and the auditors of the European Community reasonable access on demand to our business and accounting documents for the purpose of checks and audits,
10. we respect basic social rights and condemn child labor.

We support the goals of the United Nations Global Compact <https://www.unglobalcompact.org>

Date, company name, signature, name in block capitals, company stamp.

