

**Shafak Organization**

**Tender Application documents to 20-20-257-308 Initiate framework agreement for Printing Material**

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## 1. Tender Document Receipt

Contractor Name:

I hereby acknowledge receipt of one set of tender documentation for the above project.

Document:

1. Tender Document Receipt
2. Invitation to Tender
3. General Conditions for Tender
4. Technical Offer - Bidder Response Document
5. Financial Offer Bidder Response Document
6. Annex A Printing Materials Specification

This document to be returned as part of the Tender Submission. Tenderers should note that it is their responsibility to ensure the documents detailed in the table above are submitted.

Duly authorized to sign this tender	Contact information	Signature	Date

## 2. Invitation to Tender

Shafak was officially established in 2013, while it is founded during the early months of the Syrian Crisis in 2011. At its core, Shafak is a grassroots NGO that was formed by Syrians for Syrians, with the intent of addressing the needs of their life with dignity, equality and humanity with a focus on sustainability and autonomy.

Shafak is an impartial, independent, non-profit NGO that exists for the express purpose of providing humanitarian services to vulnerable people regardless of political or religious affiliations and on the long run to contribute to recover and rebuilding the society on freedom, justice and equality basis.

### 1. Subject of the tender:

Shafak is looking for a qualified supplier/s to supply Printing Materials as described in Annex A.

SHAFAK, will issue a Basic Order Agreement (framework agreement) for the winning supplier/s. The Supplier will not be responsible to deliver all items at once. Shafak will issue Purchase Orders (POs), every time a quantity of the Printing materials needed. Shafak is planning to procure about 98,240.00 \$ of Printing materials approximately as the schedules in annex A. The quantity mentioned is an estimated and under framework agreement, SHAFAK will not commit to purchase any Printing materials till signing purchase order.

### 2. Submission:

- The supplier should be ensuring to submit all offer document with sign and stamp.
- The supplier should provide example photos for these items from their previous works with his offer.
- **All bids must be submitted to Shafak Procurement team using the following email:**

Email: [procurement.printingmaterials@shafak.org](mailto:procurement.printingmaterials@shafak.org)

Or submitted to "Shafak office" as addressed below:  
Turkey – Gaziantep HQ office

Last date to submit offers is: **27 April 2020 at 17:00**, Offers received after this time will not be considered.

- ### 3. Tender Documents:
- A complete set of tender documents may be obtained by interested candidates by email or direct link and QR code, Suppliers can send an email to request for tender documents to the following email [procurement@shafak.org](mailto:procurement@shafak.org) or using direct link to get the tender applications.

4. **Bid Opening:** Bids expect to be opened on **28 April 2020** in the presence of tender main committee and opening committee. Shafak reserves the right to verify information or request missing documentation as required.
5. **Expected Contract Award** The contract is expected to be awarded by **30 April 2020**.

### **3. General Conditions for Tender**

**3.1** The tender has been design by Shafak to seek potential supplier for the provision of Printing Materials inside Syria / Idleb / Azaz.

- A. Required quantity: As annex, Quantities may increase or decrease based on project needs.
- B. Start application: **13 - April - 2020**
- C. The deadline for application: **27 - April - 2020 at 17:00**.
- D. Payment terms: After 22 days after receiving and submission of all required documents (invoice, signed good receive note).
- E. Currency: Bidder shall fill in all prices in USD while actual payment will be in Turkish Lira based on same day bank exchange rate of payment to supplier's bank account.

#### **3.2 Tender Basis:**

- The working language of this Tender and Application is English.
- All applications shall be made in accordance with the Tender Documents.
- All Applicants will receive identical documents: No applicant should add, omit, or change any item, term or condition on original papers.
- If Applicants have any additional requests and conditions, these shall be stipulated in a separate letter accompanying their application.
- Each applicant may make one application only.
- Each application shall be valid for the period of 90 days from its date of submission.
- Applications shall be made in writing, with prices calculated in USD only.

### 3.3 Applicants cannot apply if they:

- Have been convicted for an offense concerning professional conduct.
- Have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify).
- Are guilty of serious misinterpretation in supplying information.
- Are in situations of conflict or potential conflict of interest with Shafak.
- Were declared at serious fault of implementation owing to a breach of their contractual obligations.

**3.4 Tender Evaluation:** Shafak will check the tenders to ensure that they contain no amendment to the terms or any other (calculation) errors. Quotations will be evaluated on a Lowest Price Technically Acceptable basis, as set forth below. Shafak Organization shall first evaluate the non-price elements of the quotation to determine whether they are acceptable or not acceptable. In conducting its evaluation, Shafak Organization may seek information from any source it deems appropriate to obtain or validate information regarding acceptability of Supplier's quotation. Award will be made to the technically acceptable quotation with the lowest evaluated price. Shafak reserves the right to accept or reject any or all bids, and to accept the bid deemed to be in the best interest of the Shafak. Shafak will not be responsible for any pay for any expenses or losses which may be incurred by any Tenderer in the preparation of his Tender. Shafak is not bound to accept the lowest price bid submitted. The award criteria shall be based on the proposal's overall "value for money" while taking into consideration donor and internal requirements and regulations.

#### 4. Technical Offer - Bidder Response Document (Yes / No)

<b>Bidder checklist / Technical offer</b>	
1- Do you confirm that you are registered Company in Turkey? Please provide registration documents. If Yes qualified, No disqualified	
2- Do you confirm you can provide legal invoice for the Printing Materials? If Yes qualified, No disqualified	
3- Can you provide bank account for payment? If Yes qualified, No disqualified	
4- Would you agree to sign frame work agreement for 1 year with Shafak for the procurement of Provide Printing Materials? If Yes qualified, No disqualified	
5- Can you provide Printing Materials that meet specification as required in Annex A without any advance payment? If Yes qualified, No disqualified	
6- Can you provide Printing Materials that meet specification and requirements as required as annex A? If Yes qualified, No disqualified	
7- Do you confirm that the offer is valid for 90 days? If Yes qualified, No disqualified	
8- Do you confirm to deliver Printing Materials to the SHAFAK warehouse inside Syria /Idleb and Azaz? Yes, or No? If Yes qualified, No disqualified	
9- Do you confirm to deliver Printing Materials quantities within 10 calendar days from signing the purchase order by both parties? Yes, or No? If Yes qualified, No disqualified	

<p>10- Do you confirm that you are able to provide Shafak and its donor's staff with advanced notice of scheduled deliveries of commodities to inside Syria, and must allow Shafak and its donor's staff and the to conduct additional spot checks of Recipient's inventory in warehouses to ensure quality of items is acceptable throughout the award? If Yes qualified, No disqualified</p>	
<p>11- If you have previously implemented similar projects (Printing Materials , Printing Vouchers, Stationary ) with other organizations, please provide a brief description and contract information for the last three projects, Preferable.</p>	
<p>Project # 1: Name of the organization Project location Date of the project Total amount Contact person name Contact person phone number and email</p>	
<p>Project # 2: Name of the organization Project location Date of the project Total amount Contact person name Contact person phone number and email</p>	
<p>Project # 3: Name of the organization Project location Date of the project Total amount Contact person name Contact person phone number and email</p>	

**IMPORTANT:**

Bidders are encouraged to provide as detail information as possible using the forms given below. They are also advised to present (attach) evidence documents to get the full points allocated for a particular criterion. The evaluator will give marks for information which can be verified either by looking at attached documents or referencing specified company/personnel with full contact details.

Name, signature, and stamp.	Date:
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**Declaration of Eligibility**

Applicant / :
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I, the undersigned (*Name and address of representative*) \_\_\_\_\_  
(أنا الموقع أدناه (اسم وعنوان الممثل))

Representative of (*Name and address of company*) \_\_\_\_\_

Declare that the following conditions are applicable to us;

- We are not bankrupt or in the process of going bankrupt,
- We have not been convicted for an offense concerning professional conduct,
- We have not been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify),
- We are not guilty of serious misinterpretation in supplying information,
- We are not in situation of conflict or potential conflict of interest with Shafak
- We were not declared as serious fault of implementation owing to a breach of their contractual obligations,
- We do not employ personnel below the legal working age,

Signed in the presence of:

Declared by

\_\_\_\_\_  
(Signature/)

\_\_\_\_\_  
(Signature/)

\_\_\_\_\_  
(Name, address/)

\_\_\_\_\_  
(Location, date/)



### 5. Financial Offer - Bidder Response Document

Application Form (Price Submission) please ensure you submit financial offer with sign and stamp inside the tender documents  
Shafak will issue POs for Printing Materials consisting of any type and quantity of items listed in the table below. The exact item and quantities will be specified in each PO.

Line Item No	Item	Unit	Quantity	Unit price in USD
1	Print adhesive posters 70*100 cm colored, cellophane,170 Gsm, good quality طباعة بوسترات لاصقة ملونة 70*100 سم مسلفن , 170 غراماج ,جودة جيدة	Pcs	1	
2	Print adhesive posters 70*50 cm colored, cellophane,170 Gsm, good quality طباعة بوسترات لاصقة ملونة 70*50 سم مسلفن , 170 غراماج ,جودة جيدة	Pcs	1	
3	Print posters 70*100 cm colored, matt,170 Gsm, good quality طباعة بوسترات غير لاصقة ملونة مت 70*100 سم , 170 غراماج ,جودة جيدة	Pcs	1	
4	Print posters 70*50 cm colored, matt,170 Gsm, good quality طباعة بوسترات غير لاصقة ملونة مت ملونة 70*50 سم , 170 غراماج ,جودة جيدة	Pcs	1	
5	A3 / Brochure Half-Fold, 170 Gsm, colored, cellophane, good quality A3 جودة جيدة / بروشور نصف طية ملون مسلفن غراماج 170,	Pcs	1	
6	A4 / Brochure Half-Fold, 170 Gsm, colored, cellophane, good quality A4 / جودة جيدة بروشور نصف طية ملون مسلفن غراماج 170,	Pcs	1	
7	A4 / Printing brochure, double-face, three folds, colored,170 Gsm, cellophane, good quality جودة جيدة طباعة بروشور على وجهين , ملون , غراماج 170 , مسلفن , ثلاث طيات , / A4	Pcs	1	
8	A4 / Printing brochure, double face, three folds, colored,170 Gsm, Matt, good quality A4 / طباعة بروشور على وجهين, ملون, مت, غراماج 170, ثلاث طيات ,جودة جيدة	Pcs	1	
9	Print adhesive posters 80*50 cm colored, cellophane,170 Gsm, good quality طباعة بوسترات لاصقة ملونة 80*50 سم مسلفن , 170 غراماج ,جودة جيدة	Pcs	1	
10	A4 / CARTOON, one face colored, matt, 300 Gsm, good quality A4 / طباعة وجه واحد ملون, مت, غراماج 300 - بروشور كرتون,جودة جيدة	Pcs	1	

11	A5 /printable double face flashcards, on two faces, colored, cellophane, 300 Gsm, good quality A5 / جودة جيدة غراماج 300 طباعة بطاقة مزدوجة الوجه, مسلقنة, ملونة	Pcs	1	
12	A4 / brochure, one face colored,170 Gsm, cellphone good quality طباعة بروشور وجه واحد ملون غراماج 170 مسلقن, جودة جيدة A4	Pcs	1	
13	A4 / brochure, one face colored,170 Gsm, matt, good quality طباعة بروشور وجه واحد ملون غراماج 170, مت, جودة جيدة A4	Pcs	1	
14	A5 / 20 pages / printing colored booklet Magazine 90 Gsm, with colored cellophane cover 300 Gsm, good quality طباعة مجلة غراماج الورق 90 مع غلاف غراماج 300 مسلقن وملون, جودة جيدة A5 / 20ص	Pcs	1	
15	A4 / 20 pages / printing colored booklet Magazine 90 Gsm, with colored cellophane cover 300 Gsm, good quality طباعة مجلة غراماج الورق 90 مع غلاف غراماج 300 مسلقن وملون, جودة جيدة A4 / 20ص	Pcs	1	
16	A4 / brochure, double face colored,170 Gsm, cellphone good quality طباعة بروشور وجهين ملون غراماج 170 مسلقن, جودة جيدة A4	Pcs	1	
17	A4 / brochure, double face colored,170 Gsm, matt good quality طباعة بروشور وجهين ملون غراماج 170, مت, جودة جيدة A4	Pcs	1	
18	A3 / Brochure Half-Fold, 170 Gsm, colored, Matt, good quality A3 جودة جيدة / بروشور نصف طية ملون مت غراماج 170,	Pcs	1	
19	A4 / Brochure Half-Fold, 170 Gsm, colored, Matt, good quality A4 / جودة جيدة بروشور نصف طية ملون مت غراماج 170,	Pcs	1	
<b>Total value of the bid in USD</b>				

Written total value of the bid in USD -----

- **Note: The supplier should provide example photos for these items from their previous works with his offer.**

By, duly authorized to sign tenders:

Name:	
Position:	
Date:	

Signature and Stamp /

## 6. Annex (A) Annex A Printing Materials Items Specification

Line item no	Description of Printing Materials	Unit	Expected Quantity
1	Print adhesive posters 70*100 cm colored, cellophane,170 Gsm, good quality طباعة بوسترات لاصقة ملونة 100*70 سم مسلفن , 170 غراماج ,جودة جيدة	PCS	8000
2	Print adhesive posters 70*50 cm colored, cellophane,170 Gsm, good quality طباعة بوسترات لاصقة ملونة 50*70 سم مسلفن , 170 غراماج ,جودة جيدة	PCS	8000
3	Print posters 70*100 cm colored, matt,170 Gsm, good quality غراماج ,جودة جيدة 170 , طباعة بوسترات غير لاصقة ملونة مت 100*70 سم	PCS	6000
4	Print posters 70*50 cm colored, matt,170 Gsm, good quality غراماج ,جودة جيدة 170 , طباعة بوسترات غير لاصقة ملونة مت ملونة 50*70 سم	PCS	8000
5	A3 / Brochure Half-Fold, 170 Gsm, colored, cellophane, good quality A3 جودة جيدة / بروشور نصف طية ملون مسلفن غراماج 170 ,	PCS	4000
6	A4 / Brochure Half-Fold , 170 Gsm, colored, cellophane, good quality A4 /جودة جيدة بروشور نصف طية ملون مسلفن غراماج 170 ,	PCS	4000
7	A4 / Printing brochure, double-face, three folds, colored,170 Gsm, cellophane, good quality /جودة جيدة طباعة بروشور على وجهين , ملون , غراماج 170 , مسلفن , ثلاث طيات , A4	PCS	100000
8	A4 / Printing brochure, double face, three folds, colored,170 Gsm, Matt, good quality A4 /طباعة بروشور على وجهين, ملون, مت, غراماج 170, ثلاث طيات ,جودة جيدة	PCS	10000
9	Print adhesive posters 80*50 cm colored, cellophane,170 Gsm, good quality طباعة بوسترات لاصقة ملونة 80*50 سم مسلفن , 170 غراماج ,جودة جيدة .	PCS	1000
10	A4 / CARTOON , one face colored, matt , 300 Gsm , good quality A4 / بروشور كرتون,جودة جيدة - طباعة وجه واحد ملون, مت, غراماج 300	PCS	1000

11	A5 /printable double face flashcards, on two faces, colored, cellophane, 300 Gsm, good quality A5 / جودة جيدة غراماج 300 طباعة بطاقة مزدوجة الوجه, مسلفنة, ملونة	PCS	500
12	A4 / brochure, one face colored,170 Gsm, cellphone good quality طباعة بروشور وجه واحد ملون غراماج 170 مسلفن, جودة جيدة A4	PCS	50000
13	A4 / brochure, one face colored,170 Gsm, matt, good quality طباعة بروشور وجه واحد ملون غراماج 170, مت, جودة جيدة A4	PCS	2000
14	A5 / 20 pages / printing colored booklet Magazine 90 Gsm, with colored cellophane cover 300 Gsm , good quality طباعة مجلة غراماج الورق 90 مع غلاف غراماج 300 مسلفن وملون, جودة جيدة A5 / 20ص	PCS	10000
15	A4 / 20 pages / printing colored booklet Magazine 90 Gsm, with colored cellophane cover 300 Gsm , good quality طباعة مجلة غراماج الورق 90 مع غلاف غراماج 300 مسلفن وملون, جودة جيدة A4 / 20ص	PCS	5000
16	A4 / brochure, double face colored,170 Gsm, cellphone good quality مسلفن, جودة جيدة 170 طباعة بروشور وجهين ملون غراماج A4	PCS	50000
17	A4 / brochure, double face colored,170 Gsm, matt good quality مت, جودة جيدة, 170 طباعة بروشور وجهين ملون غراماج A4	PCS	40000
18	A3 / Brochure Half-Fold, 170 Gsm, colored, Matt , good quality A3 جودة جيدة / بروشور نصف طية ملون مت غراماج 170,	PCS	4000
19	A4 / Brochure Half-Fold , 170 Gsm, colored, Matt , good quality A4 / جودة جيدة بروشور نصف طية ملون مت غراماج 170,	PCS	4000