

SARD
SOSYAL ARAŐTIRMA
VE
REHABİLİTE DERNEĐİ

Food Baskets Supply Tender

Tender No: PFB02/2019

NOV 2019

For inquiries, please e-mail: procurement@sardngo.org - Email inquiries subject line should start with:
“Inquiries - tender reference number PFB02/2019”

Introduction

Please find enclosed tender for food basket:

SARD is seeking suppliers for supplying the Food Baskets which are to be distributed in the framework of supporting the emergency relief efforts, to the beneficiaries influenced from the humanitarian crisis in Syria.

SARD is looking for a supplier to provide **450 Food Baskets in total, delivered in 1 shipment.**

Offers should be valid until the end of Jan, 2020.

SARD expects the goods to be delivered to the warehouse in Sarmada in Idleb province. However, SARD reserves the right to change the delivery location or to request delivery to more than one location. The food baskets must be delivered to the zero points onto a truck/s provided by the supplier. Deliveries should be made in coordination with SARD and the Turkish Red Crescent. For further explanation of delivery terms please check the related section under Tender Conditions.

The expected delivery dates and quantities (subject to change and agreed between parties and with border authorities) are as follows:

Estimated date of delivery	Quantity
Before end of Jan	450
Total Qty	450

The food baskets/box should contain items as describe below. SARD will order through individual Purchase Orders.

Tender Conditions

- SARD is not bound to accept the lowest price but will also take into consideration several factors including quality of product, experience of the suppliers, delivery time and packaging.
- The quantity of the food items listed in the specifications and in the food basket may change. They may increase or decrease in the quantity as needed without incurring any change of the unit price of the food items.
- SARD expects the goods to be delivered to the warehouse in Sarmada in Idleb province.** The food baskets must be delivered to final agreed destination onto a truck/s provided by the supplier. SARD will supervise the coordination between the parties involved in the shipment (the supplier, Turkish Red Crescent and SARD Syria team). **The shipment will go through Bab Al Hawa border crossing – Cilvegözü sınır kapısı.** Shipment taking place through The Turkish Red Crescent are done in two steps, first day, the trucks arrive at the border and parked in the waiting area while the plate numbers are registered. Second day, the shipment request documents prepared by NGO are processed and the trucks are allowed to the buffer zone between the two borders where the shipped items are transferred from the Turkish Trucks to Syrian Trucks and delivered to the warehouse.
- Price should be submitted in TRY.** The offers should be valid **for 2 months**, SARD has the responsibility to select a supplier within the period of the validity. After the bid committee selects the supplier, the **prices offered by the supplier should be valid until the total requested quantity in this tender is purchased or until the end of Jan 2019.**
- Prices should be comprehensive in that they include packing (appropriate card boxes), loading, unloading, weighing, stacking, transport to the delivery point per basket, insurance costs, and all Turkish Government taxes. Supplier cannot claim any additional costs not captured in the prices provided.

6. In case of force majeure and the closure of Bab Al Hawa border crossing – Cilvegözü sınır kapısı, alternative solutions will be sought out with the supplier such as using export process instead of shipping through the Turkish Red Crescent or using another border entrance. In such event prices should be exempt of VAT and additional customs costs will be considered and agreed bilaterally.
7. The supplier accepts to deliver the items with requested quantity and quality according to the specifications on the next page, as noted in the tender book.
8. The Supplier agrees to submit the actual prices in the tender book, based on the specifications in the Bill of Quantities template and agrees to hold these prices for the duration of **3 months as of the contract signing date until the completion of the shipments in the contract.**
9. If the food basket and its contents do not meet the specifications (composition and quality) and/or is damaged, it must be replaced at the supplier's expense.
10. SARD reserves the right to alter, change, or terminate the contract at any time given that a Purchase Order has not yet been issued.
11. Suppliers should provide samples of all contents and packaging with the submission of the offer.

Payment

12. The signed contract will **include 1 Purchase** Order (subject to change).
13. Payments for each Purchase Order will be done within 10 working days from the date of receiving the items in the warehouse.
14. Payments will be made in **TRY** by bank transfer referencing invoice number.

Packaging

15. Food baskets should be packaged in a carton box.
16. Every individual item should be packaged as requested in the specification table below.
17. Label of contents and the logo on carton box will be confirmed by SARD with Purchase Order.

#	Commodities	Kg/lt	Packaging
1	Rice	5 kg	Plastic bags, hermetically sealed; see detailed specifications below
2	Bulgur	3 kg	Plastic bags, hermetically sealed; see detailed specifications below
3	Brown Lentils	1 kg	Plastic bags, hermetically sealed; see detailed specifications below
4	Red Lentils	1 kg	Plastic bags, hermetically sealed; see detailed specifications below
5	Vermicelli	2 kg	Plastic bags, hermetically sealed; see detailed specifications below
6	Vegetable Oil	3 liters	Plastic bags, hermetically sealed; see detailed specifications below
7	Dried Chickpeas	1 kg	Plastic bags, hermetically sealed; see detailed specifications below
8	Salt	0.5 kg	Bottle, original factory pack; see detailed specifications below
9	Ghee	2 kg	Can see detailed specifications below
10	Tomato Paste	0.8 kg	Can see detailed specifications below
11	Sugar	1 kg	Plastic bags, hermetically sealed; see detailed specifications below
	Total	20.3	

Certifications

18. Supplier shall provide Laboratory tests for each sample item submitted for this tender.
19. Supplier shall provide ISO certificate on each food item confirming that the food meets ISO or other standards certificates for quality and safety management.
20. Please refer to Bill of Quantities and Product Specifications of this tender package for an explanation of exact and complete requirements for each prepackaged food item.
21. Submitted samples will be verified by SARD. SARD will also require inspection of the commodities to ensure that they are in compliance with the standards specified in this tender.

Tender submission

22. Last day for submission of bids is **Friday, NOV 15, 2019, at 17:00 Turkish time**. Samples of the commodities have to be submitted to SARD office together with the completed tender book. **Any offers submitted after the specified date and time will not be accepted.**
23. **Suppliers must write the tender number and the name of the tender on the sealed envelope.**
24. Suppliers must deliver the Tender Book and all relevant documentation in a closed envelope that is signed on the seal to **SARD Office located at Şükrü Kanath Mah. Atatürk Cad. No:134, Kat:4, D:8, Antakya, HATAY.**
25. **Only stamped and sealed bids will be considered.**
26. **Samples must be submitted along with the tender book and labelled with supplier name and tender number.**
27. SARD reserves the right to reject any or all bids which do not respect the tender conditions.

Bill of quantities for one food basket box – all-inclusive as per conditions above

#	Commodities	Kg/lt	Unit price TRY excluding VAT	Unit price TRY including VAT
1	Rice	5 kg		
2	Bulgur	3 kg		
3	Brown Lentils	1 kg		
4	Red Lentils	1 kg		
5	Vermicelli	2 kg		
6	Vegetable Oil	3 liters		
7	Dried Chickpeas	1 kg		
8	Salt	0.5 kg		
9	Ghee	2 kg		
10	Tomato Paste	0.8 kg		
11	Sugar	1 kg		
Total cost before transportation				
Transportation to Bab el Hawa				
Transportation cost from border to Sarmada				
Total final cost				

Weight of the food basket: 20,3kg

- Do you agree to keep the price until the end of DEC 2019? If not, what is the maximum time you agree to keep the price in your bid? _____
- Delivery Time needed for supply from the Purchase Order date _____ **WORKING DAYS.**

Supplier Notes: Please include details of proposed packaging to cover packaging & specification questions

Food Basket Size

Type of Packaging	Net Weight (KG)	Gross Weight (KG)	Size (L x W x H) in centimeters	Numbers of packaging that can be stacked on the top of each other
FB 20.3 kg	20.3			

PRODUCT SPECIFICATIONS

1. Food, parcels:

No.	Item name and specifications	Unit	Packing	Supplier alternatives specifications or proposed packaging if needed
1a	Food parcel , containing 10 types of food items;	food parcel	1 unit	
1b	Cardboard box ; surface white with flexo prints; box is finished with packing tape and two (2) packing straps. Type BC double waved Finishing height stapled or glued; box bottom glued. Each box is able to carry min. 30 kg of content. Strength Each box is able to carry min. 30 kg of content. The bottom is strengthened with a separate cardboard layer.	piece	1	
1.1	Rice Type white rice Broken rate max. 5 % Oil content max. 2lt/ ton Pack weight Crops date 2016	kg	5kg	
1.2	Bulgur (Burghul or Burghol), Type Bulgur (Burghul or Burghol), coarse grained Conformity with Türk Gıda Kodeksi, Bulgur Tebliği (Tebliğ No: 2009/24 ve 2010/34) TS2284 Grain thickness min. 80 % of 3,50 mm; max. 10 % of 2,00 mm; max. 0,5 % of 0,50 mm Humidity/ moisture max. 13 % Crops date 2016	Kg	Per 3 kg	
1.3	Brown lentils, Type brown lentils Conformity with TS 143 (Tebliğ No: 2008/37) Humidity/ moisture max. 14 % Faulty rate max. 1 % Broken rate max. 3 %	kg	Per 1 kg	

	Mixed rate max. 5 % Non-pealed rate max. 0,2 % Crops date 2016			
1.4	Red lentils, Type red lentils Conformity with TS 143 (Tebliğ No: 2008/37) Humidity/ moisture max. 14 % Faulty rate max. 1 % Broken rate max. 3 % Mixed rate max. 5 % Non-pealed rate max. 0,2 % Pack weight Crops date 2016	kg	Per 1 kg	
1.5	Vermicelli - Sehriye Type Made from “Triticum Durum” mixed TS 2974 with water Conformity with standards TSE TS1620 dated 2002, amendment T1 2005 and T2 2005 Moisture 12.5% max Protein: 10.5% min Ash content: 1% max as a percentage of dry matter Free from unpleasant odors and tastes Packed in food grade plastic bag(s)	kg	500 gr or 1 kg packing	
1.6	Vegetable oil, Type Sunflower Oil obtained from seeds of Sunflower Organoleptic Neutral/bland taste; absence of foreign odours and flavours Conformity with TS 886 Yemeklik Ayçiçek Yağı Standardının revizyonu ile; standartlarının Tadiline İlişkin Dış Ticarete Standardizasyon Tebliği (Tebliğ No: 2011/24) ve Türk Gıda Kodeksi ne uygun olmalı, Moisture and volatile matter 0.2% maximum Acidity Free fatty acid 0.15% maximum expressed as oleic acid Linoleic acid (C18:2) 48.3-74% of total fatty acids Acid value 0.6 mg maximum of KOH/g oil	liter	Per 1 liter	

	Volume net 1 lt Packaging PET bottle, transparent Production date 2016			
1.7	Salt Type Salt used for Iodized Salt conforms to Codex Standard for Salt (CODEX STAN 150-1985, Rev. 1-1997). Iodized Salt is dried, sieved, edible and iodized for human consumption. Sodium chloride min 97.0 % (on dry matter) Moisture max 3.0% (m/m) Water insoluble max 0.2 % (m/m) Iodine 30.0 – 50.0 mg/kg (means 50 – 84mg of potassium iodate per kg of salt) Color shall be white	kg	0.5 Kg	
1.8	Margarine (vegetable ghee), Type Margarine, vegetable ghee for kitchen use Conformity with TS 2812/T4 ve Türk Gıda Kodeksi Sürülebilir Yağlar/ Margarin ve Yoğun Yağlar Tebliği (Tebliğ No: 2008/21) Fat content min. 80 % and max. 90 % Pack weight Packaging Easy opening, tin or bucket or tub or bowl Production date 2016 Expire date min. 24 months	kg	Per 1 kg	
1.9	Tomato Paste, Type Tomato paste Conformity with TS 1466, TS 4890 ve Türk Gıda Kodeksi Salça ve Püre Tebliği (Tebliğ No: 2014/6) Concentration min. 28 % ; 28 brix Salt content max. 1 % Pack weight Packaging Easy opening, tin or bucket or tub or bowl or glass Production date 2016 Expire date min. 24 months	kg	Per 200gr	

1.10	Sugar, Type Unrefined sugar made of sugar beet Conformity with TS 1466, TS 4890 ve Türk Gıda Kodeksi Şeker Tebliği (Tebliğ No: 2006/40) Invert sugar rate max. 0,10 % Dry loss max. 0,10 % Humidity/ moisture zero Production date 2016 Expire date min. 24 months	kg	Per kg	
1.11	Dried chickpeas, Type Gökçe/ Uzunlu 99/ Er 99/ Menemen 92/ Cevdetbey 98/ Aydın 92/ Sarı 98 Conformity with TS 142 Nohut Size min. 8 mm; (calibre 29& 30) Broken rate max. 3 % Faulty rate max. 3 % Mixed rate max. 10 % Crops date 2016	kg	Per Kg	

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 copies of documents*

A paragraph introducing the company with a focus among other on the following:

- a. European countries where the food is exported, specify the biggest markets in the world
- b. Existing branches in foreign countries if any
- c. Company's Capital
- d. Past 3 years annual exported quantities
- e. Past 3 years' annual revenue
- f. Past 3 years annual VAT payment
- g. Indicate which items the company is manufacturing, in relation with the one in this tender
- h. Past performance in food supply and delivery in either commercial or NGO sector (be as detailed as possible)

List of references (Company name / Person name / Person Position/ Tel. contact numbers and email address)

Organization	Contact name and contact details	Service provided Related to Food Baskets or other commodity experience

Any other comments

Selection criteria for the bid committee for reviewing each offer.

	Scoring	Percentage
Price	Best Price/Evaluated Price*Percentage	% 50
Quality of Items	Evaluated offer's Quality Score / Best Quality Score * percentage	% 30
Delivery conditions	Best Delivery /Evaluated Delivery*Percentage	% 20

Exclusion criteria

Non-sealed envelopes, offer without food basket sample, offer sent after due date.