

**Request for Quotation**  
**Establishment of Framework Agreement for**  
**Supply and Delivery of Education Kits**  
**#RFQ-IST-2020-0105**

**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: **Education kits (1250 Kits) in 14 different categories** (please refer to "**Annex A - Price Breakdown & Technical Specifications**" for detailed specifications and content)

- Kits will be delivered to 6 districts (Altinozu, Iskenderun, Kumlu, reyhanlı, Kirikhan, Dortyol) of Hatay Province. **Separate deliveries may be required.**
- Contractor shall be responsible for distribution of all kits to the above-mentioned places. Distribution plan (date-time schedule and specific address in the districts) will be provided by SCI at a later stage.
- Your quotation **shall be all inclusive such as taxation, packing, handling, loading, transportation, offloading etc.**
- It is contractor's responsibility that ensure all goods delivered in full with indicated quality and without damage. **Any goods that are damaged during any stage of delivery might be returned to be replaced with non-damaged one.**
- Kit content and logo sticker (x2) shall be applied on each box/kit. There must be no other logo of entity or brand etc.
- The resources and materials to be offered in the kit should not contain written or visual, political content or messages that would negatively affect the social and psychological development of children.
- Offered books **shall be in line with MoNE's (Ministry of National Education) curriculum** / if possible, MoNE approved books preferred.
- All content of **the kits will be reviewed by the MoNE's (Ministry of National Education Commission** and material(s) that is not approved by the commission shall be changed with appropriate one without extra charge

- No material prohibited or restricted by MoNE's (Ministry of National Education can be included in the kit content
- Dimension of box should be bigger than 30\*30cm and content shall be fit easily in box. The bidder could offer boxing in different sizes for kits, depending on the interior design of the kits.
- Save the Children keeps all rights reserved for increase/decrease of quantities

### 3- SUBMISSION of BIDS

Quotations must be submitted latest by **21-May-2020, 15:00** (local time; GMT+3) ONLY to below address electronically via e-mail.

- **FİYAT TEKLİFLERİ ve TALEP EDİLEN TÜM DÖKÜMANLARIN, SADECE AŞAĞIDA VERİLEN E-MAIL ADRESİNE, 21 MAYIS 2020, 15:00'dan önce ulaştırılması gerekmektedir.**
  - [procurement.turkey@savethechildren.org](mailto:procurement.turkey@savethechildren.org)
  - Late submission and/or delivery @ wrong e-mail address shall not be accepted. / Geç ve/veya yanlış adrese ulaştırılan teklifler kabul edilmeyecektir.

**Annex A - Price Breakdown & Technical Specifications document should be submitted both signed & stamp PDF & EXCEL formats. (İsmi verilen dökümanın her sayfası hem imza/kaşeli PDF, hem de excel formatlarında sunulmalıdır.)**

You could deliver **ONLY your request for clarifications** to the e-mail addresses below/Aşağıda verilen e-mail adreslerine **SADECE ve SADECE açıklama taleplerinizi** iletebilirsiniz;

- [samet.bayrak@savethechildren.org](mailto:samet.bayrak@savethechildren.org)
- [emre.sanli@savethechildren.org](mailto:emre.sanli@savethechildren.org)

#### **3.1. Documents to be Submitted/Sunulması Gereken Dökümanlar**

- Documents indicated in "**Evaluation Criteria**" section (please refer to essential criteria/evaluation criteria bölümünde bahsedilen dökümanların tamamının sunulması zorunludur.)
- Annex A - Price Breakdown & Technical Specifications (PDF: İmza/Kaşeli Excel: Dijital)
- RFQ-IST-2020-0105 (Request for Quotation) (must be signed and stamped/ imza ve kaşeli olmalıdır)

#### 4- EVALUATION CRITERIA

##### ESSENTIAL CRITERIAS

Bidder **MUST** meet the following criteria;

- Please provide necessary documentation for proof of your registration in country (**Trade Registry Gazette, Chamber of Commerce Registration, Tax Documentation, Circular of Signature for signatory person for the offer submitted**)
- Please provide following for proof of financial capability; Invoice, Service Completion Note, Goods Received Note etc. showing **similar experience in past 2 years should be submitted for 150% of the total price offered.**
- Please provide a copy of **documents for Non-Bankruptcy** (Konkordato Belgesi – Vergi Dairelerince sağlanılmaktadır. Borcu yoktur yazısı benzeridir.)
- Please provide a copy of **“Tender Submission Document/ihalelere katılmasında sakınca yoktur”** document
- Please provide a signed copy of attached SCI policies
- Please provide a copy of your officially enrolled staff (**SGK List**) (**at least 3 staff** related to work should be available)
- 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 technical requirement

##### TECHNICAL CAPACITY

- Please provide visual samples/catalogues for all related items
- Please provide a confirmation on your planned earliest delivery date.  
(SCI may require all items to be delivered at once or as deliveries in different dates in designated districts)
- The bidder shall provide necessary proof no harm against child health due to related materials
- The bidder shall comply with all given Technical Specifications (Annex A) pages with information related to your offer. (Tech Specs of all items offered should be confirmed by the bidder.)