



CARE International in Turkey
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INVITATION TO BID FOR PROVISION OF CLEANING SERVICES

CARE International in Turkey is a non-profit, non-governmental agency that has been operating in Gaziantep, Turkey since 2014, providing much needed aid and support to the Syrian refugee population, through funds provided by various government and other donors. CARE International in Turkey has seven (7) IPS offices in Gaziantep, Islahiye-Gaziantep, Nizip-Gaziantep, Kilis, Eyyübiye-Şanlıurfa, Haliliye-Şanlıurfa, Birecik-Şanlıurfa,

CARE Turkey now solicits invitations from reputable service providers who are able to provide cleaning services to 7 offices (one in Gaziantep center, one in Nizip, one in Islahiye, one in Kilis center, one in Eyyübiye-Şanlıurfa, one in Haliliye-Şanlıurfa and one in Birecik-Şanlıurfa) or to 4 offices (the first 4 offices mentioned in Gaziantep and Kilis) or to 3 offices (one in Eyyübiye-Şanlıurfa, one in Haliliye-Şanlıurfa and one in Birecik-Şanlıurfa) one time in a week. If your company is interested in providing such services, please read the Terms and Conditions outlined in Part-I below.

In addition to the above, please fill in the RFQ Forms in Part-II which should be submitted to CARE via email. There are two quotations forms which are different according to regions. Both can be completed or tenderers who want to work in only one province can fill in only one RFQ form. This RFQs should be signed by the concerned and send to Aladin.Almuhemeed@care.org email address and the email subject should be written: "Invitation for Provision of Cleaning Services".

Part – I Terms and Conditions

1. Tenderers must submit the following together with the tender documents: - Information to show the company's experience in providing cleaning services (reference letter)- trade registry gazette, copy of tax board and Quality and environmental certification (if any), such as ISO 9000 and ISO 14000
2. **The tenderer must submit occupational health & safety documents with the tender documents, otherwise the tender may be considered to be invalid.**
3. The above documents must be duly filled in and signed by the tenderers, attested and dated before submission, otherwise the tender may be considered to be invalid.
4. The Contract shall be for a term of 7 months commencing from 1st of February and expiring on 28th of August 2020. Either party can terminate the contract by giving another party one months' written notice.
5. The tenderer shall undertake to provide and use environmentally friendly cleaning products / agents / materials.

6. The contractor shall provide clean and tidy uniforms for all his employees. The uniform must be worn by all employees who are engaged to carry out the works under this Contract.
7. CARE reserves the right to monitor the clock-in time and clock-out time of the Contractor's employees by weekly attendance sheet as well as to give working instruction directly to the Contractor's employees
8. The tenderer's employee should do the office cleaning minimum in 5 hours
9. All cleaners should be observant, keen, alert, efficient, willing and pleasant. Adequate training for the cleaners shall be provided by the contractor to guarantee a high cleaning standard.
10. The contractor shall provide all necessary machinery, tools and cleaning materials for the proper execution of the work. Such machinery and materials shall be of a high standard and suitable for use in the offices.
11. The contractor shall be responsible for the transportation and food allowance of the employees.
12. The contractor shall inform CARE without delay of cleaner's absences (leave, medical leave, urgent leave, etc.) and any other possible changes of staff working at the office premises (resignation, etc.).
13. The cleaning days shall be generally Fridays for all the locations, however due to the offices availability and upon negotiation with CARE Turkey some offices assigned dates may be altered to another day.
14. The Contractor should assign dedicated staffs for each offices and each month staff's SGK registration documents must be shared with CARE.
15. The company duly established and existing under the laws of the country of its incorporation and be registered with all relevant registration bodies in the Republic of Turkey
16. The company must have valid OHS documents
17. The contract will be awarded to the tenderer whose tender is complete, has a good understanding of the needs of CARE Turkey and offers best value for the money.
18. **Invoicing:** The Contractor agrees to provide CARE with original invoices. After service delivery, the invoice should be issued based on the number of cleaning of each month.
19. **Selection Criteria:** Tenderers should have the necessary financial, economic, technical and professional capacity to perform its obligations under the contract.
20. **Payment:** The tenderer agrees to provide a line of credit to CARE for a minimum number of thirty (30) days. However, CARE will endeavor to make full payment to the tenderer within a period of **ten (10) working days** from the date of submission and acceptance of the invoice.
21. **Additional Conditions:**
 - a. CARE reserves the right to reject any or all bids, and contract awarding is based on technical and financial evaluation, and the lowest rate offer will not necessarily be accepted or awarded the contract. Bids not meeting the requirements of this "Invitation to Bid for Cleaning Services" or bids not received by the deadline indicated in this Invitation, will not be accepted / considered.
 - b. Each proposal shall be made without connection, knowledge, comparison of figures or arrangement with any other company, firm and/or person/s submitting a proposal in response to this invitation.
 - c. CARE assumes no obligation to notify disqualified bidders or return any proposal submitted.
 - d. The rates quoted shall be valid and fixed for a period of seven months (7) months and cannot be changed.

Thank you for your interest!

By signing below, you confirm that the information you have provided is correct and true to the best of your knowledge.

Signature: _____

Name: _____

Title/Position: _____

Date: _____

[Affix here the Company Seal/Stamp]