***Invitation to Tender (ITT)***

Tender for Supplying Euro-5 Fuel to Healthcare Facilities in North-West Syria

مناقصة توريد وقود (يورو-5) لمنشآت الصحية في شمال غرب سوريا

**Reference:** HA/002/2020

**Background**

Human Appeal is a UK-based, international development and relief charity having its offices in Manchester. It was established in 1991 with a mission to alleviate the sufferings of poor people around the world. Since 2013, HA has set up an office in Turkey to provide emergency aid and services to people affected by the conflict in Syria.

**Our Vision**

To become the global agent of change for a just, caring, and sustainable world.

**Our Vision**

We are a global humanitarian and development organization. We save lives, alleviate poverty, transform and empower local communities whilst championing humanity, impartiality, neutrality, and independence.

**Section A: Invitation to Tender**

Tender for Supplying Euro-5 Fuel to Healthcare Facilities in North-West Syria

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**Tender Summary:**

Human Appeal Turkey (HAT) announces this tender for the purpose of ensuring equal competitive bids for providing a quantity of between **50.000 (min)- 85,000 (max)** liters of Euro-5 fuel to be delivered throughout a maximum duration of 10 months (Maximum of 12,000 liters to be requested per month) to specific healthcare facilities in the following locations within North-West Syria:

* Dana Sub-District/ Harim District/ Idleb governorate.
* Salqin Sub-District/ Harim District/ Idleb governorate.
* Darkosh Sub- District/ Jisr-Ash-Shugur District/ Idleb Governorate.
* Atareb Sub- District/ Jebel Saman District/ Aleppo Governorate.
1. **Technical Specification/s:**
* The selected bidder shall provide a quantity of between 50.000- 85,000 litters of Euro-5 fuel at a maximum monthly amount of 12,000 litters.
* The provided items shall hold the specifications indicated in the annex titled (Euro-5 Fuel Technical Specifications).
1. **Site/s of Delivery:**

The selected bidder shall commit to deliver the requested items at healthcare facilities based within the sub-districts below as will be indicated in details by HAT during the contraction phase:

* Dana Sub-District/ Harim District/ Idleb governorate.
* Salqin Sub-District/ Harim District/ Idleb governorate.
* Darkosh Sub- District/ Jisr-Ash-Shugur District/ Idleb Governorate.
* Atareb Sub- District/ Jebel Saman District/ Aleppo Governorate.
1. **Schedule/s of Delivery:**
* The selected bidder shall commit to comply with HAT requests for providing quantities of the fuel regardless of the intervals between the individual requests. However, the average interval between a request and the other is 20-30 days per facility.
* The selected bidder shall commit to deliver the requested quantities of fuel at the indicated facilities within a maximum duration of 3 working days following the notification request by HAT supply chain department.
* The total duration during which the selected bidder will be asked to provide the requested items is a maximum of 10 months.
1. **Bid Folder Components:**

The interested bidders are requested to provide the below information through e-mail to:tendering@humanappeal.org.uk

* Copy of the identity card, Passport, or any official document that confirms the identity of the bidder.
* **In case the bidder is different from the owner of the company, establishment, or entity on behalf of which the bid is provided, the bidder must provide a delegation/ authorization signed and stamped by the owner of the company, establishment or entity AND a copy of the identity card, Passport or any official document that confirms the identity of the owner of the company, establishment or entity on behalf of which the bid is provided.**
* **Bank account details for the bidders that will issue their invoices from within Turkey or PTT account details for that will issue their invoices from within Syria.**
* The Request for Quotation (RFQ) filled with the all needed information (As indicated later in this invitation to tender), singed and stamped by the bidder including:
* The bidder surname, middle and surname.
* Bidder Address (Country/ Governorate/ District/ Sub-District/ Community).
* The bidder contact information (Phone Number and Email).
* Unit price (In USD).
* Quotation validity date.
* Time (In working days) following the signature of the contract that is required to deliver the first shipment.
* Time (In working days) of delivery of the individual shipments following the request by HAT supply chain department.
* The confirmation that the bidder can provide a quantity of between 50.000- 85,000 litters with a fixed unit cost over a maximum duration of 10 months under the condition of that the monthly quantities requested not to exceed 12,000 litters for all facilities combined.
* Whenever feasible, the bidders are requested to provide any catalogues, specifications or certificates relevant to demonstrating the bidder capacity to provide the requested items.
* Whenever feasible, the bidders are requested to provide copies/ list of the awarded Contracts/ with NGOs that have been conducted in last 2 years for the provision of similar item/s.
1. **Quoted Pricing:**
* The interested bidders shall provide the prices within their individual quotations in US Dollar USD.
* When providing the pricing, the interested bidders shall take into consideration that this shall also cover the costs of delivering the requested items at the healthcare facilities as the delivery end points.
1. **Tender Closing Date:**
* All interested bidders shall provide their quotations before Wednesday the 21th of August 2020/ 03:00 PM Turkey Time.
* Any quotation received after the aforementioned deadline will not be considered for review by HAT.
1. **Mean/s of Delivering the Bids:**
* Please send the bid folder to email directly to: [tendering@humanappeal.org.uk](tendering%40humanappeal.org.uk)
1. **Selection Criteria:**
* To be eligible for involvement in the competitive bid analysis (CBA), the interested bidders shall fulfil all of the requested bid components detailed above.
* The received bids will undergo competitive bid analysis by HAT, where the following factors will be evaluated to select the most appropriate bidder:
1. Unit price.
2. Quotation validity date.
3. Time (In working days) following the signature of the contract that is required to deliver the first shipment.
4. Time (In working days) of delivery of the individual shipments following the request by HAT supply chain department.
5. The confirmation that the bidder can provide the required quantity with a fixed unit cost over a maximum duration of 10 months.
6. Also, the copies/ list of the awarded Contracts/ with NGOs that have been conducted in last 2 years for the provision of similar item/s might be considered as an added value for the bidders.
* Additionally, HAT reserves the right to conduct a technical testing for random samples of the requested items offered by the bidders during the phase of the CBA.
1. **General Considerations:**
* By signing this tender form, the individual bidders accept and declare all of its terms and conditions.
* As a preliminary condition to be eligible for involvement in the competitive bid analysis (CBA), the interested bidders shall fulfil all of the requested bid components detailed above. However, HAT reserves the right to not consider any of the quoted bids without providing any justification to the individual bidders.
* Other details including the payment procedures, and the regulations for terminations will be outlined within the contract with the selected bidder.
* By signing this tender form, the bidders consent that their individual bids have not been agreed or arranged with any prospective competitor or trade association and will not be communicated to any third party. And that failure to comply with this might render the relevant bids ineligible or the relevant contracts terminated from HAT side.
* Bidders are required to stamp every page of this document as well as that of the required annexes with their legal/adopted company stamp and NO bid will be accepted without a genuine company stamp.
* Online bidding
* Any quotation received after the aforementioned deadline will not be considered for review by HAT.
* All taxes and financial obligations external to this tender, the provided RFQ or the consequent contract are the responsibility of the selected bidder to solely deal with.
* If a dispute occurs, The Turkish Law will be applied for settlement. Also parties can agree on alternative dispute resolutions for settlement. In case of any ambiguity, true intentions of parties will be taken into consideration.

**Section B: Bid Folder**

Tender for Supplying Euro-5 Fuel to Healthcare Facilities in North-West Syria

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**a. Bid Proposal Form**

The interested bidders are requested to provide information within the below table:

|  |  |
| --- | --- |
| **Description** | **Bidder Inputs** |
| Name, Middle and Surname of the Bidder |  |
| Bidder Address (Country/ Governorate/ District/ Sub-District/ Community) |  |
| Phone Number of the Bidder |  |
| Email Address of the Bidder |  |
| Quotation Validity Date |  |
| Time (In working days) following the signature of the contract that is required to deliver the first shipment. |  |
| Time (In working days) of delivery of the individual shipments following the request by HAT supply chain department. |  |

|  |  |
| --- | --- |
| Price (In US Dollar):**Please provide the price for one liter of Euro- 5 fuel in numbers the box to the right:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ USD |
| Price (In US Dollar):**Please provide the price for one liter of Euro- 5 fuel in words the box to the right:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ USD |

1. **Bid Folder Attachment:** Documents Related to Bidder
* Copy of the identity card, Passport or any official document that confirms the identity of the bidder.
* In case the bidder is different from the owner of the company, establishment or entity on behalf of which the bid is provided, the bidder must provide a delegation/ authorization signed and stamped by the owner of the company, establishment or entity AND a copy of the identity card, Passport or any official document that confirms the identity of the owner of the company, establishment or entity on behalf of which the bid is provided.
* Bank account details for the bidders that will issue their invoices from within Turkey or PTT account details for that will issue their invoices from within Syria. (Must)
* Whenever feasible, the bidders are requested to provide any catalogues, specifications or certificates relevant to demonstrating the bidder capacity to provide the requested items.
* Whenever feasible, the bidders are requested to provide copies/ list of the awarded Contracts/ with NGOs that have been conducted in last 2 years for the provision of similar item/s.
1. **Bid Folder Attachment:** Documents Related to Product/ Service
2. Euro-5 Fuel Technical Specifications: To be signed and stamped by the bidder.
3. **Bidder’s Declaration**

I hereby state that I read and understood the terms indicated within the above invitation to tender form, and that I have carefully checked and examined all the provided bid related documents. I also confirm that the provided pricing is a fixed and not subject to any changes or alterations including those due to currency fluctuations. The offers are fully inclusive of all charges, supervision, preliminary costs, payroll costs and out of pocket expenses (excluding overnight stays etc.), of all kinds including printing costs, telephone calls and travel/subsistence expenses necessary for the completion of the Services.

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** | **:** |  |  |
|  |  | **Bidder’s** **Full Name** | **:** |
| **Official Stamp** | **:** | **Title** | **:** |
|  |  | **Signature** | **:** |