

Request for Quotation
Supply and Delivery of Booklets
#RFQ-IST-2020-0079

1- BACKGROUND

Save the Children is the world's leading independent organization for children. We work in 120 countries. 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.

2- REQUIREMENTS

We kindly request you to submit your quotation for the following requirements:

#	Name of Booklet	Quantity	Minimum Requirements
1	Bütün Çöpler Toplansın	20,375	Each booklet: 24 pages excluding cover page Printing ink shall be nonhazardous to children health Utmost care for wire sewing Minimum fold for inside pages of booklets Paper shall be minimum 170gr. Paper cutting shall be carefully done in order to avoid possible burr Cover page shall be thick enough in order printing not to transmit to back page Cellophane used for cover page is not to be easily teared off Packaging shall be durable for distribution purpose
2	Orman Sakinleri Doğayı Koruyor	20,375	
3	Renkli Taşlar Kulübü	20,375	
4	Çınar Ağacı	20,375	
5	Işıl'ın Hayali	20,375	
6	Dodi'nin Yeni Dünyası	20,375	

Printing and distribution of 6 different booklets indicated in above chart. 675 set of booklets will be delivered to 2 different locations in Istanbul. Remained 19,700 set will be delivered to 5 different provinces (cities). Open address and quantity will be provided to winning bidder.

A set is composed of 6 booklets. Each set shall be packed by the contractor.

3- SUBMISSION

Quotations must be submitted latest by **20-Mar-2020, 5:00pm** (local time; GMT+3) in a **sealed envelope** to the below address:

Save the Children International Turkey Country Office

Büyükdere Cad. No:245 (USO Centre) Kat:10 Sarıyer/ISTANBUL

***Kindly note that delivery should be in weekdays and between 9:00am to 5:00pm**

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**Company Stamp
& Signature**

Please indicate quotation reference number on the envelope as shown in left. Envelope is also stamped and signed.

Bidders may submit their offer each location separately and/or for all designated locations at once.

Save the Children reserves the right to award contract to more than one bidder.

3.1. Documents to be Submitted

- Copy of registration certificate, supporting document for not being on any prohibited list or blacklist, signed and stamped SCI Policies
- Annex A: Technical Offer
- Annex B: Financial Offer

4- EVALUATION CRITERIA

Essential Criteria

Bidder must meet the following criteria

- Supplier must be registered as a legal entity (provide copies of registration certificates)
- That they are not any prohibited parties or on government blacklisting (Please provide confirmation)
- Full compliance with Save the children International standard policies (Please sign and stamp our Policies and send together with your sealed bids).
- Full compliance with the minimum requirement
 - Printing ink shall be nonhazardous to children health
 - Utmost care for wire sewing
 - Minimum fold for inside pages of booklets
 - Paper shall be minimum 170gr.
 - Paper cutting shall be carefully done in order to avoid possible burr
 - Cover page shall be thick enough in order printing not to transmit to back page

- Cellophane used for cover page is not to be easily teared off
- Packaging shall be durable for distribution purpose

Capability Criteria (50%)

- Quality assurance document (ISO 9001 etc.) **(15%)**
- Invoice or delivery document which proves similar scope and size of work issued within last 2 years (at least 2 different documents) **(15%)**
- Submission of financial statement for 2018 and 2019 **(10%)**
- Submission of proposed delivery lead time upon order **(10%)**

Commercial Criterion (50%)

Bidders shall submit signed and company stamped financial proposal