



FRAMEWORK TENDER NOTICE

Contract title: Framework Agreement for Third Party Monitoring Services
Project code: All Projects
Tender number: SYRC000331
Procedure: Open Tender
Location: Turkey

Contracting Authority:

People in Need / Člověk v tísni, o.p.s.

Local office address in Turkey: Mücahitler Mah. 52054 Nolu Sok. No :10, Güneydoğu İş Merkezi, Kat: 3 Daire 19, Şhitkamil / Gaziantep

Tax Number: 7280388500

With its registered office at: Šafaříkova 24, 120 00 Praha 2, Czech Republic

IČ / Identification number: 25 75 52 77

Represented by: Taimur Ahmed

I. SCOPE OF TENDER

The International NGOs People in Need invites competent and reputable third party monitor providers for the following open tender. **Framework agreement of one-year duration will be concluded with the winner for the following services:**

Type of assignment/methodology	Estimated requested sample per quarter (NWS)	Estimated requested sample per quarter (Euphrates Shield/Azaz)	Estimated requested sample per quarter (NES)	Estimated time period needed for each assignment (from desk review to completion)* subject to negotiation	Sectors covered
Direct observation	10 site visits	5 site visits	1 site visit	10 days	WASH sites (rehabilitation of water networks, sewage pumps etc.); food assistance distributions (food kits, vouchers); NFIs distributions, multi-purpose cash
HH interviews	3 assignments (200 interviews est. per assignment)	1 assignment	1 assignment	10-15 days	
Qualitative data collection	4 assignments (between 2-6 FGDs per assignment)	1 assignment	1 assignment	10 days	
KIIs/mixed methods [example]	4 assignments (5-10 interviews)	2 assignments (5-10 interviews)	1 assignment (5-10 interviews)	5 days	

- The winning tenderer may **not** subcontract the service, or its part(s) to person(s) who is/are **not part of the original offer**. **If the offer is submitted for a team, PIN requires reviewing all persons** that will participate in the service pursued, as per the selection criteria stated below.



2. By participating in this tender provider fully agree to respect criteria set in this paragraph I: Scope of tender.
3. Time frame for the assignments is November 2018 - November 2019
4. A framework agreement will be concluded with the three best ranking tenderers (see par. II. of this tender notice for additional information on the agreement). Individual assignments (Purchase Order) will be submitted to the supplier. The Purchase Orders shall be done in writing in accordance with the template contained in Annex I to this tender notice. In each Purchase Order the Buyer shall specify the individual assignments. The Vendor shall confirm the acceptance of the Purchase Order in writing upon its delivery to the Vendor. If the Vendor cannot accept fully the Purchase Order due to exceptional circumstances with respect to the individual assignments, the Vendor shall suggest to the Buyer changes to the Purchase Order. The Buyer shall inform the Vendor without unreasonable delay whether it accepts the proposed changes in the Purchase Order or whether it withdraws the Purchase Order. The Purchase Order confirmed and accepted by both contractual parties shall be binding on the parties and shall be considered as a part of framework agreement.
5. Suppliers must offer outputs matching or exceeding quality specified herein, otherwise their offer will be excluded from the tender.
6. **Payment** for individual assignments will be completed after each completed assignment sent to PIN.
7. **Price** of the assignments shall be quoted in USD without VAT, as place of assignments is Syria.
8. **Financial proposal** budget for the each type of assignment in USD, including any applicable fees and taxes (unit pricelist)

II. AWARDING PROCEDURE OF FRAMEWORK AGREEMENT

1. A framework agreement will be signed with three qualified providers who will rank the highest scores in meeting the selection criteria.
2. The duration of the framework agreement will be one year.
3. The individual assignments throughout the duration of the contract will be requested by email to the three chosen providers through a Purchase Order under a fixed price agreement, with unit costs agreed upon during award of the framework agreement. The choice of the provider for each individual assignment will not be made according to the best price only due to preservation of impartiality and independence of the results and progress of the evaluation. The choice of the provider will be made randomly and rotating mechanism will be used.
4. For the first assignment, the Purchase order will be delivered to the highest-ranking provider. Only if the highest-ranking provider would not be able to deliver in requested deadline and quantity, the second supplier will be delivered a Purchase order.

III. TENDERING FOR FRAMEWORK AGREEMENT

1. Each Tenderer shall submit only one Tender offer. A Tenderer who submits or participates in more than one Tender offer will be disqualified from the Tender.



1. Tender offers have to be submitted to PIN **before the 5th November, 15:00 CEST (central European summer time)**. in one of the following ways:
 - *By email to: secure.bid@peopleinneed.cz (this is a confidential account with limited access at out PIN's HQ. All offers received will be forwarded to Gaziantep office after the closing date only).*
 - *The subject of the email must be:*

“SYRC000331 Framework Agreement for Monitoring Services – TENDER OFFER –

DO NOT OPEN BEFORE 5th November 2018 15:00 PM”

2. Each Tenderer shall submit only one Tender offer, either individually or as a partner in a joint venture. A Tenderer who submits or participates in more than one Tender offer will be disqualified from the Tender.
3. If any of the Tenderers requires any clarification relating to the tender, such question should be sent to PIN by e-mail to the following e-mail address: procurement.turkey2015@peopleinneed.cz and in copy: emily.tripp@peopleinneed.cz before **01.11.2018 at 17:00 CEST (central European summer time)**. If PIN answers the question, all other Tenderers will be copied the answer. Communication will be held through e-mail.

To ensure that PIN could copy the answer to all tenderers, all Tenderers are advised to send their e-mail contacts to the above specified PIN e-mail address, or otherwise ensure that PIN knows their contact details.

In case the Tenderer does not inform PIN about corresponding e-mail address PIN will send the copy of the answer to any e-mail address available to PIN from public sources and then the Tenderer cannot claim that they/it did not know the same information as other Tenderers.

IV. SELECTION AND AWARD CRITERIA FOR FRAMEWORK AGREEMENT

1. To accept or reject the tender is the responsibility of the **Tender Committee**, decision of which shall be final.
2. The tender evaluation committee will evaluate and award the contract on the basis of the following **selection criteria**
 - Professional expertise and past experience of the tenderer in the relevant field (quality of technical proposal)- **60%**
 - Conducting monitoring
 - Knowledge of relevant sector / thematic area
 - Knowledge of geographic area / country / region
 - Use of participatory methods
 - Sampling strategy and sample size
 - Addressing gender (in data collection/ sampling and in monitoring team)
 - Data analysis
 - Number of field research and desk research days
 - Reputation in this context (references) – **10%**



- Respect for organisational confidentiality
- Independence of field enumerators
- Experience of analysts
- Experience of data collectors
- Price for the assignments for whole duration of framework agreement (as per financial proposal, including any applicable taxes and fees) – **30%**

3. **Selection method** (selection criteria evaluation):

Each evaluation criteria will obtain between 0 and 10-point, 10 point being the maximum, 0 points the minimum and the points obtained will be multiplied by criterion weight. For price, the following formula will be used: $\text{PriceA/PriceB} * \text{criteria weight} * 10$. Price A = most convenient price for PIN from all submitted offers; Price B = actual price offered by the tenderer

Supplier with highest sum of points is the winner of the tender.

V. EXCLUSION AND DISQUALIFICATION

1. PIN shall **exclude from the tender any bid of a tenderer** falling into any of the following cases:

- a) They are **bankrupt** or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) They or persons having powers of representation, decision-making or control over them have been **convicted of an offence** concerning their **professional conduct** by a judgement that has the force of res judicata;
- c) They have been **guilty of grave professional misconduct** proven by any means that the contracting authority can justify;
- d) They have **not fulfilled obligations relating to the payment of social security contributions** or the **payment of taxes** in accordance with the legal provisions of the country in which they are established or those of the Czech Republic
- e) They or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata **for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity**, where such illegal activity is detrimental to the EU's financial interests;
- f) Following another procurement procedure or grant award procedure financed by PIN or donor of the project, they have been **declared to be in serious breach of contract** for failure to comply with their contractual obligations
- g) They do **engage in the employment of children**, disrespect basic social rights and working conditions based on international labour standards
- h) They have **engaged in the trafficking in persons** and have **provided any support** (direct or indirect) **of terrorism**, including the financing of terrorism, or transactions with persons connected with terrorism.
- i) They are currently subject to an **administrative penalty** imposed by donor or have been listed by the donor as **ineligible** for participation in award procedures financed by donor's money.



Points (a) to (d) do not apply to the purchase of supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities, or the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

Tenderers shall declare they are in none of the situations listed above by the signature of **Sworn Statement** form.

2. Bids of tenderers shall be **disqualified** from the tender who, during the procurement procedure:

- a) tenderer is subject to a **conflict of interest**;
- b) tenderer has **not stated true facts** or has misinterpreted information required by PIN, or fails to provide timely such information or to provide required documents stated by PIN as condition for participation in the tender;
- c) **tenderer does not meet the PIN qualification criteria** or requirements stipulated in the tender documentation.

VI. CANCELLATION OF THE TENDER

PIN may cancel the announced tender or not conclude contract with the winning tenderer in the following cases:

	Case	Procedure
a)	PIN has not received any bid , or none of the bids received was qualitatively and/or financially worthwhile or all the bids received have been disqualified from the tender	PIN has the right to cancel tender and launch simplified procedure with a single tenderer
b)	Major discrepancies have been found in the Tender Notice or other supporting documentation of the tender;	PIN has the right to cancel tender and announce a new tender
c)	Serious circumstances have occurred during the tender which prevent PIN to continue the tender	PIN has the right to cancel tender and launch simplified procedure with a single tenderer
d)	only one bid , complying with the tender conditions, has been submitted	PIN has the right to cancel tender and launch simplified procedure with a single tenderer
e)	The winning tenderer refuse to sign contract with PIN, have not stated true facts in their bid or their bid is at dumping price or otherwise jeopardizes free competition in the market (e.g. forbidden supplier agreements, cartels, abuse of the leading position in the market).	PIN has the right to cancel tender or to accept a bid of the tenderer who ranked as the second best or at other rank in the tender

VII. GENERAL CONDITIONS

1. The **Tenderer shall bear all costs** associated with the **preparation and submission of the Tender**, and PIN will in no case be responsible or liable for such costs.
2. Tender **offer must remain valid** for the period of 30 days from the date of closing unless withdrawn in writing before the close of tenders.
3. The framework contract is concluded with the three winning tenderers. Should one of these tenderers fail to provide to PIN the necessary cooperation to conclude the contract within the period of 30 days upon the tender



results notice, PIN can further negotiate with the fourth best tenderer that shall be considered the winning tenderer. Should more than one winning tenderer fail to conclude the contract, PIN is allowed to cancel the tender. Notice of results shall be deemed the third day following the day of dispatch of the tender results notice.

4. PIN is allowed to cancel the tender in case less than three (3) providers submitted qualified offer.
5. The winning tenderers **may not** subcontract the service, or its part(s) to person(s) who is/are **not part of the original offer**. If the offer is submitted for a team, PIN requires reviewing all persons that will participate in the service pursued, as per the selection criteria stated below and in TOR.
6. **Tender offer** (bid submitted by the tenderer) **shall consist of the following documents:**
 - **Technical proposal describing proposed methodology for monitoring services according requirements in article I. Scope of tender and listing past experience of the tenderer together with at least two references from past customers from the non-profit sector (with contact details for verification)**

From this document, the following elements have to be assessable:

 - a. Conducting monitoring
 - b. Knowledge of relevant sector / thematic area
 - c. Knowledge of geographic area / country / region
 - d. Use of participatory methods
 - e. Sampling strategy and sample size
 - f. Addressing gender (in data collection/ sampling and in monitoring team)
 - g. Data analysis
 - h. Number of field research and desk research days
 - **Writing example of report published by tenderer covering similar sectors in an emergency context**
 - **Financial proposal** budget for the each type of assignment in USD, including any applicable fees and taxes (unit pricelist)
 - **Sworn eligibility statement** (Annex II) – filled and signed/stamped
 - **General information on the Tenderer** (Annex III) – filled and signed/stamped

PIN reserves the right to request additional info regarding the above mentioned documents via email/skype during the Tender evaluation phase.

7. PIN reserves the right to cancel the tender without giving any reason.

VIII. OTHER CONDITIONS

In case additional material would prove to be necessary for finalization of the activity for which this tender is published, PIN reserves the right to procure them from the winner of this tender under a negotiated procedure on the basis of a single tender if the potential extension of the contract for a value and duration wouldn't exceed the value and the duration of the initial contract awarded under this tender.

Tenderers will be notified about the results of the tender via email or letter within 15 working days after the termination of the tender.



List of Annexes:

- Annex I: Template of Purchase Order
- Annex II: Sworn Eligibility Statement
- Annex III: General Information on the Tenderer
- Annex IV: Framework agreement template

on behalf of People In Need

Luca Fasolino
Logistics and Procurement Manager NWS

19/10/2018 Gaziantep

