

**REQUEST FOR INFORMATION (RFI)**  
**EXTERNAL EVALUATION**

**CARE International in Turkey**  
Emek mahallesi Ibrahimli Yolu caddesi,  
No: 13/B, Sehitkamil/Gaziantep

**RFI ISSUE DATE: 30 JULY 2020**

**RFI RESPONSE DATE: 12 AUGUST 2020**

**CONFIDENTIAL DOCUMENT**

*PREPARED BY*  
*CARE TURKEY®*



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## 1. SUMMARY AND BACKGROUND

CARE International in Turkey is a non-profit, non-governmental organization that has been operating in Gaziantep, Turkey since 2013, 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 been providing emergency relief assistance (Medical, Food or Non-Food Commodities) to the Syrian refugee population over the past 3/4 years procuring from Turkey.

## 2. PROPOSAL GUIDELINES

This Request of Information represents the requirements for an open and competitive process.

### Submission of RFIs

Responses will only be accepted in the requested format. Your interest should be submitted as electronically.

#### *Electronic Submission:*

*An email containing a copy of the documents:*

- *Email must be sent to [TUR.xbprocurement@care.org](mailto:TUR.xbprocurement@care.org)*
- *The subject of the email should be "Request for Information EXTERNAL EVALUATION Bidder Response – 'Bidder Name', 'Date'"*
- *All documents should be clearly labelled so it is clear to understand what each file relates to.*
- *RFI documents required, shall be included as an attachment to the email in PDF, or the same type of files provided as a ZIP file. Documents in MS Word or excel formats, will result in the bid being disqualified.*
- *Email size should not exceed 15mb – if this limit is breached bidder should split the submission into two or more emails.*

**PLEASE NOTE: NO RESPONSE WILL BE ACCEPTED AFTER THE ABOVE CLOSING TIME AND DAT**

Any verbal information obtained from, or statements made by representatives of CARE Turkey shall not be construed as in any way amending this RFI. Only such corrections or addenda as are issued in



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writing by CARE Turkey to all ITB participants shall be official. CARE will not be responsible for verbal instructions.

**IMPORTANT INFORMATION REGARDING THIS RFI:**

- *This RFI is strictly sought only to learn and gaining knowledge of only availability of **External Evaluation - Final Evaluation of the Northwest Syria Joint Response**; to see the intentions of interested service providers, and to learn their company / individual profiles and experiences. and should not be construed as intent, commitment, or promise to acquire services, supplies, or solutions offered. No contract will result from any response to this RFI.*
- *Information submitted in response to this RFI will become the property of CARE INTERNATIONAL TURKEY and will not pay for any information herein requested nor is it liable for any costs.*
- *Please refer to the **Brief Terms of Reference** to see the specifications to confirm the availability for this consultancy.*
- *Please provide the following documents based on the Brief Terms of Reference*
  - **A short letter stating interest in carrying out the assignment as described in the Brief ToR;**
  - **Maximum 2-page organization profile highlighting related assignments completed with client name, contact person and mobile number.**
  - **You should share the CV of possible dedicate focal people**
  - **If you are a company who registered in compliance with Turkish legislation. You should provide, Copy of Tax Certificate, Copy of Chamber of Commerce Registration, Copy of Operating certificate and Copy of Trade Registry newspaper document.**



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**3. PROJECT PURPOSE AND DESCRIPTION**

**Statement of Purpose**

CARE is issuing this RFI (Request for Information) to gain the knowledge of availability of **External Evaluation - Final Evaluation of the Northwest Syria Joint Response**

This RFI is an invitation to gain the knowledge of ONLY availability of External Evaluation Consultancy, not an offer of contract. Bidders must submit a response that complies with specifications in the Brief Terms of Reference.

**4. PROJECT SCOPE**

The following criteria must be met to achieve a successful project:

<b>Country</b>	Turkey
<b>Implementation Area</b>	North West Syria - Turkey
<b>Description of Consultancy</b>	The Country Office of Turkey has a requirement for the knowledge of availability of providing <b>External Evaluation - Final Evaluation of the Northwest Syria Joint Response</b>
<b>Delivery Location and Terms</b>	North West Syria – Idlib – Aleppo

**5. REQUEST FOR INFORMATION AND PROJECT TIMELINE**

**Request for Information Timeline:**

All response to this RFI are due no later than **5.30 PM, 12<sup>th</sup>, AUGUST 2020**.

The responses have to be sent to the email address [TUR.xbprocurement@care.org](mailto:TUR.xbprocurement@care.org), no later than **AUGUST 12<sup>th</sup>, 2020**.



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If additional information or discussions are needed, responder(s) will be notified.

Any technical questions arising during the preparation of your response to this RFI should be submitted in writing via email to [TUR.xbprocurement@care.org](mailto:TUR.xbprocurement@care.org), no later than **August 12<sup>th</sup>, 2020**.

RFI Issued	30 JULY 2020
Deadline for submission of clarification questions to CARE	End date 10 August 2020
<b>Proposal Responses due to CARE</b>	<b>12 August 2020 Wednesday 05.30 PM</b>

**6. CARE TURKEY’S GENERAL CONDITIONS (RIGHTS)**

The enclosed document is not an offer to contract, but a solicitation of a vendor’s proposed intent. Acceptance of a proposal in no way commits CARE Turkey to award a contract for any or all products and services to any vendor.

CARE Turkey reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To exclude any parties that solicit information from anyone other than the procurement officer listed above after receipt of this RFP document.
- To determine whether the information provided does or does not substantially comply with the requirements of the RFP
- To contact any responder after proposal submittal for clarification of any information provided.
- To accept or reject a proposal in whole or part without justification to the responder
- To enter into a contract or agreement for purchase with parties not responding to this RFI
- To request, at its sole discretion, selected responder to provide a more detailed presentation of the proposal
- To not share the responses of the proposal with other responder and to award contracts based on whatever is in the best interest of CARE.

**7. CONFIDENTIALITY/ NON-DISCLOSURE**

All information gained by any vendor concerning CARE Turkey work practices is not to be disclosed to anyone outside those responsible for the preparation of this proposal. Any discussion by the vendor of CARE’s business practices could be reason for disqualification. CARE Turkey, at their discretion, reserves the right to require a non-disclosure agreement.



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Reciprocally, CARE commits that information received in response to this RFI will be held in strict confidence and not disclosed to any party, other than those persons directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFI is confidential and is not to be disclosed or used for any other purpose by the vendor.

**8. PUBLICITY**

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE Turkey.

**9. LIABILITY**

The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions, and will be liable for any damage caused by its employees, agents or subcontractors.

**10. ERRORS AND OMISSIONS**

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's proposal and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the proposal made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

**11. OWNERSHIP OF WORK**

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.