



For a world without hunger

INVITATION TO TENDER

Humanitarian Aid for Syria – Food Baskets

Our Ref. SYR1047-TND-007

SYR-1047-SPR-019-PROG

Gaziantep, 11.04.2018

Dear Sir/Madam,

Welthungerhilfe (WHH) was established in 1962. It is today one of the largest private organizations working in the area of development cooperation and humanitarian aid in Germany. Non-profit-seeking, non-partisan and non-denominational. Donations from the population at large fund our work in Africa, Asia and Latin America. In addition, Welthungerhilfe receives grants from the Federal German Government, the European Union, USAID/OFDA, the United Nations and many other worldwide recognized donors.

Today, WHH Turkey is in the market for the acquisition of food baskets.

Quantities and content of the listed assortment is subject to no alteration. Welthungerhilfe reserves the right to divide the order into lots and to award the lots to various bidders. However, Welthungerhilfe prefers to place the order with one supplier only.

1. General remarks and special conditions

The offered commodities must be according to WHH's specifications and of sound, fair, and merchantable quality.

- **Food baskets shall be prepared and kept in supplier warehouse till Welthungerhilfe place an order of delivery**
- **Timely arrival in accordance with the delivery periods is of utmost importance**
- **Partial shipments are not allowed without prior authorization of Welthungerhilfe**
- **Welthungerhilfe reserves the right to change the number of baskets it orders. Final quantity will be fixed in the purchase order**
- **Please indicate current stock location and origin**

Deutsche Welthungerhilfe e.V.
Binevler Mh. 23. Sk. No.8
Gaziantep
Turkey
Tel. +90 (342) 336 02 09
www.welthungerhilfe.de

Procurement Department
procurement.turkey@welthungerhilfe.de

Patron:
Federal President Frank-Walter Steinmeier

Supervisory Board (honorary):
Bärbel Dieckmann, President
Prof. Dr. Joachim von Braun, Vice-President
Norbert Geisler, Chairman of the Finance Committee
Amadou Diallo
Rita Lanjus-Heck
Prof. Dr. Conrad Justus Schetter
Dr. Tobias Schulz-Isenbeck

Chief Executive Officer:
Dr. Till Wahnbaeck

Donations account:
Sparkasse KölnBonn
IBAN: DE15 3705 0198 0000 0011 15
BIC: COLSDE33

Alliance 2015

towards the eradication of poverty

Member of Alliance 2015,
International NGO Network



2. Specification / Quantity

2000 Food Baskets

2.1 Each food basket is approximately 71.12 kg and contains the following items:

	Items	Quantity (for monthly consumption of one family with member size 6)	Technical specifications
1	Rice	16 kg	Basmati rice
2	Fruit in Syrup	12X230 ml	Highly concentrated fruit juices dissolving when mixed with water The minimum TOTAL amount must be 2760 ml. Alternative quantity could be accepted if it provides the minimum amount.
3	Lentils	10 kg	5 kg red lentils and 5 kg green lentils
4	Macaroni	4 kg	Dry pasta (Spaghetti and Fusilli)
5	Vermicelli	2 kg	
6	Olive Oil	2 liters	extra-virgin olive oil (sızma)
7	Sunflower Oil	2 liters	
8	Salt	1 kilogram	Iodised salt
9	Tomato Paste	4X400 grams (1.6 kg)	Canned tomato paste
10	Tuna	6X160 grams	Canned tuna (normal, not diet)
11	Green Peas	8X400 grams (3.2 kg)	Canned green peas in liquid
12	Hummus	4X400 grams	Canned hummus The minimum TOTAL amount must be 1600 gr. Alternative quantity could be accepted if it provides the minimum amount.
13	Sugar	3 kg	White Crystal
14	Ghee	2 kg	Clarified butter (Ghee)
15	Dates	3 kg	Dried / Vacuum Pack / Easy peel / (mebrum)
16	Chickpeas	5 kg	Dried Spaniola Chickpea (koçbaşı) each Chickpea seeds must be between 9-10mm
17	Bulgur	8 kg	(pilavlık)
18	Halva	2 kg	Only Tahini
19	Thyme	1 kg	Dried

Note: The expiry date of all listed items must be minimum at least 1 year from the delivery date.

All items must be fit for human consumption.

3. Marking/Labeling/ Packing

Each food basket must be packed in two plastic bags and one carton box. Each plastic bag must be approximately 19.5 kg and must include 8 kg rice, 5 kg lentils (red/green), 4 kg bulgur and 2.5 kg dried chickpeas. In other words, rice, lentils, bulgur and chickpeas must be divided in two plastic bags. Rest of the food items must be packed in the carton box which should be approximately 32.12 kg and must include the rest of the items. Following is the layout of the packing of the food basket:

Food Basket	
1st Plastic Bag:	8 kg rice, 5 kg lentils, 4 kg bulgur, 2.5 kg dried chickpeas
2nd Plastic Bag:	8 kg rice, 5 kg lentils, 4 kg bulgur, 2.5 kg dried chickpeas
Carton Box:	Please refer to page 2 for the rest of the food basket items

The following labelling is required on all distribution cartons:

- Welthungerhilfe logo (will be provided by Gaziantep office, after placing of the order).
- The following words in Arabic printed twice on both sides: “Not for Sale” and “Food Baskets”.
- All labelling should be stick on carton.

The food baskets contents (single items) do not require any specific labelling.

The packaging of plastic bags and carton box must be appropriate to the nature (size, weight) of the items and reach international standards. The packaging should avoid transport damages and must be able to protect the content from bad weather conditions. Cartons and packaging costs must be included in the unit price of each item.

4. Samples

One sample should be provided to WHH before the final date of the tendering period. The sample should be submitted to the following address:

WELTHUNGERHILFE
Binevler Mh.23 Sk. No.8
Sahinbey,
Gaziantep
Turkey

The sample must include all items and should be packaged as indicated in article 3. Printing requirements are not requested at this stage. The supplier name should be clearly marked on the sample packaging.

Tenderers who do not submit samples or incomplete samples will be excluded from the tender evaluation process and will not be considered for selection. The samples will remain the property of the tenderer throughout the tender evaluation process. The sample food baskets are to be reclaimed by the tenderer at their own cost. After the tender evaluation, all samples can be collected at the delivery address of the samples. If not collected within 21 days after the tender closing date, the sample will become the property of the Welthungerhilfe.

Winning supplier commit to provide Welthungerhilfe with specified items that are the same quality brand, type, and specifications of provided samples. In other words, all of the 2000 food baskets must exactly be the same in quality, type, and specifications as provided sample.

5. Delivery conditions

All items are to be supplied as indicated in Article 4, and DDP to Zero Point – Cilvegozu/ Reyhanli, Turkey (Incoterms 2010).

All transport details (Origin, City of Loading, and Routing) must be indicated within the offer.

Cost for transportation must be stated separately.

Partial shipments are not allowed. All shipments must be announced with prior notice.

6. Delivery schedule

The delivery is expected to begin during the first half of May 2018.

The exact delivery schedule will be negotiated with the Contracting Authority after placing of the order.

7. Prices

All quotation prices must be indicated in Turkish Lira (TL) currency only. Quotations provided in other currencies will automatically exclude the tenderer from being considered during the evaluation and contract awarding process.

Prices must include Income tax, Value added Tax, Stamp tax, insurance costs, and all other related taxes (local price). Transport prices must also include all relevant transport taxes.

8. Inspection

The Contracting Authority shall be entitled to inspect, examine, measure, and test the components, materials and workmanship of all items provided by the tenderer. Likewise, the Contracting Authority shall have the right to check the progress of preparation, fabrication, and manufacturing of all items being prepared, fabricated or manufactured for delivery under the contract in order to establish whether the components, materials, or workmanship are of the requisite quality and quantity. This shall take place at the origin of manufacturing, fabrication, or preparation or at the place of acceptance, or at any other places as may be specified in the Contract.

For the purposes of such tests and inspections, the Contractor shall:

a) provide to the Contracting Authority or his representative, temporarily and free of charge, with such assistance, test samples or parts, machines, equipment, tools, labour, materials, drawings and production data as are normally required for inspection and testing;

b) provide access to the Contracting Authority or his representative, at all reasonable times to the place where the tests are to be carried out.

This inspection on quality and quantity shall also be executed by an independent surveyor company at time and place prior or at loading (before shipment to the warehouse). One inspection per supplier will be on account of the Contracting Authority. Any additional inspection shall be on account of the Supplier. Goods not meeting agreed quality will be rejected. In case goods are rejected, the Supplier will contractually be obliged to pay already incurred fees for rejected goods and also for such fees which will become payable to the inspection company due to multiple interventions and/or fruitless visits and for goods inspected but eventually remained unshipped.



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9. Ordering Party

Welthungerhilfe Turkey
Binevler Mh. 23. Sk. No.8
Sahinbey / Gaziantep
Turkey

10. Consignee

Welthungerhilfe Turkey
Binevler Mh. 23. Sk. No.8
Sahinbey / Gaziantep
Turkey

11. Documents

The following documents must be submitted before tender closing:

- Written quotation in TL currency included of prices as indicated in the paragraph 7. (Prices) of this document on a letter headed paper (duly stamped and signed)
- Copy of VAT registration form or similar
- Company profile
- Reference list
- Pre-qualification of suppliers (refer to Annex I)

The following documents will be requested from the Seller after firm order:

- Original Commercial Invoice (addressed to Welthungerhilfe, Gaziantep)
- Proforma Invoice (addressed to Consignee, Gaziantep)
- Original Waybills
- Packing list

Expenses for commercial courier to be covered by the Seller.

12. Payment Conditions

Cash against documents (CAD). The order sum can be subdivided into partial payments according to part shipments which have been delivered successfully to final destination. Minimum value of each partial payment is 20% of the relevant order sum. Each payment will be arranged by bank transfer within 10 days upon the reception of the invoice.

13. Penalties

Delivery schedule will be negotiated and fixed in order. In the event of delay in delivery caused other than by force majeure, the Contracting Authority is entitled to make use of a penalty of 5/1000 per calendar day of the total value of the consignment still to be delivered. The penalty will be deducted from the invoice. In the event of incomplete delivery caused by the Supplier, the Contracting Authority is entitled to deduct the losses from the invoice. In case of damaged cargo caused by inappropriate packaging the Contracting Authority reserves the right to deduct from the relevant order sum an amount according to the variance to the requested specification. In case the quality is not in line with specifications initially agreed by both sides, the Supplier has to inform the Contracting Authority as soon as possible. Goods not meeting agreed quality can be rejected by the Contracting Authority, but if the Contracting Authority accepts these goods a deduction from the order sum and a penalty will be negotiated.



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14. Selection Criteria

Welthungerhilfe will prioritize the quotations as follows:

- **Tenderers not providing the requested quotation included of prices as indicated in the paragraph 7 (Prices) of this document duly signed and stamped with the other documentation as listed in the article “11. Documents” as requested will be by automatism excluded from this competition.**

The following ranking criteria's will be considered for the contract granting:

- 20% delivery delay/ schedule
- 80% price

The evaluation of the quality of the ordered flour will be conditioned with the performance of a positive resulted laboratory, quantity and quality preloading independent inspection (please refer to the article 8 of this document for further precisions).

Non-provision of samples will lead to exclusion from the tender process.

The assigned points per listed criteria will be calculated conforming to the obtained proportion from the best offers criteria's results in comparison to the offered value per criteria multiplied by 10 to obtain a grading scale per criteria in between 1 to 10 points per ranking criteria.

15. Terms and Conditions of Contract / Purchase Order

The granted contract/purchase order for the procurement of the stipulated goods is supposed to involve the application of the **“Welthungerhilfe Terms and Conditions for International Procurement of Goods and Services.”**

For more information, the said document can be found at the following web link:
<https://www.welthungerhilfe.org/news/publications/detail/terms-and-conditions/>

16. Offer Conditions

The offer must be valid at least three months.

Quotations must specify all details according to the tender text. Suppliers who do not receive a written feedback three weeks after the deadline for the bid submission will have to consider their bid being unsuccessful.

Quotations must be sent by email in PDF format **not later than the 25th of April 2018, 10:00 am (Turkey Local Time)**, to the following email address:

procurement.turkey@welthungerhilfe.de
(with mention: tender SYR-1047-TND-007)

In case of any questions contact Welthungerhilfe at e-Mail address procurement.turkey@welthungerhilfe.de

ANNEX I – Pre-Qualification of Suppliers

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1. We want some information about your company

Company Name	
Legal Form	
Founded (Year)	
Established in (Country)	
Bank Details (Account Holder, Bank Name, IBAN, BIC, Swift, Currency)	
VAT-Registration Number	
Physical Address	
Name of Chief Executive Officer (CEO)	
Place and Date of Birth of CEO	
Name of Owner	
Place and Date of Birth of Owner (if individual)	
Website	
Sales & Marketing Contact	
Range of Services provided by the Company (Company Portfolio)	
For internal use of WHH only	

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2. Policy Statement of Welthungerhilfe

a. Welthungerhilfe supports the goals of the UN Global Compact

The UN Global Compact is a strategic policy initiative for businesses that are committed to aligning their operations and strategies with [ten universally accepted principles](#) in the areas of [human rights](#), [labour](#), [environment](#) and [anti-corruption](#).

Human Rights

- [Principle 1](#): Businesses should support and respect the protection of internationally proclaimed human rights; and
- [Principle 2](#): make sure that they are not complicit in human rights abuses.

Labour

- [Principle 3](#): Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
- [Principle 4](#): the elimination of all forms of forced and compulsory labour;
- [Principle 5](#): the effective abolition of child labour; and
- [Principle 6](#): the elimination of discrimination in respect of employment and occupation.

Environment

- [Principle 7](#): Businesses should support a precautionary approach to environmental challenges;
- [Principle 8](#): undertake initiatives to promote greater environmental responsibility; and
- [Principle 9](#): encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

- [Principle 10](#): Businesses should work against corruption in all its forms, including extortion and bribery.

The Global Compact is global and local; private and public; voluntary yet accountable.

Further information is available on this website in different languages :

<https://www.unglobalcompact.org>

b. Welthungerhilfe (WHH) renounces all forms of terrorism and money laundering

Welthungerhilfe renounces all forms of terrorism and will never knowingly support, tolerate or encourage terrorism or the activities of those who embrace terrorism or money laundering.

Consistent with numerous United Nations Security Council resolutions, including S/RES/1269(1999), S/RES 1368(2001) and S/RES1373(2001) and the European Union, Welthungerhilfe is firmly committed to the international fight against terrorism and in particular against the financing of terrorism. It is the policy of Welthungerhilfe to seek to ensure that none of its and its donor funds are used, directly or indirectly, to provide support to individuals or entities associated with terrorism or money laundering. Therefore, Welthungerhilfe will match their suppliers and Service providers against the Sanctions lists on a regular basis. By submitting an offer, suppliers and service providers agree to this.



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Welthungerhilfe Supplier Qualification Form

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3. Supplier Declaration

We, _____ (name of company) hereby declare that

- a) we are not in bankruptcy proceedings, judicial insolvency proceedings or in liquidation, that we have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the national legal provisions,
- b) we have not received a sanction by legally binding judgment for reasons which bring into doubt our professional reliability,
- c) we comply with our duty to pay social insurance contributions, taxes or other levies in accordance with the legal provisions of the state in which we have our office, the state of the consignee, or the state where the contract is performed. We assure that we will comply with the legislation applicable and common standards in terms of wages, social legislation and occupational safety and health.
- d) we have not received a legally binding sentence due to fraud, corruption, participation in a criminal association, or another act directed against the financial interests of the International Humanitarian Aid Community,
- e) no serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded from the International Humanitarian Aid Community,
- f) we are providing you with all the information required in connection with participation in a tender,
- g) in respect of contracts which are ultimately paid for out of European Community funds, no one has accused us of breach of contract due to gross violation of our contractual obligations,
- h) we have not been excluded as a contract partner by the European Community due to ethical issues,
- i) we assure the European Commission, the European Anti-Corruption Bureau and the auditors of the European Community reasonable access on demand to our business and accounting documents for the purpose of checks and audits,
- j) we respect basic social rights and condemn child labor,
- k) we are informed that Welthungerhilfe will conduct a check to ensure that partners/suppliers do not appear on official sanctions lists of UN and the European Union.

Date, Company Name, Signature of Owner of CEO, Name in Block letters, Stamp