

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

Tender for Supply of food Distribution of Emergency Food Items for IDP’s in Idleb/SYRIA

مناقصة لاستجرار سلات غذائية في الشمال السوري (حارم – سلقين )

**Reference:** **HA/007/2020**

**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.

Human Appeal Turkey office is based in Gaziantep, from where we are providing support and aid to the Syrian people inside Syria and Turkey.

This project intends to provide humanitarian assistance IDP families escaping from the ongoing hostilities which escalated from 16th December onwards. Since then, thousands of new IDP’s have moved to relatively safer areas to escape from the airstrikes. Our intervention is to provide ready-made food items for the IDP’s who are travelling to safety and trying to find shelter near the Turkish border.

**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

Tender for Supply of food Distribution of Emergency Food Items for IDP’s in Idleb,

مناقصة لاستجرار سلات غذائية في الشمال السوري (حارم – سلقين )

**Tender Summary:**

Human Appeal Turkey (HAT) announces this tender for the purpose of ensuring equal competitive bidding process for all its suppliers. The food items listed below need to be provided within a maximum duration of 10 days with specified packaging to the following location.

**Delivery Location**

|  |  |  |
| --- | --- | --- |
| **Items** | **Delivery Destination** | **Comment** |
| 2200 emergency food boxes | To be delivered to Salqeen sub-district in Harim district. |  |

Quotation providers are requested to use our table when filling the prices. If you do not have any of the items listed here, please just keep the column empty. Your offer should be for the quantity that we request, not less and not more.

**Attached File Bill of quantity**

**Note: All prices should be quoted in USD only.**

All tenders are required to be submitted by **Friday 2th October 2020, 15.00 pm Turkey time** pursuant to the attached guidelines for submitting a quotation and the proposal sent to:

tendering@humanappeal.org.uk

For any issues related to the tender or its contents please email directly to:

procurement.HAT@ humanappeal.org.uk

**All quotation providers are requested to fill in Appendix 1 below when submitting their proposal.**

**Appendix 1**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **شرح المادةItems** | **شرح المادةItems** | **الواحدة** | **الكمية المطلوبة** | **السعر****Price** |
|  1 | ماء / تركي المنشأ | Water | 0.5 LT | 3 |   |
|  2 | عصير / تركي نوع ممتاز  | juice | 1LT | 2 |   |
|  3 | بسكويت / سادة نوع أول  | Biscuit | 1KG | 2 |   |
|  4 | جوز / بلدي قطعة كاملة  | nut | 1KG | 2 |   |
|  5 | مرتديلا / تركية  | salami | 1KG | 2 |   |
|  6 | سردين / مغربي بالزيت الحلو  | Sardines | 1KG | 2 |   |
|  7 | تون / قطع بالزيت الحلو  | Toon | 1KG | 2 |   |
|  8 | مربى / قطع مشمش  | jam | 1KG | 2 |   |
|  9 | زيتون أخضر / بلدي مكلس  | olive | 1KG | 2 |   |
|  10 | جبنة مثلثات / مصري او تركي نوع أول  | Cheese Triangles | 1KG | 2 |   |
|  11 | خبز / أبيض وزن الرغيف 100 غ | Bread | 1KG | 3 |   |
|  12 | فول / تركي معلب نوع جيد  | Bean | 1KG | 3 |   |
|  13 | كرتون و تعبئة  | Carton basket | Piece 40\*40 | 1 |   |
| **Grand Total Bid Price** |  |
| **Discount Ratio (if any) … % and the amount** |  |
| **Grand Total after Discount** |  |

We have carefully checked and examined all bid documents and we are offering the costs above on a fixed basis and they are not subject to any changes or alterations including those due to currency fluctuations.

Total Price (USD):

In words [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

Bidder’s Signature Stamp Date

**Bidder is required to stamp this document with their legal company stamp no bid will be accepted without a genuine company stamp**

**appendix 2**

1. Updated Company Profile with all registration certificates
2. Provide copy of previous awarded Contracts / Purchase Orders completed in last 02 years for similar trade
3. Total value of contracts completed in last 2 years for similar trade
4. Evidence having own manufacturing faculties or sole distributor of mentioned items
5. Expertise and experience in the NGO sector or Human Appeal
6. Company capital / Sermayah.
7. PTT Account. (Must be exist).